

**New Mexico Chapter
Of
The American Academy of Family
Physicians, Inc.**

**2400 Louisiana Blvd. NE, Bldg. 2, Suite 101, Albuquerque, New Mexico
87110**

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Tax I.D. #85-0309166

Application for Exhibit Space

Please reserve space for our exhibit at the:
**37th Annual Winter Refresher in Albuquerque
February 23, 2019
Hotel Albuquerque, Old Town**

Register Online: www.familydoctormn.org

We understand that this application becomes a contract when signed by us and accepted by the Chapter. We agree to abide by the conditions of the contract included with this application.

**Exhibit Fee - \$500
(Includes one vendor lunch with the attendees)
Payment due no later than February 15, 2019**

Exhibitor: You can register and pay online at www.familydoctormn.org or complete and mail the application and check to the New Mexico Chapter of the American Academy of Family Physicians at the above address. You can also pay with a credit card by phone.

Firm Name _____

Your Name _____

Address _____

City/State/Zip _____

Telephone _____ **Email Address** _____

Names of all Vendors Attending _____

Signature _____ Date _____

***New Mexico Chapter of the American
Academy of Family Physicians, Inc.
37th Annual Winter Refresher in Albuquerque***

Exhibitor's Prospectus

Opportunities: Join us at the premier educational event of the winter for Family Medicine Physicians in New Mexico. It is a great opportunity to reach your target audience, with up to 175 physicians in attendance. AAFP is the one specialty physician organization that specializes in Family Medicine. NMAFP represents Family Physicians in New Mexico at both the state and national level. New Mexico Family Physicians are in the front line of patient care and are leaders in the administration of health plans, clinics, and other medical organizations. This seminar attracts Family Medicine Physicians, Nurse Practitioners, Physician Assistants, and Nurses from New Mexico and surrounding states.

Exhibiting: The exhibits are arranged for maximum participant exposure, with a one-hour breakfast, one-hour lunch, and one thirty-minute break taking place in the Exhibit Hall, giving added encouragement of participants to visit.

- *Your organization will be recognized in each registrant's packet
- *There will be signage available near the Exhibit Hall
- *Your organization will be acknowledged in the newsletter
- *The newsletter is also posted on the NMAFP website

The cost to exhibit is \$500.00, and this includes lunch with the attendees for one representative from each booth. Each exhibit will consist of a 3'x 6' clothed and skirted table. Exhibits requiring more space will be charged accordingly. Payment is due no later than February 15, 2019. You can mail your check and application to NMAFP or go to www.familydoctormn.org and register online.

Please feel free to contact Sara with questions. NMAFP looks forward to hearing from you and hopes to see you in February!

**New Mexico Chapter, American Academy of Family Physicians
Educational Fund**

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Website: www.familydoctormn.org

Conditions of Contract to Exhibit

The Scientific Assembly of the New Mexico Chapter of the American Academy of Family Physicians

1. The New Mexico Chapter of the American Academy of Family Physicians (NMCAAFP) acts for exhibitors and their Representatives in the capacity of Agent—not as principal. NMCAAFP assumes no liability for any act of omission or commission in connection with the hotel. Exhibitor and their Representatives hereby release NMCAAFP from any and all liabilities to them for loss or damage ensuing from any cause whatsoever, except for claims for damages or injuries caused by or resulting from the negligence of NMCAAFP or its agents/employees.
2. NMCAAFP determines eligibility of any company or product for exhibit. NMCAAFP may forbid installation or request removal or discontinuance of any exhibit or promotion, wholly or in part, that in its opinion is not in keeping with the character and purpose of the Academy.
3. Rental fee for space is due and payable prior to first exhibit day.
4. Subletting space is not permitted. Two or more firms may not exhibit in a single space unless arrangements are made with NMCAAFP.
5. Exhibits should be constructed so that no copy appears higher than eight (8) feet from the floor and no structure exceeds a height of ten (10) feet. Any exceptions to this rule must be discussed with the Convention Services Manager.
6. Exhibits should not project beyond space allowed. They should not obstruct the view or interfere with traffic to exhibits of others. The wings of an exhibit should not come out more than three feet from the back wall.
7. No part of any exhibit and no sign should be pasted, nailed or otherwise affixed to walls, doors, etc. in any way that might cause defacement. Damage from failure to observe this notice is payable by exhibitor.
8. Interviews, demonstrations, distribution of literature, samples and detailing should take place inside booths in order to avoid infringements of rights and privileges of exhibitors.
9. NMCAAFP may withhold or withdraw permission to distribute souvenirs, advertising or other material it considers objectionable.
10. Cancellation of space within sixty (60) days of the meeting date will be refunded up to 50% of the space charge if the space is later sold. Prior to the aforementioned sixty (60) days, 100% of the space charge will be refunded if the space is later sold.
11. Combustible material for decorative or other purposes must be flame-proofed. Use or storage of flammable liquids, gases or solids is not permissible.
12. Motion picture projectors and apparatus must conform to fire regulations of the hotel. Only safety film may be used. Sound film may be exhibited only in an enclosed room or sound proofed booths. Silent films should be arranged so aisles are not blocked.
13. Exhibitors with audible electric devices, sound motion pictures or other devices which might prove objectionable to other exhibitors because of noise or odor or other annoyance will be asked to discontinue this method of promotion.
14. Advertising, canvassing, solicitation of business, conferences in the interest of business, etc. are not permitted except by firms that have engaged space to exhibit, and then only in the space assigned.
15. Exhibitors and/or their representatives agree that any charges incurred with the hotel or other agents for purchase, rental or service will be paid by the exhibitor or their agent.
16. Exhibitors or their Representatives who fail to observe these conditions of contract or who, in the opinion of NMCAAFP, conduct themselves unethically, may be dismissed without refund or appeal for redress.
17. Before any exhibit may be removed from the building, exhibitors must make arrangements satisfactory to NMCAAFP and the hotel for the payment of any charges incurred by the exhibitor in connection with their exhibiting therein.
18. It is prohibited for Technical Exhibitors to extend printed invitations from their booths to NMCAAFP members for private meetings presented by their respective companies that are being held during the hours of the Scientific Assembly.

19. NMCAAFP, in the event of conflicts regarding space requests or conditions beyond its control, reserves the right to rearrange the floor plan.