# **Midwifery Market Application Form**

Space is limited and is assigned according to date received and availability. To take advantage of the advance rate, request for space must be received by April 1, 2013. Applications received after April 1 will be accepted on a space availability basis at the on-site rate (see below). If you have any questions, please contact Tana Stellato at *ACNMmeeting@stellatosolutions.com*.

| AFFILIATE/COMPANY NAME |     |       |             |         |      |
|------------------------|-----|-------|-------------|---------|------|
| CONTACT NAME           |     |       | TITLE       |         | <br> |
| STREET ADDRESS         |     |       |             |         | <br> |
| СІТҮ                   |     | STATE | POSTAL CODE | COUNTRY | <br> |
| PHONE                  | FAX |       |             | E-MAIL  | <br> |

| Tabletop Type   | Select<br>Choice | Tabletop Size             | <b>Advance Registration</b><br>Payment received by April 1, 2013 | <b>Regular Registration</b><br>Payment received after April 1, 2013 |
|---|------------------|---------------------------|--|---|
| Midwifery Market Table  |                  | One Space                 | \$325*   | \$425*  |
| Includes 1 table, 2 chairs, overhead sign, and wastebasket.   |                  | Two Spaces (side-by-side) | \$550*   | \$650*  |
| Midwifery Market Booth<br>Includes 1 table, 2 chairs, wastebasket,<br>and 8' backwall graphics panel. |                  | One Space                 | \$400*   | \$500*  |
|   |                  | Two Spaces (side-by-side) | \$625*   | \$725*  |

\*NOTE: ACNM affiliates and non-profit organizations receive a \$50 discount per table.

**Payment Information:** Full payment must be included with application. All checks must be in US dollars drawn on US banks within the continental United States and made payable to the American College of Nurse-Midwives. **Return original and deposit in check** form to ACNM Annual Meeting & Exhibition, Lock Box P.O. Box 758898, Baltimore, MD 21275-8896. For credit card payment, please fill out the information below and mail to the lock box address, fax to 240.485.1818 or email to *schavan@acnm.org*.

D Pill to Durchase Order #

|                    | UISd | □ bill to Purchase Order # |                              |
|--------------------|------|----------------------------|------------------------------|
| CREDIT CARD NUMBER |      | <br>EXPIRATION DATE        | SECURITY CODE (BACK OF CARD) |
| CARDHOLDER'S NAME  |      |                            |                              |

CARDHOLDER'S SIGNATURE

Daymont Type: D Chark

The undersigned agrees to all rules and regulations set forth in the Midwifery Market Terms and Conditions and herby authorizes the American College of Nurse-Midwives to reserve space at the Nashville Convention Center. Failure to submit full payment may cause forfeiture of the requested space. Upon acceptance by ACNM, this document constitutes a contract. ACNM expressly reserves the right to reject an application for any reason. Please see page 2 of this application for terms and conditions.

SIGNATURE

DATE

Please copy for your records. For questions, please contact Tana Stellato at 240.485.1828 or email ACNMmeeting@stellatosolutions.com.

# **Midwifery Market Terms and Conditions**

# **Move-In/Installation**

| Thursday, May 30 | 8:00ам–1:00рм  |
|------------------|----------------|
| Friday, May 31   | 8:00ам-10:30ам |

#### **Midwifery Market Schedule**

| Friday, May 31   | 11:30ам-3:30рм |
|------------------|----------------|
| Saturday, June 1 | 9:30ам-2:00рм  |

# **Move-Out/Dismantling**

| Saturday, June 1 | 2:15рм-6:00рм |
|------------------|---------------|
|------------------|---------------|

Dismantling may begin at 2:15PM.

The Exhibit Hall must be cleared no later than Saturday at 6:00PM.

### **Sales Tax**

It is the applicant's responsibility to submit sales and tax returns to the Tennessee Department of Revenue. A Tennessee Application for registration will be included with your Midwifery Market confirmation letter. If you have any additional questions concerning sales tax, please contact the Department of Revenue directly at 1-615-253-0600 or go to **www.tn.gov/revenue/ forms/sales/index.shtml**. When you go to the link, the application and instructions are located at the top of the page. Instructions for completing this process online are at the same link. Please allow 2 to 4 weeks for this application to be processed.

Please note, the Tennessee Department of Revenue requires all domestic and international vendors in the Midwifery Market and Art Bazaar to apply for a Tennessee Seller's Permit. Please see Sales and Use Tax Instructions at **www.tn.gov/revenue/ forms/sales/index.shtml** for further details.

**Please remember:** ACNM requires that each vendor complete the W9 to be provided with your application and return it to ACNM for our filing.

# Cancellation

Affiliates/Vendors may cancel this agreement at any time by written notice to ACNM. ACNM reserves the right to reassign all canceled space. Refunds will be made according to the following schedule and apply to the cancellation of all the contracted space.

Refunds are based on total amounts due, not deposits paid.

| Cancellation notice received by | Refunded amount                      |
|---------------------------------|--------------------------------------|
| March 1, 2013                   | 100% less \$50.00 administrative fee |
| After March 1, 2013             | no refund                            |

#### Assignments

Assignments are made by show management and are made on a first come, first served basis. Assignment of space is final.

#### Damages

Any damage to the facility caused by the affiliate/vendor, its employee or agent is the sole responsibility of the affiliate / vendor.

#### **Liability and Insurance**

The affiliate/vendor agrees to make no claim for any reason whatsoever against ACNM or the Nashville Convention Center, for loss, theft, damage or destruction of goods, not for injury to the affiliate/vendor or its employee while in the market quarters. Neither ACNM nor the Nashville Convention Center shall be held responsible for the safety of the goods in transport, nor otherwise against robbery, mysterious disappearance, fire, accident, or any destructive cause, nor for accident, to affiliate/ vendors, their employees or their property. Neither ACNM nor the Nashville Convention Center maintain insurance covering the affiliate/vendors' property; therefore, affiliate/vendors shall carry liability and property damage insurance. The furnishing of security by ACNM shall not be construed as an assumption of liability by ACNM. In the event of loss, said responsibility is solely that of the affiliate/vendor.

ACNM reserves the right to cancel the Market and/or Annual Meeting, either in whole or in part; and in such event, ACNM shall refund the Market space rental fee, without interest, or any further liability.

In the event of strike, flood, fire, labor disputes, act of God, or any other condition or circumstance outside of the control of ACNM causing cancellation, delay, disruption, or curtailment of the Market, either in whole or in part, after commencement of the installation to the Market, ACNM shall not be liable and the space rental shall not be refunded.