



NATIONAL AHEC ORGANIZATION 2018 CONFERENCE

**AHEC on the Hill:
*Diversity, Distribution,
and Practice
Transformation***

*July 8 - 11, 2018
Marriott Crystal Gateway
Arlington, VA*



**2018 CONFERENCE EXHIBITOR
AND SPONSOR PROSPECTUS**

www.NationalAHEC.org



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EXHIBITOR AND SPONSORSHIP OPPORTUNITIES

to Showcase Your Organization!

The 2018 National AHEC Organization Conference will convene in Arlington, VA, July 8 – 11, 2018 for “AHEC on the Hill: Diversity, Distribution, and Practice Transformation.” This conference will attract 500 – 600 NAO members and affiliates from around the country with nationally recognized speakers, topical workshops, and educational seminars.

The 2018 NAO Conference will build upon AHEC’s strong foundation of leadership as we move forward to address the increased demands placed on the nation’s primary care workforce. It will draw an inclusive blend of attendees as the result of our position as advocates of diversity among the health professions. It will allow you to contribute to discussions regarding developments in healthcare, legislative policies and health education.

We invite you to participate in the 2018 NAO Conference as an exhibitor or sponsor. This program details the options available for showcasing emerging technologies, promoting innovative programs or sharing best practices with a broad audience of primary care clinicians, and community academic faculty, youth educators, and providers of continuing education.

Your involvement in the 2018 NAO Conference benefits your agency as well as the professionals in attendance. All opportunities are on a first-come, first-served basis. Your timely action will secure the appropriate exposure and benefits for your organization. The sooner you respond, the more likely the option you want will be available!

What is National AHEC Organization (NAO)?

The National AHEC Organization represents a network of more than 300 AHEC program offices and centers that serve over 85% of United States counties. The NAO mission is to help its members achieve the AHEC mission through advocacy, education, and research. The AHEC mission is to enhance access to quality health care, particularly primary and preventive care, by improving the supply and distribution of healthcare professionals via strategic partnerships with academic programs, communities, and professional organizations.

To learn more about NAO, please visit our website at:
www.nationalahec.org



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Schedule At A Glance

SUNDAY, JULY 8

12:00 PM – 1:00 PM	Board and New Directors Lunch
1:00 PM – 4:00 PM	Board of Directors Meeting
1:00 PM – 4:00 PM	New Directors Meeting
4:15 PM – 5:00 PM	CDCG Meeting
4:15 PM – 5:00 PM	PDCG Meeting
5:00 PM – 6:00 PM	Joint CDCG/PDCG Meeting
2:00 PM – 5:00 PM	Exhibitor/Poster Session Setup
6:00 PM – 8:00 PM	Reception & Poster Viewing/Judging

MONDAY, JULY 9

7:30 AM – 5:00 PM	Exhibit Hall Opens
7:30 AM – 8:30 AM	Full Breakfast
8:30 AM – 10:00 AM	Conference Opening & Plenary
10:15 AM – 11:30 AM	Breakout Sessions I
11:30 AM – 12:00 PM	Poster Viewing in Exhibit Hall
12:00 PM – 2:00 PM	Luncheon & Student Plenary Panel
2:15 PM – 3:30 PM	Breakout Sessions II
3:30 PM – 3:45 PM	Afternoon Break
3:45 PM – 5:00 PM	Breakout Sessions III
7:00 PM – 9:00 PM	Dinner Cruise & Awards Ceremony

TUESDAY, JULY 10

7:30 AM – 5:00 PM	Exhibit Hall Opens
7:30 AM – 8:45 AM	Continental Breakfast SIG/Ad Hoc Tables
9:00 AM – 10:15 AM	Conference Plenary
10:30 AM – 11:45 AM	Breakout Sessions IV
12:00 PM – 2:00 PM	Luncheon & Business Meeting
2:15 PM – 3:30 PM	Conference Sessions V
3:30 PM – 3:45 PM	Afternoon Break
3:45 PM – 5:00 PM	Closing Plenary
5:00 PM – 8:00 PM	Exhibit / Poster Breakdown
	Dinner on Own

WEDNESDAY, JULY 11

7:30 AM – 8:30 AM	Coffee on Capitol Hill
8:30 AM – 5:00 PM	Advocacy Visits

SAMPLE OF PAST SPONSORS & EXHIBITORS

- 3RNet
- Agency for Healthcare Research & Quality
- American Association of Colleges of Osteopathic Medicine
- Applied Educational Systems
- Applied Technologies
- Association of Nurses in AIDS Care
- BQ Ergonomics, LLC
- Carolinas HealthCare System
- CMHD Bioethics Center
- Challenger Clinical Education & Quality Improvement
- Solutions Collegiate Health Service Corps
- Community Health Partnership
- ComQuip, Inc.
- DNTLworks Equipment Corporation
- Health Workforce Information Center
- Infant Adoption Training Initiative
- In-A-Box Curriculum/Oregon AHEC
- Kickapoo Traditional Tribe of Texas
- National Center for Interprofessional Practice and Education
- National Multiple Sclerosis Society
- National Rural Health Association
- Overeaters Anonymous
- Paxton/Patterson Classroom Technology Learning Systems
- Polyglot Medical Spanish
- Realityworks, Inc
- Rural Assistance Center
- Rural Health Information Hub
- The Organ Wise Guys
- U.S. National Institute on Minority Health & Health Disparities
- U.S. National Library of Medicine
- U.S. Public Health Service



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NAO 2018 CONFERENCE EXHIBITION OPPORTUNITIES

The 2018 NAO Conference Exhibition offers 20 hours of designated exhibit time with several food functions taking place within the exhibit hall over two and a half days. Reserve exhibit space by May 4, 2018. Booths are assigned on a first-paid, first-served basis so don't delay!

Booth Space I

(Includes AHECs and other Not for Profits with products/services to sell)

\$795 PER BOOTH (ELECTRICAL – \$50)

Each 8' x 10' Booth Exhibitor will receive:

- Carpeted booth space
- Draped back wall (8' H) and side rail (3' H)
- 6' skirted table and 2 chairs
- ID sign (44" W x 7" H)
- Name badge for one booth attendant (additional badges at \$140 each)
- Recognition in the Conference Program and on the Conference Website
- Opportunity for product or service exposure through participation in exhibitor drawings

Table Display

(Not for Profit, Informational Only)

\$495 PER TABLE (ELECTRICAL – \$50)

Each Table Display will receive:

- 6' skirted table and 2 chairs
- ID sign (11" W x 8.5" H)
- Name badge for one booth attendant (additional badges at \$140 each)
- Recognition in the Conference Program and on the Conference Website
- Opportunity for product or service exposure through participation in exhibitor drawings

Booth Space II

(Corporate Exhibitors)

\$1100 PER BOOTH

Includes everything listed under Booth Space I plus the following:

- Electrical
- Advance copy of attendee list
- Opportunity to place promotional item in conference bag
- Name badges for two booth attendants (additional badges at \$140 each)

Exhibit Hall Schedule of Events

Sunday, July 8

2:00 PM – 5:00 PM Exhibitor Check-in/Set-up

6:00 PM – 8:00 PM Reception & Poster Viewing, Judging

Monday, July 9

7:00 AM – 7:30 AM Exhibitor Check-in/Set-up

7:30 AM – 5:00 PM Exhibit Hall Open

Tuesday, July 10

7:00 AM – 7:30 PM Check-in/Set-up

7:30 AM – 5:00 PM Exhibit Hall Open

5:00 PM – 8:00 PM Exhibit Hall Tear Down

Note: Exhibitors are expected to staff booths and tables during scheduled hours. Exhibit tear down may not begin until 5:00 PM on Tuesday.

Booth Attendee Meal Plan

Optional – for Additional Booth Attendees

\$240 EACH

Includes meals and breaks (with the exception of Monday evening Awards Dinner) for additional Booth Attendees.



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NAO 2018 CONFERENCE SPONSORSHIP OPPORTUNITIES

Sponsoring one or more conference activities places your name in front of the attendees in the Online Conference Program, NAO Conference Website, and sponsor signage displayed during the chosen event. Secure your sponsorship by May 23, 2018.

Platinum Sponsor – \$7,500

PLATINUM SPONSOR BENEFITS:

- Option to have two pieces of marketing material or gift items inserted in the attendee conference bags (Sponsor to supply materials, gift items.)
- One Exhibitor booth – Corporate
- Acknowledgment at the Sunday Reception, Monday Opening Keynote and Monday Awards Ceremony, with signage prominently displayed
- Reserved table at Monday Breakfast, Monday Luncheon, Monday Awards Dinner, Tuesday Breakfast, and Tuesday Luncheon – (invite up to 10 people to sit at your table)
- Three Complimentary Guest Passes for the July 8–10, 2018 Symposium (over \$1800 value)
- Special “PLATINUM Sponsor” ribbon for your company’s attendees
- PLUS all the benefits of the Gold Sponsorship level

Gold Sponsor – \$5,000

GOLD SPONSOR BENEFITS:

- Option to have one piece of marketing material or gift item inserted in the attendee conference bags (Sponsor to supply gift item).
- One Exhibitor booth – Corporate
- Introduction at Monday Luncheon Keynote, with signage prominently displayed
- Reserved table at Monday Luncheon, Tuesday Breakfast, and Tuesday Luncheon – (invite up to 10 people to sit at your table)
- Two Complimentary Guest Passes for the July 8-10 Symposium (over \$1200 value)
- Special “GOLD Sponsor” ribbon for your company’s attendees
- PLUS all the benefits of Silver Sponsor level

Silver Sponsor – \$4,000

SILVER SPONSOR BENEFITS:

- Option to have one piece of marketing material or gift item inserted in the attendee conference bags (Sponsor to supply gift item).
- Introduction at Tuesday Breakfast Keynote, with signage prominently displayed
- One Exhibitor booth – Corporate
- Reserved table at Tuesday Breakfast and Tuesday Luncheon – (invite a total of 10 people to sit at your table)
- Special “SILVER Sponsor” ribbon for your company’s attendees.
- PLUS all the benefits of Bronze Sponsor level

Bronze Sponsor – \$2,000

BRONZE SPONSOR BENEFITS:

- Option to have one piece of marketing material or gift item inserted in the attendee conference bags (Sponsor to supply gift item).
- Introduction at Tuesday Luncheon Keynote, with signage prominently displayed.
- Custom 2' x 3' color signage with your company logo prominently displayed during the July 8–10, 2018 NAO Conference
- Reserved table at Tuesday Luncheon – (invite up to 10 people to sit at your table)
- Special “BRONZE Sponsor” ribbon for your company’s attendees.
- Logo and listing linked to your website on conference website and mobile app
- Advance copy of attendee list** (sent electronically by July 2nd)



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SPONSORSHIP OPPORTUNITIES to reach NAO attendees!

CONFERENCE BAGS – \$6,000

Highlight your company on the official attendee conference bag! Conference bags are provided to each attendee along with registration materials. As a sponsor, your company name or logo will be imprinted along with the NAO logo on each conference bag, distributed to all conference attendees and sported throughout the event. This is one of the best ways to put your company name in front of every conference attendee and have it seen beyond the conference (including Hill Visits). The Conference Bag Sponsor receives all benefits of Gold Sponsorship.

CUSTOMIZED NAME TAG LANYARDS – \$3,500

This item is a necessity for all attendees! Let attendees know you support NAO while your company gets recognition. Your company logo and/or name will be printed on the lanyard. The Lanyard Sponsor receives all benefits of Silver Sponsorship.

CONFERENCE PADFOLIO – \$4,000

Customized with your company logo, NAO logo and event dates, the Conference Padfolio Sponsor receives all benefits of Gold Sponsors, with the padfolio serving as the designated "marketing material" benefit of Silver Sponsorship.

WI-FI SPONSOR – \$5,000

Be the Official 2018 NAO Conference Wireless Sponsor! Make a splash and obtain the thanks of all attendees! Your company logo and/or name will run as attendees login to the Internet from the meeting area. The Conference WI-FI Sponsor also receives the benefits of Gold Sponsorship.

CELL PHONE/MOBILE DEVICE CHARGING STATIONS – \$5,000 EACH (4 AVAILABLE)

Be the sponsor that provides a service nobody knows they need until it's too late – a charge for their phone or mobile device! Charging Stations will be located in the exhibit hall and foyer to provide Sponsors with maximum exposure. Charging stations can simultaneously charge most types of mobile devices and include:

- An LCD screen with a scrolling Power Point, including sound, highlighting your company products and services exterior vinyl wrap for branding. (Power Point slides and graphics to be supplied by Sponsor.)
- Charging tips to accommodate Apple 30-pin, Apple Lightning, micro USB, and mini USB ports. Units can charge up to 8 devices simultaneously.

HOTEL KEY CARD SPONSOR – \$4,500

Sponsor the hotel room Key Cards of attendees staying at the Marriott Crystal Gateway Hotel and communicate your company message and logo each time attendees enter their rooms, the gym, or visit the M Club Lounge. The Key Sponsor will also receive the benefits of Silver Sponsorship.

PROMOTIONAL CONFERENCE GIFTS – \$3,000

NAO can produce the following Gifts for all conference attendees branded with the Sponsor's logo specifications. Gift Sponsors will also receive recognition on the Online Conference Program and Conference Website.

- 18 – 25 oz. BPA-free Water Bottle
- Laser Engraved Metal Ball Point Pen
- 2000 mAh Power Bank

Your company logo can be printed on these and other promotional attractive promotional items. Promotional Gift Sponsors also receive the benefits of Bronze Sponsorship. For more information, please contact Becky Schlevensky (b.schlevensky@nationalahec.org).



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SPONSORSHIP OPPORTUNITIES (Cont'd)

BREAKFAST – 3 SPONSORSHIP OPPORTUNITIES AT \$3,000 EACH (2 SPONSORS ON EACH DAY)

Monday, July 9

Tuesday, July 10

Wednesday, July 11*

Help attendees start the day right by sponsoring breakfast! Your name and logo will be prominently displayed on signage at the entrance to the breakfast area. Breakfast Sponsors receive all the benefits of Bronze Sponsorship.

*On July 11, attendees will gather for coffee and pastry on Capitol Hill prior to making legislative advocacy visits.

LUNCH – 3 SPONSORSHIP OPPORTUNITIES AT \$3,000 EACH (2 SPONSORS EACH DAY)

Sunday, July 8

Monday, July 9

Tuesday, July 10

Your organization's name and logo will be prominently displayed on signage at the entrance to lunch as attendees refuel for the afternoon. Lunch Sponsors receive all the benefits of Bronze Sponsorship.

AFTERNOON BREAK – 2 SPONSORSHIP OPPORTUNITIES – \$1,500 EACH

Monday, July 9

Tuesday, July 10

Your organization's name and logo will be prominently displayed on signage next to the ever-popular afternoon break. Whether snacks are sweet, salty or a savory combination, attendees will thank you for the pick-me-up!

RECEPTION – 2 SPONSORSHIP OPPORTUNITIES AT \$5,000 EACH

Sunday, July 8

Network with NAO Program Directors, Center Directors and Presenters as they gather to review & judge the entries in the poster competition. Reception Sponsors receive all the benefits of Gold Sponsorship.

CONFERENCE BREAKOUT SESSION SPONSORSHIP – \$300 EACH SESSION

You will be able to select which session you wish to sponsor. Limited to one sponsor per session.

Sponsoring one or more sessions at the 2018 NAO Conference means recognition as an NAO supporter and gets your name in front of the attendees in the session room and in the Conference Program.

AWARDS DINNER CRUISE – 2 SPONSORSHIP OPPORTUNITIES – \$5,000 EACH

Monday, July 9

As the site of NAO's Awards Ceremony, the Odyssey dinner cruise provides a refined venue to promote your organization. Dine, dance and share an unforgettable experience with attendees. Awards Dinner Cruise Sponsors receive all the benefits of Gold Sponsorship.



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ADVERTISING OPPORTUNITIES

Advertising at the 2018 NAO Conference will reinforce your organization's presence and help secure long-term business.

Advertisement Sales Close on May 23, 2018.

Artwork Submission Deadline is May 25, 2018.

MARKETING SPECIAL – \$350 EACH

Reach all attendees by having your marketing piece included in the conference bags. Marketing materials limited to 1 page (double-sided) with maximum size 8 ½" x 11". Reach 2018 NAO Conference attendees with two broadcast emails and one brochure (front and back limited to 8 ½" x 14"). Consider bundling the marketing insert along with sponsorship, exhibiting, or advertising to further enhance your impact.

CONFERENCE WEBSITE AD – \$325

Banner ads on the 2018 NAO Conference website will be seen by attendees before, during, and after the event. Home page banner ad dimensions = 320 x 240 px. Provide ad in .jpg or .png format.

BROADCAST EMAIL – \$200

2018 NAO Conference attendees with two broadcast emails. The first welcomes attendees concurrent with the Sunday evening reception. The second thanks attendees at the conclusion of the conference.

CONFERENCE MOBILE APP AD – \$200

A study by global tech protection and support company Asurion found that the average person goes little more than 10 minutes between checking their phones. And of the 2,000 people surveyed, one in 10 checks their phones on average once every 4 minutes. Rest assured, 2018 NAO Conference attendees are well above average! Your Mobile App Ad "pop ups" will run on a rotating basis as attendees access the Conference Mobile App to view the schedule, read session abstracts, network, inspect meeting room maps, and much more.

PRE-CONFERENCE BROADCAST EMAIL – \$150

One broadcast email sent to conference attendees. This is an opportunity to reach out to conference attendees before the conference. You can use this opportunity to encourage attendees to visit your exhibit booth, promote your products and services, or invite them to network with you. The content must be received by June 8, 2018. For details contact Becky Schlevensky at b.schlevensky@nationalahec.org.

If you have questions regarding sponsorship opportunities, please contact Becky Schlevensky at b.schlevensky@nationalahec.org.

*The number of these opportunities is limited by the Program and will be offered on a first come – first serve basis.

**The advanced copy of the attendee list is provided to Platinum, Gold, Silver and Bronze sponsors for the sole purpose of reaching out to your current clients and business contacts to arrange meetings and networking opportunities prior to the conference. The list is not to be used in advance of the symposium for soliciting attendees or to promote a sponsor's company or product.

NOTE

While every effort has been made to ensure the information contained in this prospectus is complete and accurate, errors, discrepancies and/or omissions found in the document will be reviewed by the Conference Planning Co-Chairs who reserve the right to correct and/or update the information (including after orders are received).



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EXHIBITOR APPLICATION

EXHIBITOR INFORMATION (PLEASE PRINT OR TYPE)

Company/Organization: _____ Division _____

Address 1: _____

Address 2: _____ City _____ State _____ ZIP _____

Phone Number: _____ Fax Number: _____

Contact/Billing Information – Please Print or Type

Contact Name: _____

Contact Address (If different from above): _____

Address 2: _____ City _____ State _____ ZIP _____

Phone Number: _____ Email Address: _____

Products or Services to be exhibited (Please describe in 15 words or less): _____

EXHIBIT BOOTH FEES (See page 3.)

Booth Size	Cost	# Needed	Total Cost Due	Do you have any special needs for your booth?
Booth Space I	\$795			<input type="checkbox"/> Skirted Table <input type="checkbox"/> Open space, no table <input type="checkbox"/> Electricity – \$50
Booth Space II	\$1100			<input type="checkbox"/> Skirted Table <input type="checkbox"/> Open space, no table <input type="checkbox"/> Electricity – \$50
Table Display	\$495			<input type="checkbox"/> Skirted Table <input type="checkbox"/> Open space, no table <input type="checkbox"/> Electricity – \$50
Booth Attendee Optional Meal Plan	\$240 per person			Please indicate names for meal plans below.

Name: _____ Name: _____ Name: _____

If you have any other needs for your booth, please indicate here. _____

PAYMENT INFORMATION (ALL INFORMATION IS REQUIRED)

Check enclosed for \$ _____

(Please make check payable in US dollars, drawn on a US Bank to: NAO and return with your application to the address noted below.)

I would like to pay by credit card. Please send me a credit card authorization form to complete and return. I understand that my exhibitor space will not be confirmed until payment is received and processed. A receipt will be sent to you to confirm that payment has been received.

EIN: 52-2048606 (Registered business name: National AHEC Organization)

Disclaimer and Signature

The undersigned hereby authorizes NAO to reserve exhibit space for use by the above company or organization. The undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit Rules and Regulations and to all conditions under which exhibit space is leased to the NAO. The undersigned acknowledges that space assignments shall be acceptable unless the NAO is notified in writing within fifteen (15) days of the date of assignment notification. The undersigned specifies that the products or services listed on this contract are those to be exhibited.

Signature: _____ Date: _____

Name (print or type): _____ Company Website: _____

Return copy of this contract with check to: NAO, 7044 S. 13th Street, Oak Creek, WI 53154, Attn: Becky Schlevensky, (414) 908-4930 x 111 or via email to b.schlevensky@nationalahec.org



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SPONSORSHIP APPLICATION

Contact Name: _____

Exact name of organization as it should appear in all listings: _____

Address 1: _____

Address 2: _____ City _____ State _____ ZIP _____

Phone Number: _____ Website Address: _____

Brief description of service/products offered by your organization (50 words max): _____

LEVEL OF SPONSORSHIP (See page 4.) _____

- Platinum Level Sponsor – \$7,500
 - Gold Level Sponsor – \$5,000
 - Silver Level Sponsor – \$4,000
 - Bronze Level Sponsor – \$2,000
- If you are a Platinum or Gold Sponsor, please list the names for your complimentary registrations (NOTE: Each attendee must still register online):
1. _____
 2. _____
 3. _____

ADDITIONAL SPONSORSHIP OPPORTUNITIES (See pages 5–7.) _____

- Sunday Reception Sponsor – \$5,000 Amount \$ _____
- Awards Dinner Cruise Sponsor – \$5,000 Amount \$ _____
- Cell Phone/Mobile Device Charging Station – \$5,000 Amount \$ _____
- Conference Breaks – \$1,500 Amount \$ _____
- WI-FI Sponsor – \$5,000 Amount \$ _____
- Breakfast Sponsor – \$3,000 Amount \$ _____
- Luncheon Sponsor – \$3,000 Amount \$ _____
- Afternoon Break Sponsor – \$1,500 Amount \$ _____
- Conference Breakout Sponsor – \$300 each session Amount \$ _____
- Product Branding Opportunity – \$3,000 Amount \$ _____
- Conference Bags – \$6,000 Amount \$ _____
- Lanyards – \$3,500 Amount \$ _____
- Padfolios – \$4,000 Amount \$ _____
- Hotel Key Cards – \$4,500 Amount \$ _____

ADVERTISING (See page 7.) _____

- Marketing Special – \$350 Amount \$ _____
- Conference Website Ad – \$325 Amount \$ _____
- Mobile App Ad – \$200 Amount \$ _____
- Broadcast Emails – \$200 Amount \$ _____
- Pre-Conference Broadcast Email – \$150 Amount \$ _____

PAYMENT INFORMATION

- Check enclosed (payable to NAO). (There is a \$40 fee for returned checks.)
- Send invoice.
- Charge my credit card: To pay by credit card, we will send an authorization form for you to complete and return for processing. You will receive an electronic receipt when the card is processed.

RETURN FORM WITH PAYMENT TO:
 Becky Schlevensky, c/o NAO,
 7044 S. 13th St., Oak Creek, WI 53154
 Fax: 414-768-8001
Questions? Contact Becky Schlevensky at 414-908-4953 Ext 111 or b.schlevensky@nationalahec.org



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EXHIBITOR RULES & REGULATIONS

These contract Conditions, Rules and Regulations are a part of the National AHEC Organization (NAO) 2018 Exhibitor's Application and Contract for exhibiting. Please provide a copy of these Rules and Regulations to the person(s) responsible for the setup of your booth(s).

Assignment of Space

Assignment of space will be on a first paid, first-served basis. Every effort will be made to accommodate requests for booth assignments. All sponsorship and promotional opportunities are on a first come, first served basis. For more information, contact Becky Schlevensky at NAO Headquarters at 414-908-4953 x111 or b.schlevensky@nationalahec.org

Exhibit Fees and Payment

Applications will NOT be processed or space assigned without the required payments and signature. All applications must be accompanied by full payment. Receipt of payment does not obligate NAO to accept a contract as binding. NAO retains the option of returning funds.

Exhibitor Cancellation

Cancellations of sponsorship or exhibit space must be directed in writing to Becky Schlevensky at b.schlevensky@nationalahec.org.

Refunds, less an administrative fee of \$50 per booth, will be made at the discretion of NAO, but no refund will be given for a cancellation made within 90 days of set-up day. In case of fire or any other causes beyond the control of NAO that prevent holding the conference, this contract will not be binding.

Exhibit Booths

Each exhibitor will receive one 6-foot draped table, and two chairs.

Installation and Dismantling

Exhibitor Move-In Sunday, July 8, 2:00 PM – 5:00 PM

Exhibitor Move-Out Tuesday, July 10, 5:00 PM – 8:00 PM

Shipping

NAO will mail each exhibitor information that provides complete shipping instructions and other information as determined.

Exhibitor Registration

Name badge for one (1) booth personnel is included with each booth and one (1) booth personnel for each table top display. Two (2) badges are included with each Corporate exhibitor. Additional personnel may register at \$240.00 each. Each name badge admits one person to the exhibit hall only. All exhibitors must register online.

Use of Space

Exhibitors shall not assign, share, or sublet any space without written consent of NAO. Care must be taken that no display extends more than 8' above the floor or more than 8' in depth from the back wall of the booth, or interferes with the view of other exhibitors. Noticeable noise produced from operation of any equipment or apparatus is not permitted.

Liability

NAO and Marriott Crystal Gateway, Arlington, VA will not be held responsible for the safety of the property of the exhibitors from theft, fire, damages, accident or other causes. Exhibitor agrees to protect, save and hold NAO and Marriott Crystal Gateway, Arlington, VA and all agents and employees thereof (hereafter collectively called indemnities") forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor.

Further, exhibitor shall at all times protect, indemnify, save and hold harmless the indemnities against and from any and all losses, costs (including attorney's fees), damages, liability or expense arising from or out of or by reason of any accident or bodily injury or other occurrence to any person or persons, including the exhibitors, its agents, employees, and business invitees which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.



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EXHIBITOR RULES & REGULATIONS

Safety Regulation

Exhibitors must adhere to all municipal and state laws, rules and regulations. No combustible decorations may be used at any time; all drapes, table coverings, and other materials must comply with fire department regulations.

Security (Inside and Outside)

The exhibit area is being held in a hotel. Neither NAO nor the hotel can be held responsible for loss or destruction of any exhibit materials. Please take the necessary precautions each day for safeguarding your exhibit materials.

Failure to Occupy Space

Space not occupied by the close of the exhibit installation period (5:00 PM, Sunday, July 8,) as specified in these rules and regulations will be forfeited by the exhibitor. The space may be resold, reassigned or used by the exhibit management at the discretion of the Conference Planning Committee Chair.

Show Cancellation

If the conference or exhibit is canceled due to circumstances beyond the control of NAO, NAO will not be held liable for any expenses incurred by the exhibitor beyond the rental cost of the booth space.

Selection of Exhibitors

Only firms and organizations whose services and products are appropriately aligned with the mission of NAO shall be permitted to exhibit. NAO reserves the right to decline or prohibit any exhibit which, in its sole judgment, is inappropriate, this reservation being all inclusive as to person, things, printed matter, products and conduct.