



NAMME

NATIONAL ASSOCIATION OF MEDICAL MINORITY EDUCATORS, INC.

“Where Inclusion and Diversity Meet the
Health Professions”

**STUDENT
RECRUITMENT
FAIR
PROSPECTUS**

ABOUT NAMME

Promoting Quality Education

NAMME is a national organization dedicated to developing and sustaining productive relationships as well as action-oriented programs among national, state, and community stakeholders working to ensure racial and ethnic diversity in all of the health professions. NAMME also seeks to provide critical guidance and professional development opportunities for individuals dedicated to these efforts and the students they serve.

Formation of NAMME

The National Association of Medical Minority Educators, Inc. (NAMME) was established in 1975 by a group of educators concerned about the shortage of minority health care providers. It was paramount that an organization be established to address important issues impacting minority students.

Since that time, NAMME has grown into a 501 (c) (3) tax exempt organization with significant representation from all aspects of health professions education. The organization has members representing health professions institutions across the country, and continues to attract members from all health disciplines.

The Vision

NAMME visualizes itself as the lead organization in providing informational resources, training and advocacy to stakeholders working to insure diversity in the health professions. Our efforts will serve as a foundation to strengthen academic preparation and access to health professions education for individuals who are members of historically underrepresented groups, and those who are economically and/or educationally disadvantaged. NAMME expects its efforts to ultimately contribute to the reduction of health disparities wherever they exist and to reduce the incidence of poor health outcomes among the underserved.

NAMME Members

NAMME membership is made up of:

- Individuals committed to the education and/or development of minority students for the health professions.
- Individuals who make outstanding contributions to increase minority access to the health professions.
- Students interested in the education of minority personnel for the health professions.

NAMME Conference

This will be the 43rd NAMME Annual Conference. The 2018 theme is *"Where Inclusion and Diversity Meet the Health Professions"*.

When and Where

The 2018 NAMME Student Development Program and Recruitment Fair conference will be held at **Florida International University, in Miami, FL**

Recruit times

Saturday, September 22nd

- Recruiting Hall Set-Ups: 11:00 am – 2:00 pm
- Recruiting Hours: 2:00 pm – 4:00 pm

Tabletop Equipment and Services

Each Recruiter will be provided one 6-foot draped table and recruiter badges. **Please note if you bring equipment for your area it must fit in your designated space. You will not be allowed to place equipment in other areas.** Acknowledgement letters will be sent to the contact person noted on the contract with confirmation for the table.

Application for Recruiter Table

The application for the recruiter table is provided within this prospectus. The full amount for the recruiter table must accompany the application. Associated costs are: \$250 with meeting registration or \$425 without meeting registration.

Registration

The registration desk will open daily from 10:00 am to 5:00 pm.

Recruiter Housing

All housing will be handled by Intercontinental Miami hotel. To make reservations please visit the web link on the NAMME website at <http://nammenational.org/meetings-events/2018-annual-conference/2018-conference-hotel-information/>

Advertisement

Ad space in the conference agenda may be purchased for an additional fee. Associated costs are full-page: \$600 | half-page: \$350 | business card: \$50

Shipping & Electrical Information

Location of Recruiter table tops will be provided to Recruiters during general registration. Table tops may be pre-assigned or re-assigned to accommodate the number of Recruiters as needed by NAMME management.

Please refer to the following shipping information for delivery of packages to the hotel: All Shipments should be scheduled to be delivered no earlier than September 16, 2018 to:

- InterContinental Miami
- 100 Chopin Plaza, Miami, FL 33131
- Attn: Nathalie Herrmann , Group Coordinator
- NAMME 2018 Annual Meeting
- Hold for Arrival - Attn.: Recruiter Company/ Booth Assignment#, On Site Recipient
- Number of Boxes (Example: Box 1 of 2 and Box 2 of 2)
- Arrival Day and Date

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The group or individual is responsible for insuring its property for loss or damage. The hotel will assess a handling fee per package for incoming and outgoing parcels. The fee scale is based on the weight and size of the package:

**RECRUITING
INFORMATION**

Handout Materials

All handout materials are expected to be of a professional nature. NAMME reserves the right to disallow any material that they believe to be inappropriate.

Recruiter Badges

Recruiter will be given a badge for Recruit personnel. All Recruit personnel will be required to wear a NAMME Recruiter badge to enter, and while in the recruiter and conference areas. No persons shall gain entrance without the proper badge. It will be the responsibility of each company to provide an accurate listing of representatives to the NAMME office by September 4, 2018 to pre-register their personnel.

Liability

Recruiter agree to protect, save, and hold the National Association of Minority Medical Educators, the host hotel, and all agents and employees thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the recruiter or those holding under the recruiter, and save and hold harmless the Indemnities against and from any and all losses, costs, and damages from or out of or by reason of said recruiters occupancy and use of the Recruiter premises, the hotel, or any part thereof.

Cancellation of Contract

1. CANCELLATION: In the event that notification of intent to cancel is received by the NAMME management at least 45 days prior to the opening of the fair, all sums paid by the recruiter, less a service charge of \$100 per booth, will be refunded.
2. LATE CANCELLATION: Cancellations within 45 days prior to the opening to the fair obligates the recruiter to full payment of the rental. No refund will be made after this date.
3. FAILURE TO PAY: Failure to remit the balance of table rental by the date specified on the application form constitutes cancellation of contract, and the reserved space will be subject to resale without refund of deposit.

FAILURE TO OCCUPY SPACE: Space not occupied by the close of the recruiter installation period as specified in the accompanying materials will be forfeited by the recruiter and his space may be resold, reassigned, or used by the management without refund, unless prior approval is obtained, in writing, from the management.

Additional Information

For your own protection, be sure to read the Recruit terms and conditions contained in this prospectus. It is important that the industry representatives are aware of the terms and conditions, as well as all other general information, which affect the operation of the Recruits. If any further information is desired, or if you wish to order space or additional services for your booth, please contact Felicia Kenan at (678) 222-4234, felicia.kenan@politics.org.

**RECRUITING
INFORMATION**

Recruiter Terms and Conditions

A. DEFINITION OF MANAGEMENT

The word "management" used herein and subsequent regulations shall mean the Controlled Environmental Testing Association, its agents or employees acting for it, and the management of the Recruit.

B. SPACE RENTAL

- 1. STANDARD TABLE TOP:** All standard table tops are 6 feet and draped, and (2) Recruiter registrations.
- 2. FLOOR PLAN:** All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. The Recruit management reserves the right to make such modifications as may be necessary to meet the need of the Recruiters and the Recruit program.
- 3. CANCELLATION OF SHOW:** In the event that fire, strike, or other circumstances beyond the control of the management causes the Recruit to be canceled, a full refund of Recruit rental fees will be made which is the limit and extent of the Association's liability for such cancellation.
- 4. FURNISHINGS:** Furniture and/or additional draping, accessories, signs, electrical outlets, etc. are the sole responsibility of the Recruiter and should be ordered in advance from the official show decorator on the forms that will be provided.
- 5. IRREGULAR ACTIVITIES:** No person, firm or organization not having regularly contracted with the management for the occupancy of space in the Recruit Hall will be permitted to display or distribute advertising materials at the Recruit. In the event there is an infringement of this regulation, management will make its best effort to remove offending persons from the Recruit Hall.

C. CANCELLATION OF RECRUIT CONTRACT

- 1. CANCELLATION:** In the event that notification of intent to cancel is received by the Recruit management at least 45 days prior to the opening of the Recruitment, all sums paid by the Recruiter, less a service charge of \$100 per booth, will be refunded.
- 2. LATE CANCELLATION:** Cancellations within 45 days prior to the opening to the Recruit obligates the Recruiter to full payment of the rental. No refund will be made after this date.
- 3. FAILURE TO PAY:** Failure to remit the balance of booth rental by the date specified on the application form constitutes cancellation of contract, and the reserved space will be subject to resale without refund of deposit.
- 4. FAILURE TO OCCUPY SPACE:** Space not occupied by the close of the Recruit installation period as specified in the accompanying materials will be forfeited by the Recruiter and his space may be resold, reassigned, or used by the Recruit management without refund, unless prior approval is obtained, in writing, from the Recruit management. If the Recruit is on hand, the Recruit management reserves the right to assign labor to set up and display that is not in the process of being erected by the given deadline and to instruct the Recruiter be billed for all charges thus incurred.

D. CONSTRUCTION, INSTALLATION AND USE OF RECRUITS AND RECRUIT FACILITIES

- 1. ACNAMMABILITY OF RECRUITS:** All Recruits shall be to serve the interest of the members of NAMME and shall be operated in a way that will not detract from other Recruits, the Recruitment, or the meeting as a whole. The Recruit management reserves the right to request the immediate withdrawal of any Recruit which NAMME believes to be injurious to the purpose of the Association.
- 2. HANDOUT MATERIALS:** Promotional giveaways will be permitted. All materials must have prior approval by NAMME. All hand out materials is expected to be of a professional nature. NAMME reserves the right to disallow any material which they believe to be inappropriate. If any questions, please contact NAMME office.
- 3. SOLICITATION OF RECRUITERS:** No persons shall be permitted in the Recruit hall for the purpose of soliciting advertising or other Recruit space without the express written permission of the Association.
- 4. RESTRICTIONS ON USE OF SPACE:** No Recruiter shall sublet, assign, or share any part of the space allocated to him without the written consent of the Recruit management. Solicitations or demonstrations by Recruiters must be confined within the bounds of their own respective booths. Aisle space shall not be used for Recruit purposes, display signs, solicitation, or distribution for promotional material. Recruit signs and displays are also prohibited in any part of the public space or elsewhere on the premises of the meeting facility or in the guest rooms or hallways of the hotel unless approved by the Recruitment management and the hotel. Such a privilege shall be restricted to Recruiters only who have paid for Recruit space in the main Recruitment. Operation of sound devices is allowed if the Recruiter complies with restrictions on loud volume.

5. CONSTRUCTION OF RECRUITS: Recruits shall be constructed and arranged so that they do not obstruct the general view nor hide the Recruits from others. Recruiters desiring to use other than standard booth equipment, any signs, or material conflicting in any way with the above regulations should submit two copies of a detailed sketch of the proposed layout at least 45 days before the meeting or before construction is ordered and receive written approval from the Recruit management

- 6. APPEARANCE OR RECRUITS:** Any part of the Recruit which does not lend itself to an attractive appearance, such as an unfinished side or end panels, must be draped at the Recruiter's expense. Management reserves the right to have such finishing done billing the Recruiter for charges incurred.
- 7. INSTALLATION AND DISMANTLING RECRUITS:** All installation and dismantling of Recruits must be carried on during the time indicated in the accompanying Recruit Information. No Recruit may be erected after the Recruitment opens nor may be dismantled before the official closing time. It is the responsibility of the Recruiter to see that all his materials are delivered to the drayage company and removed from the Recruit hall by the specified deadlines. Should he fail to remove his Recruit, this removal will be arranged by the Recruit manager at the expense of the Recruiter.
- 8. DRAYAGE:** Advance shipments of Recruit material must be made to the official drayage company as indicated in the accompanying information. Should any shipment be made directly to the hall, it will be removed by the authorized drayage company and stored until the hall is ready to accept materials for the Recruitment and all costs involved will be charged to the Recruiter concerned.

9. LABOR: Recruiters shall employ only accredited labor personnel for all work other than that properly handled by their own personnel in accordance with local labor regulations. Information regarding specific regulations which are applicable may be obtained from the official decorator. Display, painters, carpenters, electricians, and other skilled labor can be arranged through the official decorator at established rates.

10. FIRE AND SAFETY REGULATIONS: All local regulations will be strictly enforced, and the Recruiter assumes all responsibility for compliance with such regulations. All decorations must be fire proof and electrical wiring must meet the safety requirements of the official service contractor. No combustible material shall be stored in or around Recruit booths.

11. DAMAGE TO EXHIBIT FACILITIES: The Recruiter must surrender space occupied by him in the same condition it was at commencement of occupation. The Recruiter or his agents shall not injure or deface the walls, columns, or floors of the Recruit facilities, the booths, or the equipment or furniture of the booth. When such damage appears, the Recruiter shall be liable to the owner of the property so damaged.

12. RECRUIT ADMITTANCE: Management reserves the right to refuse to admit to and eject from the Recruit building any objectionable or undesirable person or persons. Children under the age of 18 will not be permitted on the Recruit floor.

E. LIABILITY

1. SECURITY: The Recruit management will provide security but the furnishings of such service shall not be construed to be any assumption of obligation or duty with respect to the protection of the property of Recruiters, which shall at all times remain in the sole possession and custody of each Recruiter and shall be the sole responsibility of each Recruiter.

2. RESPONSIBILITY OF NAMME AND THE RECRUIT HALL: Insurance and liability are the full responsibility of the Recruiter. The Recruiter agrees to protect, save and defend, and keep the Controlled Environment Testing Association and Recruit facility forever harmless from any damages or charges imposed for violation of any law or ordinance occasioned by the intentional act or omission or the neglect of the Recruiter, as well as to comply strictly with the applicable terms and conditions contained in the agreement between NAMME and the Recruit facility regarding said premises; and further, the Recruiter shall at all times, protect, indemnify, save and defend, and keep harmless NAMME and the Recruit facility against and from any and all losses, costs, damages including attorney's fees, liability or expense from or out of or by reason of any accident or other occurrence to anyone, including, but not limited to, the Recruiter, its agents, employees, and business invites which arise from or out of or by reason of said Recruiter's occupancy and use of the Recruit premises or any part thereof.

F. GENERAL

All matters and questions not covered by these regulations are subject to the design of management.