

*National Association of Medical
Minority Educators, Inc.
2013 Annual Conference
September 4-8, 2013
Westin Convention Center Pittsburgh*

**Maximizing the Wisdom,
Train the Trainer**



**EXHIBITOR
PROSPECTUS**

NAMME

www.nammenational.org

Promoting Quality Education

NAMME is a national organization dedicated to developing and sustaining productive relationships as well as action-oriented programs among national, state, and community stakeholders working to ensure racial and ethnic diversity in all of the health professions. NAMME also seeks to provide critical guidance and professional development opportunities for individuals dedicated to these efforts and the students they serve.

Formation of NAMME

The National Association of Medical Minority Educators, Inc. (NAMME) was established in 1975 by a group of educators concerned about the shortage of minority health care providers. It was paramount that an organization be established to address important issues impacting minority students.

Since that time, NAMME has grown into a 501 (c) (3) tax exempt organization with significant representation from all aspects of health professions education. The organization has members representing health professions institutions across the country, and continues to attract members from all health disciplines.

The Vision

NAMME visualizes itself as the lead organization in providing informational resources, training and advocacy to stakeholders working to insure diversity in the health professions. Our efforts will serve as a foundation to strengthen academic preparation and access to health professions education for individuals who are members of historically underrepresented groups, and those who are economically and/or educationally disadvantaged. NAMME expects its efforts to ultimately contribute to the reduction of health disparities wherever they exist and to reduce the incidence of poor health outcomes among the underserved.

NAMME Members

NAMME membership is made up of:

- Individuals committed to the education and/or development of minority students for the health professions.
- Individuals who make outstanding contributions to increase minority access to the health professions.
- Students interested in the education of minority personnel for the health professions.

NAMME Conference

This will be the 38th NAMME Annual Conference. The 2013 theme is "*Maximizing the Wisdom, Train the Trainee*".

Who Should Exhibit

Education and philanthropic institutions who support the NAMME mission of increasing diversity in the health profession; as well as test prep and other programs interested in the health profession student. Local vendors and trades are also welcome to sell their wares.

NAMME Office

Please contact Felicia Kenan Boyles toll-free at (855) 201-6247 for more information. NAMME, 1500 Sunday Drive, Suite 102, Raleigh, NC 27607, (919) 573-1309, Fax (919) 573-1310, fkboyles@firstpointresources.com.

ABOUT NAMME

When and Where

The 38th NAMME Annual Conference will be held at the Westin Convention Center Pittsburgh, 1000 Penn Avenue. Pittsburgh, PA 15222, United States Phone: (412) 281-3700. There will be additional exhibiting opportunities during the Student Recruitment Fair held at University of Pittsburgh, in the William Pitt Union, 4200 Fifth Ave Pittsburgh, PA 15213.

Exhibit times

Friday, September 6 (Westin Convention Center)

- Exhibiting Hours: 8:00 am – 9:30 am

Saturday, September 7 (William Pitt Union)

- Exhibiting Hours: 2:00 pm – 4:00 pm

Tabletop Equipment and Services

Each exhibitor will be provided one 6 foot draped table and one exhibitor badge. **Please note if you bring equipment for your exhibit area it must fit in your designated space. You will not be allowed to place equipment in other areas of the exhibit area.** Acknowledgement letters will be sent to the contact person noted on the exhibit contact with confirmation for the exhibit table.

Application for Exhibit Table

The application for the exhibit table is provided within this prospectus. The full amount for the exhibit table must accompany the application.

Exhibit Registration

The registration desk will open on daily from 7:00 am to 5:00 pm,

Exhibitor Housing

All housing will be handled by the Westin. To make reservations please contact the hotel directly (412) 281-3700 or through the web link on the NAMME website at www.nammenational.org/generalinformation.html.

Installation and Dismantling

Please refer to the following shipping information for delivery of packages to the convention center:

- All Shipments should be scheduled to be delivered no earlier August 1, 2013 to the Westin Convention Center. No shipments will be accepted at the University of Pittsburgh.
- Items must be labeled as follows:
NAMME and On-Site Contact – address to the person that will be looking for the packages
c/o The Westin Convention Center Pittsburgh
1000 Penn Avenue
Pittsburgh, PA 15222
Hold for NAMME September 4-7, 2013 Conference
Box(es) ___ of ___ (Multiple boxes must be numbered)
Kelly Pry Westin Convention Service Manager

The exhibit area will be located in **Allegheny Grand Ballroom at the Westin Convention Center and at the William Pitt Student Union at the University of Pittsburgh**. Location of exhibitor table tops will be provided to exhibitors during general registration. Table tops may be pre-assigned or re-assigned to accommodate the number of exhibitors as needed by NAMME management.

**EXHIBITING
INFORMATION**

Handout Materials

All handout materials are expected to be of a professional nature. NAMME reserves the right to disallow any material that they believe to be inappropriate.

Exhibitor Badges

Exhibitors will be given a badge for exhibit personnel. All exhibit personnel will be required to wear a NAMME exhibitor badge to enter, and while in the exhibit and conference areas. No persons shall gain entrance without the proper badge. It will be the responsibility of each company to provide an accurate listing of representatives to the NAMME office by September 1, 2013 to pre-register their personnel.

Exhibitor Amenities

- Free Exhibit Table
- Complimentary ad space in the annual meeting conference program book

Liability

Exhibitors agree to protect, save, and hold the National Association of Minority Medical Educators, the host hotel, and all agents and employees thereof (hereinafter 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, and save and hold harmless the Indemnities against and from any and all losses, costs, and damages from or out of or by reason of said exhibitors occupancy and use of the exhibition premises, the hotel, or any part thereof.

Cancellation of Contract

1. CANCELLATION: In the event that notification of intent to cancel is received by the NAMME management at least 45 days prior to the opening of the fair, all sums paid by the recruiter, less a service charge of \$100 per booth, will be refunded.
2. LATE CANCELLATION: Cancellations within 45 days prior to the opening to the fair obligates the recruiter to full payment of the rental. No refund will be made after this date.
3. FAILURE TO PAY: Failure to remit the balance of table rental by the date specified on the application form constitutes cancellation of contract, and the reserved space will be subject to resale without refund of deposit.

FAILURE TO OCCUPY SPACE: Space not occupied by the close of the recruiter installation period as specified in the accompanying materials will be forfeited by the recruiter and his space may be resold, reassigned, or used by the management without refund, unless prior approval is obtained, in writing, from the management.

Additional Information

For your own protection, be sure to read the exhibit terms and conditions contained in this prospectus. It is important that the industry representatives are aware of the terms and conditions, as well as all other general information, which affect the operation of the exhibits. If any further information is desired, or if you wish to order space or additional services for you booth, please contact Felicia Kenan Boyles at the NAMME contact info below.

EXHIBITING INFORMATION

Exhibit Terms and Conditions

A. DEFINITION OF MANAGEMENT

The word "management" used herein and subsequent regulations shall mean the Controlled Environment Testing Association, its agents or employees acting for it, and the management of the exhibit.

B. SPACE RENTAL

1. STANDARD TABLE TOP: All standard table tops are 6 feet and draped, and (2) exhibitor registrations.

2. FLOOR PLAN: All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. The exhibit management reserves the right to make such modifications as may be necessary to meet the need of the exhibitors and the exhibit program.

3. CANCELLATION OF SHOW: In the event that fire, strike, or other circumstances beyond the control of the management causes the exhibit to be canceled, a full refund of exhibit rental fees will be made which is the limit and extent of the Association's liability for such cancellation.

4. FURNISHINGS: Furniture and/or additional draping, accessories, signs, electrical outlets, etc. are the sole responsibility of the exhibitor and should be ordered in advance from the official show decorator on the forms that will be provided.

5. IRREGULAR ACTIVITIES: No person, firm or organization not having regularly contracted with the management for the occupancy of space in the Exhibit Hall will be permitted to display or distribute advertising materials at the exhibit. In the event there is an infringement of this regulation, management will make its best effort to remove offending persons from the Exhibit Hall.

C. CANCELLATION OF EXHIBIT CONTRACT

1. CANCELLATION: In the event that notification of intent to cancel is received by the exhibit management at least 45 days prior to the opening of the exhibition, all sums paid by the exhibitor, less a service charge of \$100 per booth, will be refunded.

2. LATE CANCELLATION: Cancellations within 45 days prior to the opening to the exhibit obligates the exhibitor to full payment of the rental. No refund will be made after this date.

3. FAILURE TO PAY: Failure to remit the balance of booth rental by the date specified on the application form constitutes cancellation of contract, and the reserved space will be subject to resale without refund of deposit.

4. FAILURE TO OCCUPY SPACE: Space not occupied by the close of the exhibit installation period as specified in the accompanying materials will be forfeited by the exhibitor and his space may be resold, reassigned, or used by the exhibit management without refund, unless prior approval is obtained, in writing, from the exhibit management. If the exhibit is on hand, the exhibit management reserves the right to assign labor to set up and display that is not in the process of being erected by the given deadline and to instruct the exhibitor be billed for all charges thus incurred.

D. CONSTRUCTION, INSTALLATION AND USE OF EXHIBITS AND EXHIBIT FACILITIES

1. ACNAMMABILITY OF EXHIBITS: All exhibits shall be to serve the interest of the members of NAMME and shall be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. The exhibit management reserves the right to request the immediate withdrawal of any exhibit which NAMME believes to be injurious to the purpose of the Association.

2. HANDOUT MATERIALS: Promotional giveaways will be permitted. All materials must have prior approval by NAMME. All hand out materials is expected to be of a professional nature. NAMME reserves the right to disallow any material which they believe to be inappropriate. If any questions, please contact NAMME office.

3. SOLICITATION OF EXHIBITORS: No persons shall be permitted in the exhibit hall for the purpose of soliciting advertising or other exhibit space without the express written permission of the Association.

4. RESTRICTIONS ON USE OF SPACE: No exhibitor shall sublet, assign, or share any part of the space allocated to him without the written consent of the exhibit management. Solicitations or demonstrations by exhibitors must be confined within the bounds of their own respective booths. Aisle space shall not be used for exhibit purposes, display signs, solicitation, or distribution for promotional material. Exhibit signs and displays are also prohibited in any part of the public space or elsewhere on the premises of the meeting facility or in the guest rooms or hallways of the hotel unless approved by the exhibition management and the hotel. Such a privilege shall be restricted to exhibitors only who have paid for exhibit space in the main exhibition. Operation of sound devices is allowed if the exhibitor complies with restrictions on loud volume.

5. CONSTRUCTION OF EXHIBITS: Exhibits shall be constructed and arranged so that they do not obstruct the general view nor hide the exhibits from others. Exhibitors desiring to use other than standard booth equipment, any signs, or material conflicting in any way with the above regulations should submit two copies of a detailed sketch of the proposed layout at least 45 days before the meeting or before construction is ordered and receive written approval from the exhibit management.

6. APPEARANCE OR EXHIBITS: Any part of the exhibit which does not lend itself to an attractive appearance, such as an unfinished side or end panels, must be draped at the exhibitor's expense. Management reserves the right to have such finishing done billing the exhibitor for charges incurred.

7. INSTALLATION AND DISMANTLING EXHIBITS: All installation and dismantling of exhibits must be carried on during the time indicated in the accompanying Exhibit Information. No exhibit may be erected after the exhibition opens nor may be dismantled before the official closing time. It is the responsibility of the exhibitor to see that all his materials are delivered to the drayage company and removed from the exhibit hall by the specified deadlines. Should he fail to remove his exhibit, this removal will be arranged by the exhibit manager at the expense of the exhibitor.

8. DRAYAGE: Advance shipments of exhibit material must be made to the official drayage company as indicated in the accompanying information. Should any shipment be made directly to the hall, it will be removed by the authorized drayage company and stored until the hall is ready to accept materials for the exhibition and all costs involved will be charged to the exhibitor concerned.

9. LABOR: Exhibitors shall employ only accredited labor personnel for all work other than that properly handled by their own personnel in accordance with local labor regulations. Information regarding specific regulations which are applicable may be obtained from the official decorator. Display, painters, carpenters, electricians, and other skilled labor can be arranged through the official decorator at established rates.

10. FIRE AND SAFETY REGULATIONS: All local regulations will be strictly enforced, and the exhibitor assumes all responsibility for compliance with such regulations. All decorations must be fire proof and electrical wiring must meet the safety requirements of the official service contractor. No combustible material shall be stored in or around exhibit booths.

11. DAMAGE TO EXHIBIT FACILITIES: The exhibitor must surrender space occupied by him in the same condition it was at commencement of occupation. The exhibitor or his agents shall not injure or deface the walls, columns, or floors of the exhibit facilities, the booths, or the equipment or furniture of the booth. When such damage appears, the exhibitor shall be liable to the owner of the property so damaged.

12. EXHIBIT ADMITTANCE: Management reserves the right to refuse to admit to and eject from the exhibit building any objectionable or undesirable person or persons. Children under the age of 18 will not be permitted on the exhibit floor.

E. LIABILITY

1. SECURITY: The exhibit management will provide security but the furnishings of such service shall not be construed to be any assumption of obligation or duty with respect to the protection of the property of exhibitors, which shall at all times remain in the sole possession and custody of each exhibitor and shall be the sole responsibility of each exhibitor.

2. RESPONSIBILITY OF NAMME AND THE EXHIBIT HALL: Insurance and liability are the full responsibility of the exhibitor. The exhibitor agrees to protect, save and defend, and keep the Controlled Environment Testing Association and exhibit facility forever harmless from any damages or charges imposed for violation of any law or ordinance occasioned by the intentional act or omission or the neglect of the exhibitor, as well as to comply strictly with the applicable terms and conditions contained in the agreement between NAMME and the exhibit facility regarding said premises; and further, the exhibitor shall at all times, protect, indemnify, save and defend, and keep harmless NAMME and the exhibit facility against and from any and all losses, costs, damages including attorney's fees, liability or expense from or out of or by reason of any accident or other occurrence to anyone, including, but not limited to, the exhibitor, its agents, employees, and business invites which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibit premises or any part thereof.

F. GENERAL

All matters and questions not covered by these regulations are subject to the design of management.

Application for exhibit space at 38th NAMME Annual Conference indicates the applicant's willingness to abide by all accompanying exhibit terms and conditions, general regulations, as well as such additional rules and regulations as the NAMME management deems necessary to the success of the exhibition, provided these latter do not materially alter the exhibitors contractual rights. This application will become a contract when counter-signed by the NAMME Executive Director.

Checks should be made payable to NAMME. Mail or fax forms to : Felicia Kenan Boyles, NAMME, 1500 Sunday Drive, Suite 102, Raleigh, NC 29607 or Fax: (919) 573-1310

Please note the **Terms of Cancellation under section C** and the acceptability of exhibits under Section D of the Terms and Conditions as they will be strictly enforced.

**APPLICATION
FOR EXHIBIT
SPACE**

Please Print or Type

Exhibit Fees: \$150 Friday Only \$300 Saturday Only \$400 Both Days
Conference meals included

Audio Visual: I will be using AV equipment in my booth ____yes or ____no. I will comply with the restriction on loud volume.

Conference Program Information:

Company Name: _____

Mailing Information:

Contact Person (for mailing): _____

Onsite Booth Personnel: (You can supply names until September 1, 2013)

First Name: _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Exhibiting Preference:

Please select the days you wish to exhibit. Booths are assigned on a first come, first served basis. You will be notified of all booth assignments.

\$150 Friday Only \$300 Saturday Only \$400 Both Days

Payment Options:

\$150 Friday Only \$300 Saturday Only \$400 Both Days

Payment: Check OR Credit Card

Personal Check: # _____

Institutional Check: # _____

Credit Card Type: Visa, MasterCard AMEX

Credit Card #: _____ Expiration Date _____

Name on Card: _____

Signature: _____

Total Amount Enclosed: \$ _____

As part of the 2013 NAMME Conference exhibitors receive complimentary black and white ad space within the pages of the conference program [*one day exhibiting-quarter page Dimensions: 3.75 x 4.78 & two day exhibiting-half page 7.5 x 4.78 inches*]. Additional premium ad space may be purchased from the options below. Please note, ad fees are in addition to exhibitor fees.

Full Page Ad – Inside Front Cover (B&W only)	\$300	7.5 x 10 inches
Full Page Ad – Inside Back Cover (B&W only)	\$300	7.5 x 10 inches
Full Page Ad – Outside Back Cover(B&W only)	\$300	7.5 x 10 inches
Full Page Ad – Inside Pages of Program (B&W only)	\$200	7.5 x 10 inches

Ad Requirements – Please submit ads in one of the following methods. Please check spelling, spacing and punctuation, and capitalization before submitting. Ad submissions deadline is **August 1, 2013.**

Supply black and white camera-ready art to exact size specifications in JPEG, TIFF or PDF via email to fkboyles@firstpointresources.com or send a PC formatted CD or flash drive to NAMME at 1500 Sunday Dr. Ste 102, Raleigh, NC 27607.

Additional Ad Space	
Inside Front Cover:.....\$300 <input type="checkbox"/>	Outside Back Cover:.....\$300 <input type="checkbox"/>
Inside Back Cover:.....\$300 <input type="checkbox"/>	
Inside Standard Ad:.....\$200 <input type="checkbox"/>	

Payment Options:

Payment: Check OR Credit Card (Make checks payable to NAMME)

Personal Check: # _____

Institutional Check: # _____


Credit Card Type: Visa, MasterCard AMEX

Credit Card #: _____ Expiration Date _____

Name on Card: _____

Signature: _____

Total Amount Enclosed: \$ _____

 Please return this request by no later than August 1, 2013. Forms may be emailed to fkboyles@firstpointresources.com or you can mail or fax this request to the information below.

NAMME
1500 Sunday Drive, Suite 102
Raleigh, NC 27607
Tel: 919-573-1309 Fax: 919-573-1310 www.nammenational.org

**REQUEST FOR
AD SPACE**