



*“PAHCOM Shares Knowledge”*

[www.daytonpahcom.com](http://www.daytonpahcom.com)

January 24, 2012

Dear Industry Colleague:

**The Dayton Chapter of PAHCOM** would like to invite you to be a part of our **2012 Annual Seminar/Vendor Fair**.

This year's seminar is being held **April 25, 2012** at the National Composite Center in Kettering, Ohio. Vendor exhibits are an essential part of our seminar's success and benefit both the attendees and the companies who choose to participate. We are expecting about 150 regional healthcare decision makers to attend our annual seminar.

Dayton PAHCOM is excited to offer several different levels of sponsorship. Please refer to the attached grid for a complete listing of the benefits for each of the different levels. Quantities of sponsorships are limited, so please respond quickly.

All levels of sponsorship include one six foot table per booth space. Only two representatives per booth are permitted. Breakfast, lunch and drinks will be provided for the two designated representatives

**NOTE: We request all participating vendors donate a door prize. This year, drawings for door prizes will occur throughout the day at each of the designated break times.**

To reserve your space, please forward the registration form along with payment as soon as possible.

**\*\*Registrations without payment will not be accepted.**

We look forward to receiving your commitment and working together at the 2012 Annual Seminar/Vendor Fair of the Dayton Chapter of PAHCOM. See you in April!

Sincerely,

Debbie May, 2012 Seminar Chair  
P.O. Box 293037  
Kettering, OH 45429

## Dayton PAHCOM Annual Seminar Sponsorship Levels

	(2 available) <b>Platinum Sponsorship</b> <b>\$2000</b>	(2 available) <b>Gold Sponsorship</b> <b>\$1500</b>	(2 available) <b>Silver Sponsorship</b> <b>\$1000</b>	(35 available) <b>Bronze Sponsorship</b> <b>\$400</b>
<b>Exhibit space location</b> <i>(Vendors choice)</i>	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice	Assigned
<b>Presentation time to attendees</b>	10 minutes- Prior to lunch	5 minutes during seminar	During door prize drawings	N/A
<b>Company brochure/literature distribution</b> <i>(Vendor provides all materials by April 2, 2012)</i>	On attendees' lunch tables	Included in attendees' packet	N/A	N/A
<b>Recognition of sponsorship on all signs</b> <i>(Vendor to provide electronic file of logo by April 2, 2012)</i>	Company logo	Company logo	Company name	N/A
<b>Recognition in seminar invitation</b> <i>(Paid registration must be received by February 24, 2012)</i>	Yes	Yes	Yes	Yes
<b>Recognition in attendees program materials</b> <i>(Vendor to provide electronic file of logo by April 2, 2012)</i>	Full page color ad	Half page color ad	Half page B/W ad	Listing
<b>Recognition in all media releases</b> <i>(paid registration deadline is April 2, 2012)</i>	Yes	Yes	Yes	No
<b>Recognition on Dayton PAHCOM website</b>	Yes	Yes	No	No
<b>Post-meeting attendee list</b>	Yes	Yes	Yes	Yes
<b>One year free Dayton PAHCOM corporate membership</b> <i>(Complete attached corporate membership form and return with exhibitor registration)</i>	Yes	Yes	Yes	No

**EXHIBITOR REGISTRATION FORM**  
**APRIL 25, 2012 – KETTERING, OHIO**  
**THE DAYTON CHAPTER PAHCOM 2012 SEMINAR/VENDOR FAIR**

- My Company would like to become a PLATINUM Sponsor in the amount of \$2,000. (2 offered)
- My Company would like to become a GOLD Sponsor in the amount of \$1,500. (2 offered)
- My Company would like to become a SILVER Sponsor in the amount of \$1,000. (2 offered)
- My Company would like to become a BRONZE Sponsor in the amount of \$400. (35 offered)

**\*\*Booths will be assigned on a first-come, first-serve basis (Limit 2 booths per vendor)**

**Location:**

National Composite Center  
 2000 Composite Drive  
 Kettering, OH 45420

Corporate functions may not be held concurrent with official PAHCOM functions. Any functions, regardless of size or locations, must be approved by the PAHCOM Executive Committee.

**\*\*FINAL Registration deadline is MARCH 26, 2012.**

**Please make checks payable to: Dayton Chapter of PAHCOM**

**Mail registration and payment (and membership form) to:**

Seminar Committee  
 P.O. Box 293037  
 Kettering, OH 45429

**Questions? Contact Laurie Boisclair**

[laurie.boisclair@transworldsystems.com](mailto:laurie.boisclair@transworldsystems.com)

**513-260-3207**

**VENDOR INFORMATION (Please print clearly.)**

Company Name: \_\_\_\_\_ Product/Service Provided: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone/Email: \_\_\_\_\_

**\*\*Two designated representatives per booth space.**

#1 Representative: \_\_\_\_\_ #2 Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

I need electricity for my display. **Yes / No**  
*(Outlets are limited. Extension cords and power strips are NOT provided).*

I would like to donate a door prize. **Yes / No**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for choosing to support the Dayton Chapter of PAHCOM.**

**Dayton PAHCOM-Internal Use Only**

**Payment:** \_\_\_\_\_ **Amt:** \_\_\_\_\_ **Date Rec'd:** \_\_\_\_\_ **Check #:** \_\_\_\_\_

# IMPORTANT EXHIBIT INFORMATION

## GENERAL INFORMATION

The Dayton Chapter of PAHCOM Annual Seminar/Vendor Fair will provide attendees with advanced knowledge to ensure the continuous pursuit of excellence in the management of physician office practices, combined with new product knowledge learned in the exhibit hall.

The Dayton Chapter of PAHCOM consists of medical office managers, administrators, supervisors, directors, assistants, coordinators, specialists, and consultants, with clinical and operational responsibilities.

**Official Seminar Date:** April 25, 2012

**Seminar Location:** National Composite Center  
2000 Composite Dr.  
Kettering, OH 45420

## SUPPORTING THE DAYTON CHAPTER OF PAHCOM

Deliver your message in a professional, focused, and educational environment. The Dayton Chapter of PAHCOM presents you with networking opportunities to build relationships with new and existing customers. Choose from four different levels of sponsorship, each one providing visibility and recognition for your company beyond the annual seminar.

**We request all participating vendors provide a door prize. Drawings will occur throughout the day at designated break times.**

Vendors are invited to attend the speaker sessions. Breakfast, lunch and drinks will be provided for two designated company representatives.

## CASUAL FOR A CAUSE:

Want to dress casual while attending the seminar?

Just make a minimum donation of \$10.00 in support of **Michael's House.**

## Exhibit Description:

6 foot space with (1) one table, (2) two chairs. If displays require more space, an additional table may be purchased for an added cost of \$400.

If you need electric for your display, please bring an extension cord and an outlet strip. Additional information will be made available approximately one month prior to the seminar. Tablecloth coverings will be provided. Color of tablecloths will be based on sponsorship level and corporate membership status.

***Space is limited. Register early to ensure a spot.***

## Questions?

Contact Laurie Boisclair

[Laurie.boisclair@transworldsystems.com](mailto:Laurie.boisclair@transworldsystems.com)

513-260-3207

**IMPORTANT NOTE TO VENDORS:**  
\*\*All payments MUST be made out to Dayton Chapter Of PAHCOM and sent to the PO Box as listed on this form.

**A copy of our W-9 form can be provided upon request.**

## Assignment of Space:

Exhibit space will be assigned at the sole discretion of the Dayton Chapter of PAHCOM. Factors affecting exhibit location include support level, the date the registration form with payment was received, the number of exhibits, need for electricity, and proximity of competitors.

## EXHIBIT SCHEDULE (Times are subject to change without notice.)

**Exhibit Set Up:** Wednesday, April 25, 2012  
7:00 a.m. - 8:00 a.m.

**Exhibit Hours:** Wednesday, April 25, 2012  
7:00 a.m. - 3:00 p.m.

**Exhibit Teardown:** Wednesday, April 25, 2012  
3:00 p.m. - 4:00 p.m.

## Registration:

To register your staff members, please list the names of those representative(s) (limit 2 per table) working in the booth, on the Vendor Registration Form. Only employees of the exhibiting company, or its agents, will be issued a badge. Booths must be manned the entire time the exhibit area is open.

## Payment is due with vendor registration.

Registration deadline is  
**March 26, 2012.**

Please make checks payable to:  
**Dayton Chapter of PAHCOM**

Mail registration and payment to:

**Seminar Committee  
P.O. Box 293037  
Kettering, OH 45429**

**JOIN THE DAYTON AREA CHAPTER OF PAHCOM AS A CORPORATE MEMBER**

This is an invitation to become a Corporate Member of the **Dayton Area Chapter of PAHCOM**, our local organization specializing in healthcare management.

**Your company's information will be distributed among our professional members showing your support of our chapter. You will be provided with our membership contact list.**

**You may designate up to 4 representatives to participate in PAHCOM activities. Due to the size of our meeting room, please have only one member in attendance at each meeting.**

*Corporate Member Dues are \$100.00. (Check below if you are registering as a Platinum, Gold or Silver Sponsorship.)*

*Membership is for 2012 and is valid for one calendar year.*

**MEMBERSHIP PLEDGE**

***I agree to promote the professionalism of the Dayton Area Chapter of PAHCOM and to further support the Association by offering state-of-the-art services and/or supplies to the Dayton Area Chapter of PAHCOM members.***

Please complete the following information:

Date: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ Company Website: \_\_\_\_\_

Please designate up to 4 representatives who may participate in our activities.

#1-Primary Contact Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

#2- \_\_\_\_\_

#3- \_\_\_\_\_

#4- \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Company Specialty: \_\_\_\_\_

Is your company a National **PAHCOM** member?  Yes  No

Would your Company like information about becoming a National member?  Yes  No

I am a 2012 Dayton PAHCOM Seminar Premium Sponsor. My 2012 (1-yr) membership is free: \_\_\_\_\_

I have already paid my 2012 membership, please credit my sponsorship to 2013 \_\_\_\_\_

**Type of sponsorship: Platinum \_\_\_\_\_ Gold \_\_\_\_\_ Silver \_\_\_\_\_**

Please return this completed application along with your \$100.00 check to:

Membership Director  
Dayton PAHCOM  
P.O.Box 293037  
Kettering, OH 45429

**WE APPRECIATE YOUR MEMBERSHIP AND SUPPORT. THANK YOU!**

## Dayton Chapter of PAHCOM Corporate Membership Guidelines

PAHCOM values its Corporate Members as a win-win relationship. The corporation is able to establish itself with medical office managers in the area and to learn what is going on in our community. The members are able to learn about what these corporate members have to offer and to use them as a valuable resource.

Corporations may become members of the National PAHCOM organization. This does not give them membership in the Dayton Chapter; corporations must become members of the local chapter in addition to National in order to receive the local benefits. However, membership in the Dayton Chapter is independent and does not require National membership.

To qualify for a corporate membership, the company must market products or services to the Miami Valley area medical community; excluding patient care.

An active corporate member of PAHCOM is entitled to:

1. Designated up to 4 employees at the time of application to participate in PAHCOM activities. Membership remains with the corporation.
2. The attendance of 1 member of your company at the monthly membership meetings. Due to the small meeting room, please have only one member in attendance at each meeting. This excludes seminars and special events that are open to non-members.
3. Access to the membership list for the sole purpose of professional use.
4. One free ticket to the Annual Member Dinner.
5. Sponsorship listed on the Dayton Chapter PAHCOM website.  
(You must provide your business card in pdf format to the Dayton Chapter President)
6. Recognition given as a corporate member at our annual seminar.
7. The opportunity to be a Highlighted Breakfast Vendor at one of the members' monthly meetings.  
A vendor may provide breakfast at one of the membership meetings from May through October.  
This vendor is responsible for providing breakfast, including beverages. The secretary can be notified to determine estimated number of attendees.  
In exchange, the vendor may have 5 minutes to introduce themselves to the members and distribute marketing materials.
8. Throughout the year corporate members may be given the opportunity to be sponsors at various PAHCOM events. This provides opportunities for marketing your products and services.
9. Corporate Membership is \$100 for the 2012 calendar year. Membership runs per calendar year.
10. Membership renewal is payable by January 31 of each year. An application must be completed each year and submitted to the Membership Director.

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