



The Mayflower Hotel
Washington, DC
Colloquium Dates: March 9 - 12, 2018
Exhibits: March 10-11, 2018
Exhibit and Advertising Application

Company Name: _____
Mailing Address: _____
City: _____ State: _____ Postal Code: _____
Contact Name: _____ Title: _____
Phone: _____ Mobile: _____ Fax: _____
Email: _____
Company Website: _____

Exhibit Table Space

_____ \$ 1,000 per Table
- If electric is needed please contact The Mayflower

Colloquium Program Advertising

_____ \$1,500 Back Cover
_____ \$1,200 Inside Front Cover
_____ \$1,200 Inside Back Cover
_____ \$1,000 Full Page, Full Color
_____ \$ 750 Half Page, Full Color

\$ _____ Total Fee

FOR PROCESSING - FULL PAYMENT
MUST ACCOMPANY APPLICATION.

PLEASE SIGN AND RETURN A COPY OF 2018 RULES & REGULATIONS
ALONG WITH THIS APPLICATION. Tabletop locations will be assigned on a first-come, first-served basis.

Exhibit Hours

Exhibit hall will be located adjacent to the session room

Saturday, March 10 7:00am - 7:00pm

- Installation
o 6:00 - 7:00am
Breakfast
o 7:30 - 8:30am
Break
o 10:30 - 10:45am
Lunch
o 12:00 - 1:00pm

Reception and Annual Health Policy Awards Dinner

Exhibitors can stay set up through the Reception until 7 pm.

Reception 6:30 - 7:45pm

Dinner 8:00 - 10:00pm

Optional: Sunday, March 11 8:00am - 3:00pm

- Breakfast 8:00 - 9:00am

Schedule is tentative and subject to change

Payment

Credit Card Payment: ___ VISA ___ MASTERCARD ___ AMERICAN EXPRESS

Cardholder: _____

Credit Card Number _____

Security Code: _____ Expiration Date: _____

Signature: _____

Mail To: NMA c/o A. Fassano & Company
461 Route 168, Unit A
Turnersville, New Jersey 08012

Make Checks Payable To: National Medical Association
NMA Tax ID No. 53-6010805

Email To: processing@AFassanoCo.com

Use only the encryption-forcing subject line:
[Confidential] NMA Colloquium Application

Billing/Invoicing Questions: Karen Kimakovich
856-302-0887



2018 Colloquium Rules and Regulations

Payment – Full payment must accompany application.

Assignment of Space - Space will be assigned on a first come, first served basis. NMA reserves the right to revise the exhibit area plan and/or move assigned exhibitors as necessary. Each space includes one skirted table and two chairs.

Cancellation by Exhibitor - All cancellations must be received in writing. Space is non-refundable.

Eligibility for Exhibiting - NMA promotes exhibits as an integral part of the educational opportunities offered during the meeting.

Installing, Exhibiting, Dismantling - Hours and dates for installing, exhibiting, and dismantling shall be those specified by NMA. Exhibits must be staffed during all show hours and may not, to any extent, be dismantled before the official closing on the final day of the exposition. **Exhibitors who begin to dismantle or pack exhibit materials prior to the official closing may be restricted from participating in future NMA Expositions and Meetings.** Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the exposition. No children are permitted in the exhibit area.

Inspection - Inspection of the exhibit area will be made during set up to advise the exhibitor if any deviation from the exhibit rules is noted. In the event the exhibitor is not available, the decorator, with the approval of Exhibit Management, will provide necessary remediation and submit charges to the exhibitor.

Exhibit Representatives – Registered staff personnel may attend sessions, however CME credits will not be offered.

Off-Site Activities - Exhibitors who plan to have off-site activities agree that such events will not take place during anytime designated as official meeting days/hours. Approval must be sought and given by Exhibit management prior to planning or advertising such activity.

Contests/Distribution - Contests, lotteries, raffles or games of chance must be available to all registrants and the activity or giveaway must be submitted for NMA approval. Use of the NMA logo is prohibited. All companies are strongly encouraged to adopt their respective code of ethics including limitations on value of items.

Default in Occupancy - Any exhibitor failing to occupy contracted space is not relieved of the obligation of paying the full rental of such space, as provided in the signed application. If space is not occupied by the opening of exhibits for attendees, the Association may repossess exhibit space.

Contract Agreement - Submission of application for exhibit space constitutes the exhibitor's agreement to abide by these regulations.

Security and Insurance - NMA, the meeting venue, A. Fassano & Company and other NMA vendors and subcontractors cannot accept responsibility for the protection of exhibitors' materials and displays during the convention. Exhibitors are expected to carry risk insurance on their exhibits, utilize lock boxes, and/or arrange for their own security in their as appropriate, at their own expense.

Smoking Policy - NMA strictly enforces a no smoking policy in the foyer and meeting rooms.

Limits of Liability - The exhibitor agrees to make no claim against the National Medical Association, its committees, members, agents or employees, the meeting venue, A. Fassano & Company and other NMA vendors and subcontractors for any reason whatsoever, including negligence, theft, damage or destruction of goods; or for any injury to representatives, agents, or employees while in the meeting venue; or for any damage of any nature; or character whatsoever, including any damage to their business by reason of failure to provide space for the exhibit or the removal of the exhibit.

Exhibit Restrictions - Exhibitors may not alter the locations of exhibits or of exhibit space without the written consent of Exhibit Management. Exhibitors may not sublet their space or any part thereof. The Association reserves the right to restrict or relocate at the exhibitor's expense any exhibit because of noise, method of operation, materials, traffic congestion, or any other reason that becomes objectionable. Exhibit demonstrations must be confined within the bounds of the respective space. Aisle space may not be used to distribute promotional material. Canvassing or distribution of advertising material outside the exhibitor's own space is not permitted. Solicitations of business, or conferences in the interest of business, except by exhibiting firms, are prohibited. Volatile or inflammable oils, gases other explosives or inflammable matter, or any substance prohibited by city law or insurance carriers are not permitted on the premises. The Association reserves the right to refuse applications of companies not meeting standards required, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. This also applies to displays, literature advertising, novelties, souvenirs and conduct of persons. Character of the exhibit is subject to approval by the Association.

Protection of Property - Exhibitors may not tape, paste, thumbtack, nail, or otherwise affix signs or posters to the walls, columns, or drape, or hang things from sprinkler pipes. Helium balloons are not allowed.

The National Medical Association has the full authority to interpret or amend these rules, and its decision is final. Exhibitors agree to abide by any rules and regulations that may hereafter be adopted. Any issues not addressed in these rules are subject to the decision of the National Medical Association. The exhibitor waives any rights or claims of damages arising out of enforcement of any rules contained herein.

As the representative of the exhibiting contractual company, I have read and understand the rules as they appear in this exhibitor agreement and agree to abide by the rules and regulations set forth by NMA forthwith.

Representative Signature _____

Date _____