February 27, 2017

Dear Prospective Exhibitor:

The Auxiliary to the National Medical Association, Inc. (ANMA) will be holding its Annual Convention in Philadelphia, Pennsylvania at the Philadelphia Marriott Downtown Hotel, 1201 Market Street, PA 19107 from Saturday, July 29 through Tuesday, August 1, 2017.

The Auxiliary to the National Medical Association Inc. was formed in 1936 with the mission to educate and serve the public in matters of health; to develop and promote a national program on health, education and legislation. The ANMA is a 501(C)3 service organization, representing members in six (6) regions throughout the continental United States and the US Virgin Islands.

ANMA’s 2017 theme is “Charting the Course for Healthier African-American Communities.”

Each year the ANMA has a “Marketplace”. This year the ANMA is seeking exhibitors who will make a compelling statement about the splendor of our people and whose merchandise and information reflect the mosaic in our village.

The ANMA seeks exhibitors that will provide our communities with information needed to ensure healthy outcomes and who have books, which reflect our intellect and diversity. The ANMA looks for exhibitors who service our beauty needs or whose paintings give us pause to cogitate upon the beauty of the colors and the message in the paintings. ANMA wants exhibitors whose sculptures show the strength and power of the object or whose garments drape our bodies beautifully. We are looking for companies or individuals with jewels that sparkle and will provide unique merchandise.

The ANMA “Marketplace” is one of the most exciting facets of our convention. If you are interested, please complete the enclosed contractual application. If you have any questions, please contact Natasha at the ANMA at (301) 495-3779. Applications may be faxed to (301) 495-0037; however, the original copy must be mailed to the ANMA National Office at 8403 Colesville Road, Suite 820, Silver Spring, Maryland, 20910.

Sincerely,

Judge Gladys Bransford
President

Mrs. J. Delores Dalton & Mrs. Mae Walton
Co-Chairs – Commercial Exhibits

Enc.: Contractual Agreement; Terms and Conditions
APPLICATION AND CONTRACT FOR EXHIBIT SPACE

Auxiliary to the
National Medical Association, Inc

Philadelphia Marriott Downtown Hotel | 1201 Market Street | Philadelphia, PA 19107 • (215) 625-2900
Location: TBA

Company Contact Information

Exhibiting Company Name (for signage and directory listing)

Logistics Contact (all correspondence will be sent to the contact information provided below)

Address Line 1

Address Line 2

City, State/Province, Postal Code, Country

Telephone

Email (required for confirmation)

Exhibit Space Rates and Information

☐ New Exhibitor $1,300
☐ Returning Exhibitor $1,200
☐ Corporate Exhibitor $1,500

Each 10’ x 10’ space includes:
- Two (2) exhibit booth personnel registrations
- A 6’ skirted table, a wastebasket, two (2) side-chairs, and a generic identification sign
- Pipe and drape booth structure

Additional expenses associated with the exhibit, including special booths, drayage, lights, phone, carpeting, electrical connections, etc., will be the responsibility of the exhibitor.

Product/Service Description (Counterfeit merchandise is prohibited)

Payment Options

Payment may be made by credit card, certified check, money order or cashier’s check. Any other form(s) of payment received will be returned.

☐ Payment in FULL
☐ 50% deposit due with application
☐ Credit Card payments by Visa, MasterCard or American Express

☐ Visa ☐ MC ☐ AMEX

Card No:
Exp: CVV:

Amount: $

Name on card:
Signature:

☐ Checks drawn on US Bank payable to ANMA, Inc.
Mail checks along with a copy of this form to:
ANMA, Inc.
Attn: Natasha Alexander
8403 Colesville Road, Suite 820
Silver Spring, MD 20910

Cancellation Policy

Cancellation of booth space will not be accepted by the Auxiliary to the National Medical Association, Inc after May 16, 2017. All cancellations prior to May 16, 2017 will be subject to a $100 administrative fee to be deducted from the refund. Payment in full must be postmarked by May 16, 2017 or you will forfeit your deposit.

Contract Signature

The undersigned hereby authorizes ANMA, Inc. to reserve exhibit space in the JW Marriott for use by the above company or organization during the ANMA Annual Convention. The undersigned hereby acknowledge receipt of and agree to receive all written and electronic correspondence from ANMA, Inc. in reference to the ANMA Annual Convention and future ANMA events. The Auxiliary reserved the right to refuse applications of exhibitors not meeting the standards required, as well as the right to curtail exhibits which do not adhere to the established policy. This also applies to the conduct of exhibitors.

Authorized Signature Date

Completed application should be faxed to (301) 495-0037 or emailed to anmanationaloffice@earthlink.net
2017 Application and Contract for Exhibit Space
Terms and Conditions

BOOTH ASSIGNMENT
ANMA will make booth assignments upon receipt of a signed Application and Contract for Exhibit Space. ANMA will make a good faith effort to assign the Exhibitor a booth that conforms to the Exhibitor’s booth selection and location criteria, including proximity to other companies, as indicated by the Exhibitor in its application. Notwithstanding the above, ANMA retains sole discretion to assign exhibit space and may change the original allocation of space by notification to the Exhibitor’s authorized representative.

Priority assignments will be given to full payments in accordance with the date paid. All booth assignments will be made according to the date of full payment. **The deadline for submitting an application and final payment is May 16, 2017.** Space assignments will be available on-site.

BOOTH AND SIGNS
The Exhibit area will be located in the TBA, of the Philadelphia Marriott Downtown. All Standard 10’ x 10’ booths will have a draped back wall and side dividers. A booth identification sign displaying the company's name will be supplied. Each 10’ x 10’ space includes:

- Two (2) exhibit booth personnel registrations
- A 6’ skirted table, a wastebasket, two (2) side-chairs, and a generic identification sign
- Pipe and drape booth structure

Additional expenses associated with the exhibit including special booths, that are not covered by ANMA are as follows: drayage, lights, phone, carpeting, electrical connections, etc., will be the responsibility of the exhibitor. Canvassing, distributing or advertising matter outside of the exhibitor’s own space is not permitted.

Only one (1) Exhibitor/Company sign per booth will be permitted.

EXHIBIT HOURS
**Setup:** Saturday, July 29 at 10 a.m.

- Saturday, July 29—4:00 p.m.—9:00 p.m.
- Sunday, July 30—9:00 a.m.—8:00 p.m.
- Monday, July 31—9:00 a.m.—8:00 p.m.
- Tuesday, August 1—9:00 a.m.—8:00 p.m.

Exhibits must be staffed at all times during exhibit hours with no more than two individuals. **Any infraction of this rule will result in dismissal without refund.** Strict adherence must be made to opening and closing hours.

MERCHANDISE
All counterfeit merchandise is prohibited. The Auxiliary has the right to shut down any vendor that does not comply. Any infraction of this rule will result in dismissal without refund.

OFFICIAL DECORATOR
The official decorator will be **Shepard’s Exposition Services.** A complete Exhibitor Service Kit will be forwarded to each exhibitor with additional features that may be obtained (at the exhibitor’s expense).

LIABILITY & INDEMNITY
The exhibitor acknowledges that the Auxiliary to the National Medical Association, Inc. and Exposition Company do not maintain insurance covering Exhibitor's property. It is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor. The Exhibitor agrees to indemnify and hold ANMA harmless against any and all loss, damage, expense (including attorney’s fees), claims, and liabilities resulting from the Exhibitors’ acts or omissions to customers or third parties or including, but not limited to, claims by customers for property damage, personal injury, or other improper performance, failure to perform, and negligent performance.

EXHIBIT SPACE CANCELLATION
Cancellation of booth space **will not be accepted by the Auxiliary after May 16, 2017.** All cancellations prior to May 16, 2017 will be subject to a $100.00 administrative fee to be deducted from the refund.

Payment in full will be required for all booths and **must be postmarked by May 16, 2017** or you will forfeit your deposit.

The Auxiliary reserves the right to refuse applications of exhibitors not meeting the standards required, as well as the right to curtail exhibits which do not adhere to the established policy. This also applies to the conduct of exhibitors.

All vendors will break down their display promptly on Tuesday, August 1, 2017. Violators will be fined.

The Auxiliary reserves the right to increase the cost of the exhibitor’s fee after the deadline.