

Exhibitor Information

As a Midwifery Works! 2016 exhibitor, you will experience extremely focused visibility and a personalized networking experience with midwives in decision-making and leadership positions from all over the country.

Tabletop Exhibits Include

- One 6' table draped and skirted with two chairs and a waste basket (note: exhibit space is carpeted)
- 2 complimentary Exhibit Staff registrations
- Listing on Midwifery Works! website once exhibitor is confirmed
- Recognition in all communications sent to attendees and prospective attendees once exhibitor is confirmed
- Program handout distributed to attendees with your company description and contact information

Exhibit Location and Schedule

Exhibit space is located in the Palladium Foyer, Brighton Tower, Ground Level, and will be open during the events listed below (times are subject to change slightly).

Thursday, November 3

Networking Reception hosted by ACNM—*catered event*
5:30–7:30PM (Set-up 4:30–5:30PM)

Friday, November 4

Registration Hours *optional
7:00–8:00AM (Set-up 6:00–7:00AM)

Coffee Break—*catered event*

10:30–11:30AM (Set-up 9:30–10:30AM)

Break *optional

3:30–3:45PM



Join us this year at the Embassy Suites Hilton Oceanfront Resort in beautiful Myrtle Beach, South Carolina.

Additional Networking Opportunities (attend, NOT exhibit) *optional

Friday, November 4

Complimentary Evening Reception

5:30–7:30PM | sponsored by Embassy Suites

Foundation Fundraiser

6:30–8:30PM *Ticket required. If you are interested in purchasing a ticket, please let us know.

Saturday, November 5

Complimentary Evening Reception

5:30–7:30PM | sponsored by Embassy Suites

Continued

Hotel Information

Embassy Suites by Hilton Myrtle Beach Oceanfront Resort
9800 Queensway Boulevard, Myrtle Beach, South Carolina, 29572
Telephone: 843.449.0006, FAX: 843.497.1017.

Check in is at 3:00PM and check out is at Noon.

Hotel reservation cut-off date is October 10, 2016.

Hotel Shuttle

The Embassy Suites offers a complimentary shuttle anywhere within a 2 mile radius.

Parking Rates

Self parking is complimentary.

Sleeping Room and Meeting Room Internet:

Internet is complimentary in both sleeping rooms and meeting rooms.

Event Sponsorship Opportunities

If you are interested in any of these exclusive sponsorship opportunities, contact Krystal Bushell at 301.842.4456, or by email at krystal.stellatosolutions@gmail.com for further information. All sponsors will receive recognition in Midwifery Works! communications and on the website and signage.

- **Networking Welcome Reception** on Thursday, November 3—**\$2,000** Includes signage and table top.
- **Break** on Friday, November 4—**\$2,500** Includes ACNM recognition at podium, signage, and table top during that break.
- **Lunch** on Friday, November 4—**\$4,500** Includes ACNM recognition at podium, signage, table top for that day only and material at lunch tables.
- **Break** on Saturday, November 5—**\$2,000** Includes ACNM recognition at podium and signage.
- **Lunch** on Saturday, November 5—**\$4,500** Includes ACNM recognition at podium, signage and material at lunch tables.
- **General Sponsorship**—includes recognition in communications and on website and signage. Please contact Krystal Bushell to discuss desired amount.
- **Product Theater or Symposium Session**—**\$4,000** please contact Krystal Bushell for more information.

Contact Our Attendees

For an additional \$150, you will receive a comprehensive attendee mailing list which you are permitted to send one communication to prior and following the conference. To learn more and/or to purchase, contact Andre Owens at aowens@acnm.org.

Advertise in Quickening

Quickening, the quarterly newsletter of ACNM, mailed to members before and after the Midwifery Works! meeting. Two-color or black and white options available. Circulation 7500+. E-mail quick@acnm.org for more information.



For more information, please contact Krystal Bushell, by phone at 301.842.4456, or by email at krystal.stellatosolutions@gmail.com.

Application to Exhibit

Returning Exhibitor: YES NO *If yes, please indicate which year(s):* 2016 2015 2014

ORGANIZATION _____

ADDRESS _____

CITY/STATE/ZIP _____

NAME OF PRIMARY CONTACT TO MAKE BOOTH
ARRANGEMENTS AND RECEIVE CONFIRMATION

TITLE _____

PHONE _____

E-MAIL _____

NAME OF EXHIBITOR BOOTH PERSONNEL 1

TITLE _____

PHONE _____

E-MAIL _____

NAME OF EXHIBITOR BOOTH PERSONNEL 2

TITLE _____

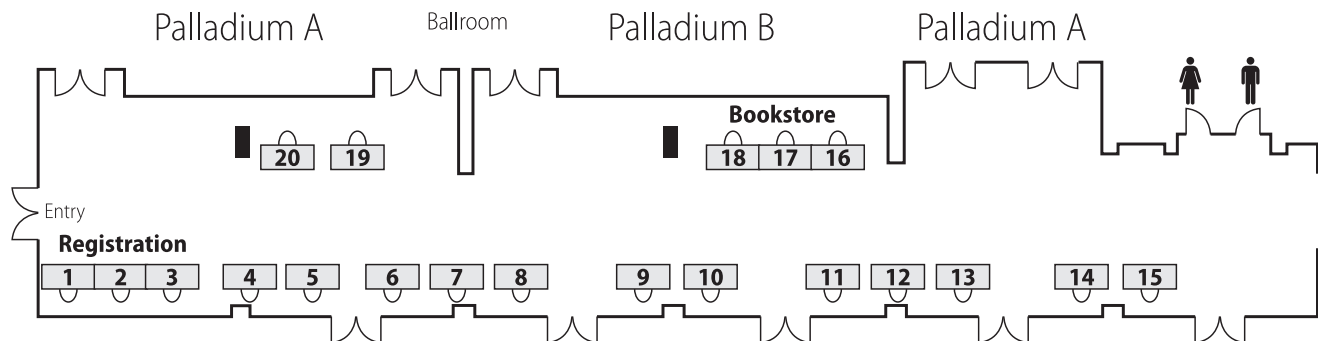
PHONE _____

E-MAIL _____

You will be contacted before the meeting regarding your organization's listing in the Midwifery Works! 2016 Program Handout.

Tabletop Selection: Tabletop location assignments are made on a first come, first serve basis.

Preferred Booth Choices: 1st _____ 2nd _____ 3rd _____



Tabletop Cost and Payment:

Number of Tabletops _____ x **\$1,050 per Tabletop** = \$ _____ **Total Tabletop Cost**

Payment Type: Check Visa MasterCard American Express Bill to Purchase Order # _____

All payments must be made in full. 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.

Amount Enclosed: Total Tabletop Cost \$ _____ *Full payment due by October 10, 2016, in order to reserve your spot.*

CREDIT CARD NUMBER _____

EXPIRATION DATE _____

SECURITY CODE (BACK OF CARD) _____

CARDHOLDER'S NAME _____

CARDHOLDER'S SIGNATURE _____

Payment is not due when you request your booth or table. After you submit your application, you will receive a confirmation followed by a link to log in and make your payment. Payments can be made online. ACNM accepts payment via check, Visa, MasterCard, or American Express. All booths must be paid in full by October 10, 2016. No refunds will be given for space cancelled after that date. See cancellation clause in Exhibit Guidelines for more information. Please copy for your records. **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 send to the lock box address, fax to 240.485.1818 or e-mail to schavan@acnm.org.**

The undersigned agrees to all the policies set forth in the Exhibitor Guidelines and hereby authorizes the American College of Nurse-Midwives (ACNM) to reserve exhibit space at the Embassy Suites Hilton Oceanfront Resort.

SIGNATURE _____

DATE _____

Exhibit Guidelines

The terms "Association" and "ACNM" shall mean the American College of Nurse-Midwives, its officers, committees, agents, or employees acting for it in the management of the Exhibition. The term "Exhibition" shall mean the ACNM Midwifery Works! to be held in at the Embassy Suites Myrtle Beach, November 3-6, 2016. The term "Exhibitor" shall mean any person, organization, or other entity that is approved to maintain an Exhibit at the Exhibition. The term "hotel" refers to the Embassy Suites Myrtle Beach and "Operator" refers to City of Myrtle Beach, a municipal corporation. Rules and Regulations may be amended at any time by ACNM Management in its sole reasonable discretion. ACNM Management reserves the right to grant or deny its consent in its sole reasonable discretion and the right to apply, interpret, and enforce these rules in its sole reasonable discretion. Any point not specifically covered in these rules is subject to the decision of ACNM Management, whose decision shall be final.

GUIDELINES FOR PRODUCT PROMOTION: In all cases where products that directly impact the health of women and families are promoted, the promotion must: a) be consistent with available scientific evidence; b) promote the professional image and trusting relationship between women and midwives; c) ensure that attendees receive full disclosure regarding safety of the product; and d) should not conflict with the mission of the College. ACNM reserves the right, without recourse, to absolutely control or prohibit any exhibit or part of any exhibit, which, in its opinion, is not suitable or in keeping with the purpose of the Exhibit Hall. This reservation concerns persons, things, conduct, printed matter, souvenirs, catalogues, etc. Unethical behavior or infraction of the rules on the part of the exhibitor or their representatives will subject the exhibitor/ representatives to dismissal and possible refusal to rent space in the future. Under these conditions, no refund shall be made by ACNM.

ACCEPTANCE AND ASSIGNMENT OF SPACE:

This confirmation shall be deemed accepted by ACNM Management upon space assignment.

Tabletop assignments are generally made on a first come, first-served basis, taking into consideration the date a request is received, availability of requested area, the amount of space requested, special needs, and compatibility of Exhibitors. The Association, however, reserves the right in its sole discretion to use other assignment criteria.

Because of the large number of companies exhibiting similar, or related product lines, ACNM cannot guarantee that a company exhibiting similar products or a competitor will not be located in a nearby or adjoining tabletop space. The Association also reserves the right to reconfigure tabletop space and relocate an Exhibit as necessary with the understanding that the Exhibitor shall be notified prior to such relocation. **ELIGIBILITY:** The Association reserves the right to determine the eligibility of any company or product for inclusion in

the Exhibition. The acceptance of a tabletop for the Exhibition does not carry the Association's endorsement of the equipment, supply, or service displayed there. Exhibits and the conduct of Exhibits are subject to the approval of the Association. The Association reserves the right to require the modification of any Exhibit which, in its opinion, is not in character with the Exhibition. The Association reserves at all times the right to approve the nature of the Exhibits and conditions under which the Exhibits are displayed.

PAYMENTS: A full payment of the space rental fee is at time of receipt of the confirmation. All tabletop charges must be paid in full by October 10, 2016. If paying a deposit to hold a specific tabletop, the entire amount must be paid in full no later than October 10, 2016, to hold exhibit tabletop location. Confirmations received after this date must be accompanied by full payment, which is nonrefundable. Should Exhibitor fail to remit timely payment, ACNM shall have the right to withhold or cancel a tabletop reservation without notice and retain any non-refundable amounts paid, unless special arrangements have been made.

CANCELLATIONS: This confirmation may be cancelled by Exhibitor by giving written notice to ACNM, subject to the following fees:

- **Before October 10, 2016** — 50% refund
- **After October 10, 2016** — no refunds

These fees apply in the event of Exhibitor cancellation or failure to participate for any reason whatsoever. Cancellation fees will NOT be applied to any other past, current, or future charges incurred by Exhibitor and are non-transferable. In no event will Exhibitor receive a credit from any revenue later generated by reuse of the reserved space by ACNM Management. Exhibitor may also forfeit all exhibitor privileges, including but not limited to:

- Tabletop Personnel and complimentary full conference badges
- Removal of company listing from communications and Web site

UPSIZING: At any time after signing the original confirmation, Exhibitor may enter into a new confirmation for larger space, subject to availability.

DOWNSIZING: The originally reserved amount of space may be reduced by Exhibitor by giving written notice to ACNM, subject to the following:

- **On or before October 10, 2016**— Exhibitor must pay 100% of the original confirmation price, which amount may be applied against the reduced space.
- **After October 10, 2016**— Exhibitor must pay 100% of the original confirmation price, which amount may be applied against the reduced space. Any payment in excess of the cost of the new space is nonrefundable.

ARRANGEMENT OF EXHIBITS: ACNM follows International Association of Exhibitions and Events (IAEE) Guidelines. Detailed guidelines will be available upon request, but generally, no Exhibit will be permitted to interfere with the light, space, comfort, or view of another Exhibit.

COMPLIANCE WITH LAWS, RULES, AND SAFETY

PRECAUTIONS: Exhibitor is responsible for knowledge of and compliance with all federal, state, and local laws, regulations, orders, and requirements applicable to Exhibitor's participation in ACNM, as well as all rules and regulations of the and all related expenses and taxes. Exhibitor shall take all necessary measures to safeguard persons and property in the Hotel from any hazards associated with Exhibitor's exhibit equipment. Exhibitor shall comply with applicable industry safety standards. Exhibitor agrees that if notified by ACNM that the condition of Exhibitor's space is unsatisfactory for any reason, Exhibitor will immediately remedy the condition.

INSTALLATION AND DISMANTLING: Until full payment of the space rental fee has been received, Exhibitor will not be allowed to set up, nor will freight be delivered to tabletop.

EXHIBIT SCHEDULE: Employees manning the tabletop must have Exhibitor badges. The display area will be closed to Exhibition Attendees except during scheduled Exhibit hours; ACNM shall have sole control over attendance policies at all times. Exhibitor personnel MUST be properly registered in order to staff a display and must wear (nontransferable) registration badges during move-in and Exhibit hours.

SECURITY: The Palladium Foyer is securable and will be locked during non-meeting times. However, ACNM is not responsible for the loss of any material by or for any cause, and urges the Exhibitor to exercise normal precautions to discourage pilferage. Only registered Exhibition Attendees and Exhibitors and registered guests will be authorized to enter during Exhibit periods.

DELIVERY OF EQUIPMENT: Exhibitors will be responsible for delivery of their own equipment and/or display material to the Hotel and for removal of equipment and/or display material. The official drayage confirmation shall control all traffic into and out of the Exhibit area to minimize delays and tie-ups. The Exhibitor assumes full responsibility for the delivery of its materials to the space, which is assigned for the purpose of exhibiting its product, service, or materials. The Association assumes no responsibility for the performance of services by common carrier, express services, the US mail, and telephone companies, or any other service for which the Exhibitor may wish to make a confirmation.

If you will be purchasing additional electrical products/services for your Exhibit Tabletop or shipping items to the hotel for Midwifery Works! 2016, and wish to pay by credit card, please fill out this form and fax to 843-497-1219, ATTN: EVENT SERVICES DEPARTMENT



Kingston Plantation: A Hilton and Embassy Suites Resort **CREDIT CARD PAYMENT AUTHORIZATION FORM**

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. **FAX COMPLETED FORM TO: 843-497-1219, ATTN: Event Services Department**

HOTEL USE ONLY:

Group Name:		
Check-In / Event Date:		
Name of Person/Group Making Reservation:		Phone:
Authorized Amount:	Approval Code:	Date:

CARDHOLDER— Please complete the following section and sign/date below.

Cardholder Name as it appears on Credit Card:		
Cardholder Billing Address:		
City:	State:	Zip:
Daytime /Business Telephone:		Evening Telephone:
Credit Card Number:		Expiration Date:
Credit Card Type: (check one) <input type="checkbox"/> Visa/MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> JCB <input type="checkbox"/> Diners Club		
Credit Card Issuing Bank Name:		
Bank Phone Number (from back of your credit card):		
I agree to cover the following categories of charges: (check one) <input type="checkbox"/> All Charges <input type="checkbox"/> Room & Tax <input type="checkbox"/> Food & Beverage <input type="checkbox"/> Retail <input type="checkbox"/> Recreation		
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____		

DIRECT BILL ACCOUNT PAYMENTS ONLY:

Name on Invoice/Statement:	Date on Invoice/Statement:
Invoice/Statement Number:	Authorized Amount: \$ _____

NOTE: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for an advance deposit or payment: \$ _____

Final Balance Billed to Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: _____ Date: _____



Kingston Plantation: A Hilton and Embassy Suites Resort ELECTRICAL ORDER FORM

Contact Name:	Location: PALLADIUM FOYER
Phone:	Setup Date/Time:
Name of Conference: ACNM MIDWIFERY WORKS! 2016	Conference Date:
Vendor Name:	Booth Number:

IMPORTANT CONDITIONS AND REGULATIONS

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
3. Use of open personal power strips is prohibited.
4. Prices based upon current wage rates and are subject to change without notice.
5. Under no circumstances shall anyone other than "house electrician" make electrical connections.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician."
7. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
8. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. Rates quoted for all connections over only the bringing of service to the booth in the most convenient manner and do not include connecting equipment for special wiring.
10. Orders must be received a minimum of fourteen (14) days prior to exhibitor arrival for move in.

PLEASE FILL OUT THE FOLLOWING

Electrical Service Required—110 Volt AC Standard Service

Quantity

_____ 5 Amps/500 Watts Outlet @ \$ 50.00 each = \$ _____

_____ 20 Amps/2200 Watts Outlet @ \$100.00 each = \$ _____

*NOTE ABOVE: Prices include (1) loaned 25' extension cord.
Exhibitors will be charged \$35.00 plus tax for unreturned cord.*

_____ Multi Power Outlet Strip
(Includes 1-5 amp power service) @ \$60.00 each = \$ _____

_____ Additional power outlet strips \$10.00 each = \$ _____

208 Volt AC Single Phase

_____ 50 Amp Service @ \$200.00 each = \$ _____

_____ Band Power Box @ \$250.00 each = \$ _____

NOTE: Any direct wiring required will be completed by a certified house electrician at the flat rate of \$85.00/hour with a 1 hour minimum.

208 Volt AC Three Phase (three phase available in Kensington Ballroom Section G @ service hall only)

_____ 50 Amp Service @ \$300.00 each = \$ _____

_____ 100 Amp Service @ \$500.00 each = \$ _____

_____ Banner Hanging @50.00 each = \$ _____

TOTAL \$ _____

NOTE: All electrical services must be submitted to the Hotel (14) fourteen days prior to the event. Ensure all information is legible and clearly state the name of the convention/trade show you will be attending. Any additional charges or electrical requests on site incurred will be assessed at the rate listed above plus 22% service charge.

Signature: _____

Date: _____



Kingston Plantation: A Hilton and Embassy Suites Resort
VENDOR INFORMATION FOR PACKAGES SHIPMENT

Please be aware that there are fees associated with the receipt and shipment of boxes through the hotel. Handling fees are charged at \$10.00 per package under 50 pounds and \$20.00 per package under 150 pounds. Pallets are charged at \$150.00 each.

Please fill out the following information, as well as the attached credit card authorization form with signature and fax back the two pages to the Events Department at 843-497-1219.

Conference Name: ACNM Midwifery Works! 2016
Company:
On-site Vendor Contact Name:
On-site Vendor Contact Cell #:
Expected Package Arrival Date:
Number of Boxes:
Weight of Boxes:
Total Cost: \$