



## 2023 Colloquium Rules and Regulations

**Payment** – Full payment must accompany application.

**Cancellation by Exhibitor - All cancellations must be received in writing. Space and payment are non-refundable regardless of cancellation date.**

**Assignment of Space** - Space will be assigned on a first come, first served basis. The National Medical Association (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.

### **Show Cancellation**

This agreement is automatically terminated in the event the NMA Colloquium is cancelled due to causes that are beyond reasonable control (i.e., acts of God, war, terrorism, government regulations, disaster, fire, strikes, civil disorder, curtailment of transportation facilities, pandemic, or other similar cause beyond the control of the parties making it inadvisable, illegal, or impossible to hold the show). NMA will determine an equitable basis for the refund of such portion of the exhibit fees, after consideration of expenditures and commitments already made.

**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 Meetings as an exhibitor.** 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, NMA has the authority to make any changes to the exhibitor's exhibit space.

**Exhibit Representatives** – Registration check-in is located outside the State Ballroom on the Lobby Level of the Mayflower Hotel. 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 NMA 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 prior 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 Colloquium. Exhibitors are expected to carry risk insurance on their exhibits, utilize lock boxes, and/or arrange for their own security as appropriate, at their own expense.

**Smoking Policy** - NMA strictly enforces a no smoking (including vaping) policy in or near any of its meeting/eating spaces, lobby/foyer areas.

**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. 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.