CMDA National Convention
April 29 - May 2, 2021
Ridgecrest Conference Center
Ridgecrest, North Carolina

Register online at
www.cmda.org/nationalconvention
Exhibitors are free to set their own schedule as the hall will be open throughout the entire day. The hours listed below are dedicated times when attendees are encouraged to visit the Exhibit Hall.

Thursday, April 29
- 9 a.m. to 1 p.m.: Installation
- 1 p.m. to 7 p.m.: Exhibit Hall open during Conference Check-in
- 9 p.m. to 10 p.m.: Exhibit Hall open after plenary session

Friday, April 30
- 8 a.m. to 8:30 a.m.: Exhibit Hall open before devotions
- 9:30 a.m. to 10:15 a.m.: Coffee Break near Exhibit Hall
- 9 p.m. to 10 p.m.: Exhibit Hall open after plenary session

Saturday, May 1
- 8 a.m. to 8:30 a.m.: Exhibit Hall open before devotions
- 9:30 a.m. to 10:15 a.m.: Coffee Break near Exhibit Hall
- 8 p.m. to 9 p.m.: Exhibit Hall open after plenary session

Sunday, May 2
- 8 a.m. to 8:30 a.m.: Exhibit Hall open before worship service
- 10 a.m. to 10:30 a.m.: Last chance to meet with attendees
- 10:30 a.m. to 12 p.m.: Dismantle
# Sponsorship Package Opportunities

## Gold Sponsor - 5 available
- Recognition in convention program, on website and during plenary sessions
- 8’ x 10’ booth space with signage recognition
- Up to 6 complimentary conference registrations
- Full-page program ad
- Company logo on room key cards
- Selection of one food and beverage sponsorship:
  - Welcome Reception - Thursday afternoon
  - Coffee breaks - Friday and Saturday mornings
  - Afternoon breaks - Friday and Saturday afternoons
- Fee: $2,500.00

## Silver Sponsors - 5 available
- Recognition in convention program, on website and during plenary sessions
- 8’ x 10’ booth space with signage recognition
- 2 complimentary conference registrations
- Half-page program ad
- Selection of one attendee gift with company logo:
  - Welcome bag
  - Note pad and pen set
  - Badge lanyard/neck wallet
  - Hand sanitizer
- Fee: $1,500.00

## Bronze Sponsors - 5 available
- Recognition in convention program, on website and during plenary sessions
- 8’ x 10’ booth space with signage recognition
- 2 complimentary conference registrations
- Half-page program ad
- Fee: $1,000.00

## Booth Space

The exhibit spaces are 8’ x 10’. You must provide your own tabletop display or standing display, but standing displays should not exceed 8’ in width.

### Fees

<table>
<thead>
<tr>
<th>Space Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ x 10’ space for non-profit organizations</td>
<td>$600.00 per space</td>
</tr>
<tr>
<td>8’ x 10’ space for for-profit organizations</td>
<td>$900.00 per space</td>
</tr>
</tbody>
</table>

Booth includes:
- One 7’ table (24” wide) and two chairs
- Wastebasket
- Identification sign
• Exhibitor’s name and description listed in the convention program
  (both hardcopy and e-book)
• Exhibitor’s name and description listed on the convention’s website with a direct link to the
  organization’s website (if provided)
• One brochure/pamphlet inserted in welcome bag (supplied by organization)
• Electrical service, if needed

Available for additional fee
• Reduced convention registration fee for exhibitors – $200 per person for up to (2) two booth
  representatives

ADVERTISING OPPORTUNITIES

Convention Program Ads
The convention program each attendee receives has an area for company advertisements in the
back. These are color ads and may be purchased in ¼, ½, or full-page sizes.

<table>
<thead>
<tr>
<th>Dimensions</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>¼ page</td>
<td>4” x 5 1/4”</td>
</tr>
<tr>
<td>½ page (horizontal)</td>
<td>8 1/4” x 5 1/4”</td>
</tr>
<tr>
<td>Full page</td>
<td>8 1/4” x 10 3/4”</td>
</tr>
</tbody>
</table>

Submission Requirements
Logos or artwork must be emailed and presented in a .JPG, .JPEG, .GIF, or .TIFF format. The
material should be emailed to melinda.mitchell@cmda.org.
Due date: March 1, 2021

Ministry Moments - 4 available (Limit one per organization) $500.00
At the beginning of each of the four morning plenary sessions, there is an opportunity to highlight a
ministry using a three-minute video clip supplied by the ministry.
Due date: March 1, 2021

APPLICATION DEADLINE March 1, 2021
RULES AND REGULATIONS

These regulations have been formulated in the best interest of all concerned, and any matters not covered here are subject to the decisions of the conference coordinator. The conference reserves the right to accept or reject any application.

Location of Exhibits
The Exhibit Hall will be located in the rear of Spilman Auditorium, where the plenary sessions will take place. The Christian Medical & Dental Associations, hereafter referred to as the conference coordinator, reserves the right to make modifications as may be necessary to adjust the floorplans at any time to meet the needs of the exhibit, the exhibitors or the event.

Application
Complete and return the Exhibitor Application and applicable fees by mail or email to:
Christian Medical & Dental Associations  melinda.mitchell@cmda.org
Attn: Melinda Mitchell
P.O. Box 7500
Bristol, TN 37621-7500

Care of Building and Equipment
Exhibitors or their agents must not injure or deface the walls or floors of the building, the exhibit space or the equipment of the exhibit space. Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. When damage appears, the exhibitor is liable to the conference center. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor.

Installation and Dismantling
It is the responsibility of each exhibitor to install their exhibit Thursday, April 29 between 9 a.m. and 1 p.m. and to dismantle it by Sunday morning between 10:30 a.m. and 12 p.m.

Badges
Each organization will be issued badges for their representatives. On the application form, please print the complete name(s) of those who will be representing your organization at the convention, along with their city and state.

Shipping
Shipping and insurance of displays are the responsibility of the exhibitor. Convention Maker is the contracted show decorator and will supply specific shipping instructions to each company exhibiting. If shipping directly to the conference center, please use the address below.

Address:  Ridgecrest Conference Center  Phone: 828-669-8022
1 Ridgecrest Drive
Ridgecrest, NC 28770

Mailing Lists
Exhibitors may compile a mailing list by direct solicitation of persons visiting their booth; however, compiling a mailing list of conference attendees from any other source is strictly prohibited.

Liability
Neither the conference nor its officers, directors, agents or employees are liable for any damages or losses that may occur to an exhibitor, or to an exhibitor’s employees or property, from any cause whatsoever. The exhibitor, on signing the application, agrees to hold forever harmless the aforementioned from any and all liability, claims, losses and expenses for personal injury, accident, property damage or loss arising out of, in, at or in connection with the exhibitor’s display, including losses arising from cancellation of the conference.
Restrictions
The conference coordinator reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or for any other reason, and also to prohibit or to evict any exhibit that, in the opinion of the conference coordinator, may detract from the general character of the conference as a whole. In the event of such a restriction or eviction, the conference will not be liable for any refunds or other exhibit expenses.

Sales
Exhibitors are permitted to make sales in the exhibit area only. Obtaining the appropriate licenses and/or permits as required by law, collecting and remitting sales tax, and complying with any other legal business requirements are solely the responsibility of the exhibitors.

Security
The conference is not providing security. Therefore, exhibitors are solely responsible for their own exhibit materials and should insure their exhibit against loss or damage from theft, accident, vandalism, fire or other causes.

Use of Space
All demonstrations or other promotional activities must be confined within the limits of the exhibit space. There must be sufficient space remaining to contain conference attendees visiting the booth to participate in such activities. Exhibitors may not move any furniture without the prior consent of the conference coordinator.

Exhibitors shall not assign, sublease or share the allotted space without the knowledge and consent of the conference coordinator. Exhibited items are limited to goods manufactured or distributed by the exhibitor in its regular course of business. An organization not purchasing exhibit space will not be permitted to solicit business during the conference.

Interference with the light and/or space of other exhibitors is prohibited. The conference coordinator reserves the right to require an exhibitor to alter an exhibit on site. Necessary changes shall be made at the exhibitor’s expense and are subject to the approval of the conference coordinator.

Cancellation Policy
All cancellations must be made in writing by mail or email to the conference coordinator. If notification is received on or before March 1, 2021, all monies, less the non-refundable deposit of $100, will be returned; however, no refunds will be made after this date. Failure to occupy exhibition space in no way releases the exhibitor from the obligation to pay for the full cost of the requested space. If said space is not occupied within one hour before the official opening session of the conference, the conference coordinator will have the right to use such space as it sees fit to eliminate a gap in the exhibition area. In the event of flood, fire, strikes, riots, civil commotion or other uncontrollable circumstances that render the exhibit area unfit or unavailable for use, all monies paid for exhibition space will be refunded.

Questions?
Direct all questions and correspondence regarding exhibits to Melinda Mitchell at:
Christian Medical & Dental Associations
P.O. Box 7500
Bristol, TN 37621-7500

Direct phone: 423-844-1013
melinda.mitchell@cmda.org

ENTIRE AGREEMENT
This instrument contains the entire agreement between the parties hereto. Any verbal modifications of this instrument shall be of no force and effect.
Contact to Whom Exhibit-Related Correspondence Should be Sent

Company Name ___________________________ Website ___________________________
Contact Person __________________________ Title ___________________________
Mailing Address __________________________
City, State, ZIP __________________________
Work Phone ___________________________ Cell Phone ___________________________
Email Address __________________________

Information for Program Listing □ Same as above

Company Name __________________________ Website ___________________________
Mailing Address __________________________
City, State, ZIP __________________________
Contact Person __________________________ Title ___________________________
Phone __________________________

Booth Representatives

Name __________________________ City, State __________________________
Attending conference sessions? □ Yes □ No (If yes, add registration fee)

Name __________________________ City, State __________________________
Attending conference sessions? □ Yes □ No (If yes, add registration fee)

Name __________________________ City, State __________________________
Attending conference sessions? □ Yes □ No (If yes, add registration fee)

Company Description
Please submit a 50-word description of your organization to be printed in the convention program.
This may be emailed if you have it available electronically.

________________________________________
________________________________________
________________________________________

Agreement
The exhibitor agrees to abide by all regulations, terms and conditions set forth in the Exhibitor Prospectus.

Signature __________________________ Title __________________________
Print Name __________________________ Date __________________________
Sponsorship Packages

Gold Sponsorship @ $2,500.000 (check preferred option) $ ________
☐ Thursday p.m. Welcome Reception ☐ Friday a.m. Coffee break
☐ Friday p.m. Break ☐ Saturday a.m. Coffee break
☐ Saturday p.m. Break

Silver Sponsorship @ $1,500.000 (check preferred option) $ ________
☐ Welcome Bag ☐ Notepad and Pen
☐ Badge Lanyard/Neck Wallet ☐ Hand Sanitizer

Bronze Sponsorship @ $1,500.000 $ ________

Booth Reservation
Electrical Service needed ☐ Yes ☐ No
All space will be reserved on a first-come, first-served basis.

8' x 10’ For-profit space $900/space Quantity ______ $ _____
8’ x 10’ Not-for-profit space $600/space Quantity ______ $ _____
CMDA Departments $100/space Quantity ______ $ _____
Cost Center for internal charge _____________

Program Advertising - Color Ads
☐ 1/4 Page @ $125 ☐ 1/2 Page @ $200 ☐ Full Page @ $250 $ _____
Email necessary artwork to melinda.mitchell@cmda.org by March 1, 2021.

Ministry Moments (max. one per organization): ☐ $500 $ _____

Exhibitor Registration Fees
Conference Registration $200/person Quantity ______ $ _____
(Limit two per organization - includes admission into all sessions)
TOTAL $ ___________

Method and Payment Information
☐ Payment made by check Amount $ ____________
Make checks payable to Christian Medical & Dental Associations and mail to:
Christian Medical & Dental Associations
Attn: Melinda Mitchell
P.O. Box 7500
Bristol, TN 37621-7500

☐ Payment made by credit card Amount $ ____________
Select card type: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

Name as printed on card: ________________________________
Billing address of card: ________________________________
Card number: ________________________________ Exp. Date: _______ CVV Code: _______
Signature: ________________________________

Cancellation Fee
Cancellations and requests for refund must be submitted in writing to the Christian Medical & Dental Associations at the address above. Fees will be assessed as follows:
Before or on March 1, 2021 - $100.00
After March 1, 2021 - No refund