



MEDICAL ASSOCIATION
OF THE STATE OF ALABAMA®



2018 Annual Session Vendor Prospectus

**Renaissance Montgomery Hotel & Spa
April 13-14, 2018**



MEDICAL ASSOCIATION OF THE STATE OF ALABAMA®



You're invited to participate as an exhibitor at the 2018 Medical Association Annual Session.

Showcase your products and services and harness the power of face-to-face interaction with our physicians. We look forward to seeing you in Montgomery in April!

Exhibitor Package Includes:

- an exhibit space: 6' (L) x 10' (W)
- a booth identification sign
- one draped six-foot (6') table
- two side chairs
- one wastebasket

Booths will include pipe and drape (side rails are 36' from the floor). Your display must fit in the booth you select without blocking your neighbors.

Electrical and internet order forms will be sent closer to show date. *These will be ordered through the hotel.*

Drayage, furnishing rentals, labor and special services should visit www.vealco.com to obtain a packet detailing these services. The following password is required: **Medical2018**.

DO NOT ship directly to the Renaissance Montgomery Hotel. Exhibit materials may be shipped to our drayage provider, Veal Convention Services, Inc. (VCS) for delivery to the convention. VCS personnel will also be available on April 14 to accept materials for shipment after the show closes. Freight shipped directly to the hotel may incur fees on behalf of VCS. Contact VCS at (205) 328-1010 for pricing and instructions.

What? When? Where?

- Medical Association's Annual Session
- April 13-14, 2018
- Renaissance Montgomery Hotel and Spa at the Convention Center

Hotel Reservations: Call (877) 545-0311

Room Rate: \$142/night

Room Block Code: MED

Room block ends on Thursday, March 15, 2018

Exhibit Fees

- Early bird fees, available through December 31, 2017 are \$900
- Beginning January 1, 2018, fees will be \$1,000
- Payment must be made in full at time of application, unless prior arrangements are made with Amanda Studdard
- No refunds after March 15, 2018

Details



Deadlines

- **Early Bird Registration: December 31, 2017**
- **Standard Registration: Begins January 1, 2018**
- **Hotel Reservations: March 15, 2018**

Confirmation

Confirmations will be sent upon receipt of both registration materials and payment. Booth assignments will be distributed to all exhibitors approximately 15 days prior to the show. Download the exhibit hall floor plan at alamedical.org/AnnualSession.

Registration, Set-up and Breakdown

Registration/Set-up

Friday, April 13 from 8 a.m. to 10:30 a.m. (Set-up MUST be completed by 10:30 a.m.)

Breakdown

Saturday, April 14 from 12 p.m. to 2 p.m.

Exhibit Schedule

Friday, April 13

12 -12:45 p.m. Welcome and Strolling Lunch
3:30 p.m.-4 p.m. Break in Exhibit Hall
6:15 p.m.-7 p.m. Reception in Exhibit Hall

Saturday, April 14

6:30 a.m.-7:30 a.m. Breakfast in Exhibit Hall
8:45 a.m.-9 a.m. Break with Exhibitors
11 a.m.-12 p.m. Lunch in Exhibit Hall

Show Regulations

- All exhibits must be in place by **10:30 AM, Friday, April 13, 2018**. Booths must be staffed at all times during viewing hours.
- Aisles must be kept clear. No banners, signs, etc., that interfere with views of adjacent or nearby booths will be allowed.
- No subletting or sharing exhibit space by more than one company or organization will be permitted.
- Proper and ample protection, such as tube shields or metallic screens, must be provided by the exhibitor for X-ray and similar apparatuses.
- Electrical and other apparatuses must be operated so that noise or odor will not interfere with other exhibitors.
- Only exhibiting companies may distribute literature or samples. Evidence of violation of this rule should be reported immediately to the exhibit manager.
- Exhibitors who make booth reservations by **March 15, 2018**, will be listed in the official show program given to all attendees.
- It is expressly understood that in purchasing and using space, the exhibitor agrees to abide by these regulations; moreover, the Medical Association of the State of Alabama (Medical Association), in accepting an order for space, agrees to furnish ordinary facilities and services.
- It is expressly understood that exhibitors assume entire responsibility and hereby agree to protect, indemnify, defend and hold harmless the Medical Association, Veal Convention Services, Inc. (VCS), Renaissance Montgomery Hotel and Spa at the Convention Center (Renaissance), its owners, employees and agents against all claims, losses and damages to persons or property, governmental charges and/or fines, and attorney's fees arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or part thereof, excluding any such liability caused by the sole negligence of the hotel, its owners, employees and agents. In addition, the exhibitor acknowledges that the Medical Association, VCS, and the Renaissance do not maintain insurance covering exhibitor's property and that such insurance, if desired, is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such loss by the exhibitor. The Medical Association reserves the right to reject a company as an exhibitor, without explanation.
- A signed reservation form constitutes a contract for your attendance and participation as an exhibitor at the 2018 show. Failure to fulfill this contract may result in not being allowed to exhibit in future shows. Exhibits cannot be a condition of the provision of commercial support for CME activities.
- Commercial/promotional materials may not be displayed or distributed in the same room immediately before, during or after the CME activity.
- Representatives of commercial supporters and exhibitors may attend the CME activity if they wish, but must not engage in sales activity in the room where the educational activity is conducted.

2018 Annual Session Exhibitor Registration Form

Exhibiting Company Name _____

Attending Rep(s) Name(s) _____

Attending Rep(s) Email Address _____

Phone _____ Fax _____ Cell _____

Address _____

City/State/Zip _____

Web Address _____

Product/Service Description _____

List competitors not to be located near _____

Company name as it should appear on sign _____

Exhibit Fee ☐ \$900 (Early bird, ends December 31, 2017) ☐ \$1,000 (Regular)

NO REFUNDS AFTER MARCH 15, 2018

Method of Payment ☐ Check ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover Card

Make check payable to Medical Association of the State of Alabama

Name on Card _____ Card Number _____

Billing Address _____ Billing City/State/Zip _____

Exp. Date _____ Security Code _____ Amount _____ Signature _____

Your signature acknowledges your understanding that exhibitors assume all responsibilities and agree to protect against all claims, losses and damages to persons or property; and guarantees payment in full as indicated on this form. The Medical Association of the State of Alabama shall not be held responsible for any claims, losses and/or damages to persons or property. The Medical Association of the State of Alabama preserves the right to reject a company or agency as an exhibitor without explanation.

Signature _____

Return to Amanda Studdard, c/o Medical Association of the State of Alabama
19 S. Jackson Street, Montgomery, AL 36104
astuddard@alamedical.org