

2014 NMEDA Annual Conference  
Reno, Nevada

EXHIBITOR INFORMATION

Dear Exhibitor:

Thank you for your support of the NMEDA annual conference. It is the continual participation of the exhibitors that has increased the scope of the conference to what it is today. In 1994 there were 30 exhibit spaces, today there are over 240. The following information is provided to make your company's conference experience as valuable and rewarding as possible.

**Hotel Information:**

Grand Sierra Resort  
2500 East Second Street  
Reno, Nevada 89595  
Reservations: 800-648-5080

**Please request the group rate for the NMEDA 2014 Annual Conference when making reservations.**

Room rate is \$105 (Summit Rooms) and \$85 (Grand Sierra Resort Rooms) plus prevailing taxes and fees.

**Registration** – Exhibitor Registration will be open at the Grand Sierra on Tuesday, February 4, from 1-9 p.m. and on Wednesday, February 5, from 7:30 a.m. – 8 p.m. Please obtain your registration packet, which includes your badge, prior to entering the exhibit hall. Exhibitors are provided with one complimentary registration (blue badge) for each 10'x10' booth.

**A blue badge gives you entry into every conference function from Wednesday evening through Friday (workshops, reception, all meals, breaks, and the banquet).** The ADED pre-conference workshops are not included with your complimentary registration and a separate fee must be paid if you choose to attend.

**Additional personnel working in the exhibit booth can purchase an exhibitor badge for \$200.00 per person.** An exhibitor badge permits you to attend all breaks and meals (banquet included).

**Security** - NMEDA provides 24 hour security in the exhibit hall from set-up on Wednesday through teardown on Friday. The Grand Sierra Summit Pavilion will open at 9:00 a.m. on Thursday and Friday and will close at 4 p.m. **No after hours work may be performed in the exhibit hall.**

**Shipping Your Vehicle(s) to the Conference:** The NMEDA staff is not permitted to accept delivery of vehicles or packages on behalf of any exhibitor. You must make arrangements to have a representative from your company available to receive vehicles or packages, or make arrangements to ship in care of Shepard Exposition Services or a local dealer.

**Loading Dock: There is no loading dock at the Summit Pavilion. Please notify NMEDA if you are shipping on a flatbed with no ramp so we can have the proper equipment available to have your shipment unloaded.**

**Show Decorator** - Shepard Exposition Services (SES) is providing decorating services for the exhibits. In early November a packet from SES will be e-mailed to all exhibitors. If you would like a copy of the packet faxed or mailed to you, or if you do not receive your packet, please contact Marilyn at 800.833.0427 or Shepard at 702-507-5278 or Lasvegas@Shepardes.com.

## **Exhibit Hall Location**

Summit Pavilion  
Grand Sierra Resort

**Exhibit Hall Set-Up** - The exhibit hall will be available for set up on Wednesday, February 5th as follows:

- **Vehicle Move In** - 8 a.m. – 10:30 a.m. All vehicles will move in during this time only on a “first come, first served” basis. No exceptions will be made. Shepard Exhibition Services must spot all vehicles in and out of the hall. When all vehicles are in place Shepard will set up the rest of the booth spaces, place booth signage, and deliver any freight shipped by exhibitors.
- **Exhibit Set Up by All Exhibitors** - 12:00 p.m. – 5:00 p.m. – All exhibits must be set up by 5:00 p.m. in order for the decorator to clean the hall.

**Requirements for Vehicles in the Exhibit Hall** - The following safety regulations must be adhered to by all vehicles on display in the exhibit hall:

**Keys:** **Shepard Expositions Services requires that all companies displaying vehicles must turn in a copy of their keys for each vehicle on display to Shepard before leaving the exhibit hall during set-up time. The Fire Marshall may want to verify that your vehicle will not start.**

- Your keys will be tagged and given to Security to hold. At the conclusion of the exhibit time a Shepard Exposition Services representative will give the keys back to the exhibitors in sections starting with those in the exhibit areas closest to the exit(s).

**Fuel Tanks:** **Fuel in the fuel tanks shall not exceed ¼ of the tank capacity or five (5) gallons, whichever is less.**

- All fuel tanks fill caps shall be self sealing or taped in an approved manner to prevent the escape of vapors.
- The ‘hot lead” battery cable shall be removed from the main battery while the vehicle is on display in the building. The disconnected battery cable shall be taped to prevent a short.
- If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service.
- Clear plastic coating must be placed underneath each vehicle in carpeted areas.
- It may be necessary to move or relocate a vehicle before or during a show.

**Other:**

- **Each vehicle must be properly labeled with required compliance labels.**
- **Untested or prototype products/vehicles must be labeled as such.**

**Audio Visual Displays in the Exhibit Hall** – Audio visual displays must be approved by Show Management prior to the conference and may not interfere with other booths or extend into the aisles. Exhibit height should not interfere with traffic to other exhibitors. Exhibitors with audible electric devices, sound video or motion pictures, or other exhibits or devices, which might prove objectionable to other exhibitors, may be asked to accept booth assignments that diminish reasonable objections.

**Food/Beverage:** For your catering needs please contact the Grand Sierra Catering Department at 775-789-2095 regarding events you might like to schedule.

**Exhibit Height:** The Board of Directors determined that the booth height may not exceed 8’ and may not obstruct the view of or interfere with traffic to other exhibits unless you submit a floor plan of your booth and receive prior approval from show management.

**Exhibit Hours** - The exhibit hall is open to all conference participants during the following times based on the current tentative schedule.

Wednesday	February 5	7:00 p.m. – 10:00 p.m.	Opening Reception
Thursday	February 6	10:30 a.m. – 2:30 p.m.	
Friday	February 7	10:00 a.m. – 1:30 p.m.	

**Exhibit Tear Down** - Tear down will begin immediately after closing on Friday. **No early teardown is permitted. A company representative must be present in your booth during all hours of exhibit operation from Wednesday through Friday. Failure to comply with this will result in your company not being able to exhibit at future NMEDA conferences.**

**Attendee List** - An attendee list will be e-mailed to your company after the conference.

**Reminders for 2014:**

- **Sharing of booth space is not permitted.**
- **Scheduling meetings or seminars during exhibit hours or workshop hours is not permitted.**
- **Any use of the Grand Sierra Resort parking spaces for display or product demonstration must be approved by NMEDA.**
- **Parking or vehicle displays in the parking lot surrounding the Grand Sierra Resort during convention hours is not permitted.**

Thank you for your support of NMEDA and we look forward to seeing you in Reno, Nevada in February. If you have any questions, please contact NMEDA at 800.833.0427.

Sincerely,

Marilyn Myers  
Conference Coordinator

July 22, 2013

To: NMEDA Annual Conference Exhibitors  
From: Marilyn Myers  
Re: 2014 NMEDA Annual Conference

Exhibitor participation is always crucial to the success of the conference and NMEDA looks forward to your company exhibiting at the 2014 conference in Reno, Nevada. We appreciate the efforts of the manufacturers to educate those involved in the mobility equipment industry on the latest products available to provide for the accessible transportation needs of people with disabilities.

The 2014 floor plan is enclosed.

- **Prime space goes quickly so please send in your Booth Selection form as soon as possible.**
- **A minimum payment of 50% of the total booth fee must be received by NMEDA within 5 (five) days of the initial request. If payment is not received, your requested space will be released.**
- **You are required to send in the form; verbal requests and e-mails will not be acknowledged.**
- **Booth space assignments will be made starting on August 5th.** A letter confirming your space assignment will be sent to you.
- When two or more companies request the same space, assignments are made based on the number of years the company has exhibited at the conference and previous sponsorship. Priority of position, in case of a tie, is based on the date the contract was received with early contracts being given higher priority. For contracts received on the same date, priority is based on the payment date.
- Booth sharing is not permitted.

**The enclosed booth selection form must be completed and sent to NMEDA.**

Please complete the company information section, including the product lines your company represents, as you would like it listed in the Exhibitor Directory in the Program Book. If you have any questions call me at 800-833-0427. I look forward hearing from you soon and to a great conference in 2014.



## NATIONAL MOBILITY EQUIPMENT DEALERS ASSOCIATION EXHIBIT RULES

The terms and conditions included in the 2014 Exhibitor Booth Selection Form (Agreement) are required of all Exhibitors in the NMEDA Annual Conference, February 5-7, 2014, at the Grand Sierra Resort, Reno, Nevada.

**1. General:** All matters and questions not covered by the Agreement are subject to the decision of Show Management.

**2. Application:** Applications for rental of exhibit space shall be subject to the approval of Show Management. Show Management reserves the right to reject applications for space with or without cause if in the best interest of the Show. Upon acceptance of the Contract for 2014 NMEDA Exhibit Space by Show Management in writing, it shall be a legally binding agreement between the exhibitor and Show Management.

**3. Rates and Payment:** To qualify for the member rate, the exhibitor must be a NMEDA member in good standing from the time of submission of the Exhibitor Registration Form through the conclusion of the show. **Exhibitor shall submit with the Exhibitor Registration Form 50% of their total exhibit space fees to confirm reservation of space.** Checks must be made payable to NMEDA and mailed to 3327 W. Bearss Ave., Tampa, FL, 33618. Credit card information may be faxed to NMEDA at (813) 962-8970. *Payment in USA funds only.*

**4. Eligibility:** Eligibility is generally limited to persons or firms who provide products and services to the adaptive equipment industry. Applicants who have not previously exhibited may be required to submit the nature of their business and the scope of items to be exhibited. Show Management reserves the right to reject any application to exhibit.

**5. Space Assignment:** Preference of space assignment will be given to previous exhibitors based on the number of years your company has exhibited with NMEDA and previous sponsorship. **Space will not be assigned until your deposit is received.** Consideration will be given to exhibitors wishing to avoid assignment of exhibit space adjacent to competitors. Show Management shall have the right, in its sole discretion, to change your space assignment after acceptance of this agreement if it is deemed to be

in the best interest of the Show. Any reassignment will be to an exhibit space or equal size to your original space and you will be notified of your newly assigned space.

**6. Subletting Space:** Exhibitor shall not assign, sublet, share or apportion the whole or any part of the space allotted, or have representatives from other than its own firm in the exhibit space without the written consent of Show Management.

**7. Exhibit Materials:** All exhibit materials, including decorations, exhibit display, motion picture projectors and apparatus must conform to fire regulations and electrical codes of the convention center and/or hotel. Exhibits should be constructed so that nothing appears higher than 8 feet from the floor and should not project beyond the space allotted. They should not obstruct the view of or interfere with, traffic to other exhibits. Exhibitors with audible electric devices, microphones, sound video or motion pictures, or other exhibits or devices, which might prove objectionable to other exhibitors, may be asked to accept booth assignments that diminish reasonable objections

**8. Operation and Conduct:** Show management reserves the right to regulate and/or restrict exhibits to suitable methods of operation and display of materials. If for any reason Show Management deems an exhibit and/or its contents objectionable, the exhibit shall be subject to removal at exhibitor's expense. This reservation includes persons, things, conduct, non-payment of additional fees, printed matter, signs, or any item of poor character, which in the judgment of Show Management is detrimental to the Show. In the event that such a restriction is enforced, Show Management shall not be liable for refund of exhibit space rental fees or exhibit equipment rental fees, except at its' sole discretion. Exhibitor hereby waives any right and all claims, actions or demands for damages, costs and expenses, including legal fees, against the Grand Sierra Resort, Show Management, its directors, officers, agents, employees and/or servants for such restriction or removal.

**9. Outside Exhibits/Hospitality Suites:** By executing this Agreement, Exhibitors agree that their entire exhibit and display will be confined to the exhibit hall and the booth space assigned. This

prohibits Exhibitors from displaying products or services and/or other advertising material in areas outside their booth space such as, but not limited to, parking lots and hotel lobbies. Exhibitors also agree not to operate hospitality suites during hours the Show is open or educational sessions are being held.

**10. Solicitation: Show Management will not permit any on-premise solicitation at the conference by anyone, including non-paying dealers, manufacturers or Exhibitors.**

**11. Violations of Rules and Regulations:** Violations of these rules and regulations as well as those of the convention center will afford Show Management the right to execute one or more of the following remedies: a) The Exhibitor may be prohibited from exhibiting at the current year's Show and will forfeit all booth payments. b) **The Exhibitor may be prohibited from exhibiting at any or all Shows.**

**12. Cancellations and Default:** Cancellation of all or a portion of any exhibit space must be made in writing. Cancellation fee will be 50% of your booth cost should a cancellation of the booth(s) occur between December 3, 2013 and January 1, 2014. There will be no refunds after January 1, 2014. Any Exhibitor failing to occupy by 12:00 p.m. of February 5, 2014 any space contracted for, but not canceled, is obligated for the full cost of the space and is not entitled to any refund. Show Management shall have the right to use said space to suit its own convenience, including selling the space to another Exhibitor without any rebate or allowance to the defaulting Exhibitor, and without incurring any obligation of any kind to said Exhibitor.

**13. Waiver of Liability:** NMEDA acts for Exhibitors and their representatives in the capacity of agent, not as principal. NMEDA assumes no liability for any act of omission or commission in connection with this agency. Exhibitor shall be fully responsible to pay for any and all damages to

property owned by the Grand Sierra Resort, their owners or managers that result from any act of omission of Exhibitors. **Exhibitor assumes responsibility and agrees to indemnify and defend the National Mobility Equipment Dealers Association and the Grand Sierra Resort, and their respective employees and agents against any claims or expenses arising out of the use of the Grand Sierra Resort premises. The Exhibitor understands that neither the National Mobility Equipment Dealers Association nor the Grand Sierra Resort maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.** Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the hotel or any part thereof.

**14. NMEDA staff will not accept delivery of any vehicles/equipment/products.**

**15. No booth may be dismantled until closing of the show on the final day. Exhibitors must have a company representatives present in their booth through the entire show. No early teardown is permitted. Failure to comply will result in your company not being able to exhibit at future NMEDA conferences.**

**16. All vehicles must have required compliance labels. Untested or prototype vehicles must be labeled as such.**

**17. Non-compliant products will be allowed only within assigned and designated space with appropriate signage.**

**18. Meetings or seminars during exhibit and workshop hours will not be permitted.**

I understand that NMEDA takes no position on nor assumes any responsibility for the quality of the products or for the accuracy or content of any statements made, or contained in or on any materials or products exhibited by an exhibitor at NMEDA's conference.

I certify that I am an authorized agent of this company and therefore I agree to abide by all of the rules and regulations set forth by NMEDA. It is my responsibility to ensure that all representatives of my organization exhibiting at NMEDA have read and understood these rules and regulations.

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Send with completed contract and payment to:

NMEDA

3327 W. Bearss Ave.  
Tampa, FL 33618  
Fax: 813-962-8970 E-mail: [nmedamk@aol.com](mailto:nmedamk@aol.com)



NATIONAL MOBILITY  
EQUIPMENT DEALERS  
ASSOCIATION

THE NATIONAL MOBILITY EQUIPMENT DEALERS ASSOCIATION

## 23<sup>RD</sup> ANNUAL CONFERENCE

February 5 - 7, 2014

Reno, Nevada

### 2014 EXHIBITOR REGISTRATION FORM

Company: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov/Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Exhibit Contact: \_\_\_\_\_ Email: \_\_\_\_\_

ONE blue badge is provided for each 10' x 10' booth; it provides entry to ALL conference functions including the banquet. Exhibit badges permit an individual to work in the exhibit booth, attend meals in the exhibit hall and the Thursday night banquet.

#### Print names to Receive a Blue Badge:

Please check the box if you will be attending the Thursday night banquet.

1. \_\_\_\_\_ ☐
2. \_\_\_\_\_ ☐
3. \_\_\_\_\_ ☐
4. \_\_\_\_\_ ☐

#### Additional Exhibit Badge(s):

(\$200 per registrant)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Tickets are available for people that want to attend the Thursday night banquet only. The cost is \$75.00 per person. **List names below:**

1. \_\_\_\_\_ ☐ Check here if any attendee has dietary restrictions.
  2. \_\_\_\_\_
  3. \_\_\_\_\_
- List restrictions: \_\_\_\_\_

#### Payment Totals:

Exhibit Badges \_\_ @ \$200 = \_\_\_\_\_

Thursday Banquet \_\_ @ \$75 = \_\_\_\_\_

**TOTAL =** \_\_\_\_\_

*Payments accepted by check or credit card.*

Card Total: \_\_\_\_\_ Card Type: VISA: \_\_\_\_\_ M/C: \_\_\_\_\_ AMEX: \_\_\_\_\_

Card #: \_\_\_\_\_ V-Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_

Enclose a check or complete the credit card charge information for any additional fees. Cancellation of all or a portion of any exhibit space must be made in writing. The cancellation fee will be 50% of your total booth cost should a cancellation of the booth(s) occur between December 3, 2013 and January 1, 2014. **There will be no refunds after January 1, 2014.** Cancellation of additional names at \$200 will be refunded prior to January 1, 2014. No refunds will be made after that date. **All changes or cancellations must be made in writing to NMEDA.**





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### 2014 BOOTH SELECTION FORM

Company: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
City: \_\_\_\_\_ State/Prov/Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
Exhibit Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
Product Line: \_\_\_\_\_

#### Exhibit Booth Fees

Based on the enclosed floor plan, please indicate the number(s) of the booth(s) you prefer.

Every effort will be made to accommodate your first choice. If two or more companies request the same space, assignment will be made based on the number of years the company has exhibited at the NMEDA conference and previous sponsorship.

**Each booth is 10' x 10'.**

**Choice:** 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

**How many vehicles will you display?** \_\_\_\_\_

**Fees:** \$1,095 per booth (NMEDA member)  
\$1,495 per booth (non-member)

**Discounts:** 3 - 10 booths (10%)  
12 + booths (20%)

\_\_\_\_\_ x \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_  
# Booths Fee Discount Total

#### Rules for Booth Selection

Vehicle displays require a minimum 10' x 20' space (2 booths). Booths cannot be transferred to another company. Two companies cannot share a single booth.

#### Cancellation Clause

Cancellation of all or a portion of any exhibit space must be made in writing. The cancellation fee will be 50% of your total booth cost should a cancellation of the booth(s) occur between December 3, 2013 and January 1, 2014.

**There will be no refunds after January 1, 2014.**

*I, the undersigned, have read and understand the conditions of exhibiting at NMEDA's 23rd Annual Conference in Reno, Nevada.*

\_\_\_\_\_  
Signature Date

**No booth selection will be accepted without payment.**

Card Total: \_\_\_\_\_ Card Type: VISA: \_\_\_\_\_ M/C: \_\_\_\_\_ AMEX: \_\_\_\_\_  
Card #: \_\_\_\_\_ V-Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
Cardholder Name (as appears on card): \_\_\_\_\_  
Authorizing Signature: \_\_\_\_\_



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### 2014 SPONSORSHIP OPPORTUNITIES

NMEDA welcomes the support of exhibitors and members wishing to sponsor an event or item!

#### Food/Beverage:

##### Break Sponsorships

Refreshments for workshop attendees during the sessions, morning and afternoon. Tuesday - Friday.

**Fee:** \$400 - \$2,400

##### Breakfast Sponsorships

Breakfast sponsors are offered a chance to address attendees, signage and a display table to feature company literature at the event. You may also select the menu. Wednesday - Friday.

**Fee:** \$9,000

##### Lunch Sponsorships

Lunch sponsors are offered a chance to address attendees, signage and a display table to feature company literature at the event. You may also select the menu.

**Fee:** \$1,500 - \$10,000

**Breakfast and Lunch Sponsors** are offered 20 minutes to address attendees at the sponsored event. Signage is also provided by NMEDA. Please contact us if you would like a display table for your own use at the sponsored event.

Sponsorship is an excellent opportunity to gain exposure for your company to the dealers, manufacturers and other service providers who purchase or influence the purchase of your products and/or services.

Other promotional items may be available at your request. Please notify the NMEDA office at (800) 833-0427 for more details.

#### Promotional Materials:

##### 4-color Program Book

The program book is a handy resource guide at the conference and is used by attendees all year long. Sponsorship of this item allows you to have an inside cover full-color ad.

**Fee:** \$1,200

##### Keynote Speaker

Sponsorship will allow NMEDA to present a dynamic and inspirational speaker.

**Fee:** \$5,000

#### Thursday Banquet:

##### Decorations

Transform the banquet hall into something special with beautiful decorations! You will be thanked at the event.

**Fee:** \$1,000

##### Entertainment

Be a part of something special as we present beautiful background music to enhance your dining experience. Signage will be provided at the stage.

**Fee:** \$1,000

##### Wine

Raise your glass and toast at the Friday night banquet! Sponsorship allows you to say a few words from the podium at this event. Your company will also be thanked on the table tent cards at each table and with signage at the room entrance.

**Fee:** \$5,000

**REMEMBER:** The deadline for sponsorship opportunities is December 20, 2013.

3327 W. BEARSS AVE. TAMPA FL 33618 PH 800-833-0427 F 813-962-8970 WWW.NMEDA.COM



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### 2014 SPONSORSHIP REGISTRATION FORM

**Requests submitted after December 20, 2013 cannot be guaranteed promotional acknowledgement.**

Join key executives from around the world as they gather in Reno, Nevada to discover ways to better their business at the 2014 NMEDA Annual Conference. This is NMEDA's biggest event of the year and there are a number of opportunities for you to promote your company's message to key decision makers in the industry.

Sponsorship is an overt display of leadership to our industry. It gives your company marketing power and valuable exposure with positive reinforcement of your company's involvement and support of NMEDA. The NMEDA Sponsorship Program provides specific value added exposure to the mobility equipment industry. Each opportunity is designed to ensure high visibility and company brand awareness.

#### Sponsorship Benefits:

- Meal sponsors will have 20 minutes to address the group at the sponsored function.
- Recognition in program guide, distributed to ALL attendees.
- Signage at the sponsored event and at the exhibit hall entrance.
- Recognition at a general session.
- Name listed on NMEDA website, w/ link to sponsor's website.

**NOTE:** Partial sponsorship opportunities are available on some levels by paying a portion of the sponsorship fee.

Review the list to the side and check sponsorships that interest you (see Sponsorship Opportunities form for more information). Then complete the bottom portion of this form and mail or fax it to NMEDA. For more information or to check availability call Marilyn at (800) 833-0427 or email [nmedamk@aol.com](mailto:nmedamk@aol.com).

#### Food/Beverage:

_____	Breakfast Wednesday	\$9,000
_____	Breakfast Thursday	\$9,000
_____	Breakfast Friday	\$9,000
_____	Break Tuesday (ADED 1)	\$400
_____	Break Tuesday (ADED 2)	\$400
_____	Break Wednesday AM	\$2,400
_____	Break Wednesday PM	\$2,400
_____	Break Thursday AM	\$2,400
_____	Break Friday AM	\$2,400
_____	Break Friday PM	\$1,200
_____	Lunch Tuesday (ADED)	\$1,500
_____	Lunch Wednesday	\$10,000
_____	Lunch Thursday	\$10,000
_____	Lunch Friday	\$10,000

#### Thursday Banquet:

_____	Wine	\$5,000
_____	Decorations	\$1,000
_____	Entertainment	\$1,000

#### Promotional Materials:

_____	4-color Program Book	\$1,200
_____	Keynote Speaker	\$5,000

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Card Total: \_\_\_\_\_ Card Type: VISA: \_\_\_\_\_ M/C: \_\_\_\_\_ AMEX: \_\_\_\_\_

Card #: \_\_\_\_\_ V-Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Authorizing Signature: \_\_\_\_\_



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### 2014 AUCTION DONATION PLEDGE

**The deadline for auction donations is December 20, 2013.**

**Here it is!** The opportunity for your company to assist in making the NMEDA live and silent auctions the most tremendous revenue generating event of the year! All proceeds are used to support you in this industry. **You do not want to miss the chance to make the auctions bigger and better than ever before!**

We would like your company to attach a couple of your business cards to an item as a donation for the auctions and send it to the NMEDA office **no later than December 20, 2013.**

**FOR LIVE AUCTION ITEMS:** *You may bring the item or a voucher for the winning bidder to the conference site on the day of the event. It is advisable that you bring promotional materials (ie. poster or scale representation of the item) for promotion of the item prior to the auction.*

#### Donation Pledge:

\_\_\_\_ **Yes!** We will donate an item for the *SILENT* auction. We will send the item(s) to the NMEDA office **before December 20, 2013.**

\_\_\_\_ **Yes!** We will donate a *LARGE* item for the *LIVE* auction. We will bring the item and/or a winning bid voucher to the conference.

**NMEDA welcomes and appreciates your donation to the auctions.**

**ALL revenue from the auctions will be used to support you in the industry!**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov/Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

**The following information will help us to promote your item prior to the event.**

Item Name: \_\_\_\_\_ Value: \_\_\_\_\_

Description: \_\_\_\_\_

**NMEDA reserves the right to assign any donated item to either the live or silent auction.**

**REMINDER: The deadline is December 20, 2013.**

Questions? Email [nmedamk@aol.com](mailto:nmedamk@aol.com) for more information.