



Exhibit/Sponsor Reservation Form

Instructions: Use this form to reserve exhibit space and sponsorship for the 2017 AMSA Conference to be held October 21-22 in St. George's University, Grenada, West Indies. Refer to www.amsa.org/exhibit-sponsor for more information and package descriptions. To fill in form manually, print form and legibly fill in boxes with pen. To type directly onto form, download form to computer, open PDF from computer, type information into the applicable boxes, and electronically sign. Save completed copy to computer. Send completed form to sfridy@amsa.org or Fax to (703) 620-6445 or Mail to: AMSA, Attn: Events, 45610 Woodland Road, Suite 300, Sterling, VA 20166.

SECTION 1: Organization

Contact Name _____ Title _____
 Email _____ Phone _____ Website _____
 Address _____ City _____ State _____ Zip _____

SECTION 2: AMSA Conference, St. George's University, Grenada – Oct. 21-22, 2017 (Interactive Fair: Oct. 21)

Select package and/or à la carte option(s) based on level of support and participation for this event.

Packages	Select one package option and upgrade, if applicable.	Total
Superior	<input type="checkbox"/> \$2500 Select one upgrade: <input type="checkbox"/> Full page ad ^① or <input type="checkbox"/> Ignite or <input type="checkbox"/> Area	\$
Enhanced	<input type="checkbox"/> \$950 Select one upgrade: <input type="checkbox"/> 1/2 page ad ^① or <input type="checkbox"/> Insert	\$
Fair	<input type="checkbox"/> \$650	\$
À La Carte Options	Check all that apply then add amounts for selected items for total.	
Advertising	<input type="checkbox"/> 1/3 page ad ^① \$400 <input type="checkbox"/> Bag Insert \$400	\$
Sponsorship*	<input type="checkbox"/> Lanyard \$1000 <input type="checkbox"/> Attendee Bag \$1500 <input type="checkbox"/> Water Bottle \$2000 <input type="checkbox"/> Event Gift \$1500 <input type="checkbox"/> Lunch \$3000	\$
Package and À La Carte Options TOTAL		\$

^① Ad art must be submitted to AMSA by September 21, 2017 for inclusion in the October event print program book.

* Rate negotiable if sponsor provides item.

SECTION 3: Authorization – I hereby acknowledge that I am authorized on behalf of the organization listed above to complete and return this reservation form. I have read, understand, and agree to the Terms and Conditions. Acceptance of this reservation form does not waive the right of AMSA to reject any exhibit space and/or sponsorship reservation.

Authorized Signature _____ Date _____

Printed Name _____ Title _____

SECTION 4: Method of Payment (Check one.)

Check enclosed (U.S. currency only, payable to AMSA) AmEx Discover MasterCard Visa Expire Date _____

Card Number _____ Amount \$ _____

Card Holder: Printed Name _____

Signature _____ Date _____

Keep a copy for your records.

FOR AMSA USE ONLY		
Recvd _____	Confirm Sent _____	To A/R _____
Payment _____	Check: # _____	Date _____
Account: 145-4800		

AMSA Conferences Exhibit-Sponsor Terms and Conditions

The following terms and conditions apply to the reservation of exhibit space and sponsorship at each of the AMSA Conferences (Event) produced by the American Medical Student Association (AMSA). These terms and conditions are hereby between AMSA and the person or entity identified as the participating organization (Client). All terms and conditions are agreed upon and enforced by the signature included on the Reservation Form. Client agrees to pay all fees associated with selected exhibit space, advertising space, and sponsorships (Items) in accordance with the guidelines contained in the payment terms. Client agrees to abide by all provisions set forth in these terms as a part of the reservation form with AMSA. Terms are enforced even if Client fails or elects not to attend or participate in the event, or if tabletop exhibit space is reassigned due to notification of absence.

PAYMENT TERMS

Payment is due with signed reservation form. Payment may be in the form of a check made payable to AMSA or with credit card (American Express, Discover, MasterCard, or Visa). Cash is not accepted. All payments must be in U.S. currency only. Items are secured upon receipt of completed reservation form and payment in full. Items are awarded on a first-come, first-served basis. Priority is determined by date reservation form with payment received. Items are final after AMSA has received signed reservation form and payment. Terms are not subject to cancellation by Client. AMSA reserves the right to cancel a reservation in case of non-compliance with the payment. All payments must be received on or before May 1, 2017 for the June event and September 21, 2017 for the October event for Client to receive full benefits. Reservation forms and payment received after these dates will be considered, but item(s) will only be awarded upon availability with limited benefits.

EXHIBIT FAIR SPACE TERMS

Tabletop exhibit space will be assigned on a first-come, first-served basis beginning thirty minutes prior to Interactive Fair opening. The standard tabletop exhibit space is a table and two chairs. AMSA has the right to adjust the size of table and type of chairs based on the conference facilities' inventory. All exhibit materials must fit within the confines of the assigned space so as not to impede traffic flow, infringe on the space of other exhibitors or violate the emergency exit routes set forth by the fire marshal. AMSA has the right to limit the height and length of Client's sidewalls, fixtures, signs, and other display materials if obstruction is evident. Client agrees to abide by the set-up and tear down times set by AMSA and to have at least one person staffing exhibit space during the published fair hours. Clients who vacate their exhibit space prior to the published tear down time without permission of AMSA will be assessed a \$250 fine.

Exhibit space may only be used to promote products, services, or programs available from Client. Client may not assign, sublet, or share the whole or any part of the space contracted to them.

Clients that provide products directly related to the medical profession and whose representatives attend an AMSA Event for the purpose of contacting physicians-in-training may exhibit at an AMSA Event.

AMSA bans advertisements and sponsorships in its publications and at its events from all pharmaceutical, medical device, biotechnology, and diagnostic companies as well as companies who manufacture/promote/market/develop products purported to have a direct health benefit (such as vitamins, supplements, food derivatives). Samples of medical supplies (including sutures, IUDs, etc.) are prohibited, except in circumstances that protect the integrity of education. AMSA prevents the use of such samples as a marketing tool.

AMSA requires that all parties with direct funding from pharmaceutical, medical device, and biotechnology companies report the existence of those relationships to AMSA. This information will be made available to AMSA members upon request. A report of this disclosure must be submitted to AMSA upon confirmation of participation and/or attendance (i.e. AMSA meetings, advertising).

AMSA does not endorse the products, services, or programs of the organizations that advertise or participate in AMSA publications, meetings, conferences, exhibition halls, convention, etc.

AMSA reserves the right to impose limitation on noise levels and any other method of operation that becomes objectionable.

Any distribution of literature or samples shall be limited to the exhibitor's exhibit space. Client may not interfere with collateral that is not produced by said Client. Violation of this will result in cancellation of reserved item(s) during the Event without refund.

Neither AMSA nor the Event host shall be liable for the damage, loss, or destruction to the exhibits by reason of fire, theft, accident, or other destructive causes.

Client shall assume tabletop exhibit space at his/her own risk. Client assumes the entire responsibility and hereby agrees to protect, indemnify, defend, and hold AMSA and the Event host and their employees and agents harmless against all claims, loss, and damages to persons or property.

Client shall be liable to AMSA and fully responsible to pay for any and all damages to property owned by the Event host, which result from any act or omission by Client.

If AMSA should be prevented from holding the Event for any reason beyond AMSA's control (such as, but not limited to, damage to the building, riots, strikes, acts of government, or acts of God) or if Client cannot occupy an exhibit space due to reason beyond AMSA's control, then AMSA has the right to cancel the Event or any part thereof, with no further liability to Client other than a refund equal to the minimum fee.

All materials for use at the Event must be hand-carried and set-up by Client's personnel. Materials may not be shipped to the Event site as deliveries sent to Event site will not be accepted.

By submitting a completed reservation form, Client agrees to allow AMSA to photograph Client's personnel and exhibit space and to use such photography in any media format for use in AMSA marketing and training materials. Client also agrees to all AMSA to use the photographs/video containing Client's personnel in all media formats worldwide.

Electricity service and/or an Internet connection may be available from the Event host at a charge to the Client.

AD REQUIREMENTS

Client is responsible for meeting file specifications and agrees to deliver ad collateral to AMSA by May 1, 2017 for the June event and September 21, 2017 for the October event to meet print deadlines.

All advertising is subject to AMSA's approval, and AMSA reserves the right to reject any advertising. Any ad alterations are the responsibility of Client. Client is subject to a service fee equal to ten percent of the ad rate if there is a delay in production caused by Client. AMSA is not responsible for storing any files after its last use. Files will not be returned.

Ad Collection: Print ads must be submitted as press-ready PDFs with hi-res images that are at least 300 dpi. Fonts must be embedded, and printer's marks (crop marks, registration marks, etc.) must not be included in the file. Ads must use CMYK color only. RGB color or spot colors (such as Pantone colors) are not acceptable. All ad artwork must be submitted by completing an AMSA Advertising Submission Form. Visit <http://bit.ly/1GLW4cq> to access form.

Publication Liabilities: (a) Indemnification by the Client. Except as otherwise expressly provided, the Client shall indemnify and hold AMSA harmless from and against any loss, expense (including attorney's fees) or other liability resulting from any claim or suit for defamation, libel, slander, plagiarism, illegal competition or trade practice, false, or misleading advertising, infringement of trademark, service mark, trade name, infringement of copyright or proprietary rights, violation of the right of privacy or any other claim or suit of any nature resulting from the advertising provided by the Client or based on material or information furnished by the Client to AMSA. (b) Indemnification by AMSA. AMSA agrees to indemnify, severally and not jointly, and hold the Client harmless from and against AMSA's gross negligence or willful misconduct where the Ad is prepared and produced by AMSA, excepting any loss that may result directly or indirectly from material or information furnished by the Client.