



# amsa Residency Fair

American Medical Student Association

## PROGRAM PARTICIPATION RESERVATION FORM

**Instructions:** Use this form to reserve tabletop exhibit space and advertising for the AMSA Residency Fair to be held at the at the Rush University Medical Center's Searle Conference Center, September 29, 2018 from 1:00pm – 4:00pm. To fill in this 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](mailto: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: Select option based on level of support and participation of the event.

OPTIONS – Select one.	Includes	Rate	Total
<input type="checkbox"/> OPTION 1: Exhibit Fair Tabletop & Full Page Ad*	table, 2 chairs, 2 exhibitor registration badges, 5"x8" print ad in event guide	\$850	\$
<input type="checkbox"/> OPTION 2: Exhibit Fair Tabletop	table, 2 chairs, 2 exhibitor registration badges	\$650	\$
<input type="checkbox"/> OPTION 3: Full Page Ad* only	5"x8" print ad in event guide	\$400	\$
<input type="checkbox"/> OPTION 4: Half Page Ad* only	5"x4" print ad in event guide	\$300	\$
<input type="checkbox"/> OPTION 5: Bag Insert only	Opportunity to provide a give-a-way item for insertion in the attendee welcome bag	\$400	\$
		<b>TOTAL</b>	<b>\$</b>

*\*Limited ad space is available and assigned on a first-come, first-served basis when reservation form and payment are received. Ad art must be submitted to AMSA by August 31, 2018 for inclusion in the AMSA Residency Fair Guide.*

**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 advertising reservation.

Printed Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

### SECTION 4: Method of Payment (Check one.)

☐ Check enclosed (U.S. currency only, payable to AMSA)  
☐ AmEx ☐ Discover ☐ MasterCard ☐ Visa Expire Date \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Card Number \_\_\_\_\_  
 Card Holder: Printed Name \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

#### FOR AMSA USE ONLY

Recvd \_\_\_\_\_  
 Confirm Sent \_\_\_\_\_  
 To A/R \_\_\_\_\_  
 Payment \_\_\_\_\_  
 Check: # \_\_\_\_\_  
 Date \_\_\_\_\_  
 Account: \_\_\_\_\_

Keep a copy for your records.

# AMSA Residency Fair Program Participation Reservation Form

## Terms and Conditions

The following terms and conditions apply to the reservation of exhibit space, advertising space and sponsorship at the AMSA Residency Fair (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 program (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 sponsorship options (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 August 31, 2018 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.

### INTERACTIVE FAIR – EXHIBIT SPACE TERMS

Tabletop exhibit space will be assigned on a first-come, first-served basis beginning thirty minutes prior to the opening of the Residency Fair. 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 may be accessed 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 the Event for the purpose of contacting physicians-in-training may exhibit at the 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 in any respect for any claims, losses, expenses, injuries, or damages, whether based on breach of contract or warranty, negligence or other tort, or strict liability, unless directly and solely caused by the gross negligence or willful misconduct of AMSA or the Event host. AMSA and Event host disclaim all warranties, express or implied, including, without limitation, warranties of merchantability and fitness for a particular purpose. AMSA shall not be liable for any indirect, special or consequential damages, including lost profits, whether based upon a claim or action of contract, warranty, negligence, strict liability or other tort, even if AMSA is aware of the possibility thereof. Notwithstanding any other provision of these terms and conditions, the maximum liability of AMSA or the Event host to Client will in no event exceed the lesser of (i) the amount of exhibit fees paid Client to AMSA or (ii) \$5,000; recovery of such amount shall be Client's sole and exclusive legal remedy.

Client shall indemnify and hold harmless AMSA from and against any and all liabilities, damages, actions, losses, claims, costs, and expenses (including reasonable attorney's fees) on account of personal injury, death, or damage to or loss of property arising out of or contributed to by any act, omission, negligence, fault, or violation of a law or ordinance by Client. The foregoing shall not apply with respect to any liability, damage, or loss directly and solely caused by the gross negligence or willful misconduct of AMSA.

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 August 31, 2018 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:** 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.

In the event of any error or malfunction in the display or distribution of any ad, AMSA's sole obligation will be to reprint or redisplay the ad as soon as reasonably practicable. In no event shall AMSA be liable for any loss of profits, depletion of goodwill and/or similar losses or pure economic loss, or for any special, indirect or consequential loss, costs, damages, charges or expenses. Under no circumstances shall AMSA be liable for an amount greater than the amounts received by AMSA from Client for the particular ad.

These terms and conditions and the agreement between AMSA and Client shall be construed and governed by the laws of the Commonwealth of Virginia without giving effect to conflict of laws and principles. Any action or claim related thereto shall be brought in the federal or state courts in or for Loudoun County, Virginia, and each party submits to the jurisdiction of such courts and agrees that any such action or claim may be brought in such courts.