

Dear Exhibitors,

Giveaways are permitted in your booth upon approval of Show Management. This form must be completed and returned for approval by **Friday, May 18, 2018**. You must fill out one form per item.

Exhibitors may distribute small, tasteful token gifts such as pens, usb sticks, pencils, note pads, pocket calculators, luggage tags, mugs, water bottles and snacks from their booth. Any debris resulting from giveaways or packaging will be cleared by The Expo Group at the exhibitor's expense.

The following items are **NOT** approved: pen knives, pocket knives, pocket tools, manicure kits, and cameras. Distributing bags is only permitted provided the bags have **NO graphics or writing on them**.

Giveaways must meet AMA ethics guidelines and have minimal monetary value. Any food and/or beverage distributed from your booth must be ordered through the Pennsylvania Convention Center. For approval on outside food and beverage orders and/or to place an order through the Colorado Convention Center please contact Bernard Carpenter with Aramark/SFS at carpenter-bernard@aramark.com or at 215-418-2233.

Please return this form by Friday, May 18, 2018.

Company Name

Booth Number

Contact Name

Phone

Email (*Required*)

Requested Item(s)

We agree to abide by all of the guidelines and restrictions set forth by SNMMI.

Function Organizer's Signature

Date

Return form to: Catherine Lamb, CMP
Associate Director of Meeting Services
SNMMI
1850 Samuel Morse Drive
Reston, VA 20190
Phone: 703-652-6764
Fax: 703-709-9274
Email: clamb@snmmi.org