

**MDNA 2017 Convention Registration Form  
Disney BoardWalk Inn • Orlando, Florida**

**1. INITIAL REGISTRANT** (Register your spouse, partner, salesperson, etc., below at Line 2. ADDITIONAL REGISTRANT)

Name \_\_\_\_\_  
 Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip Code \_\_\_\_\_  
 Phone /Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Nickname (for badge) \_\_\_\_\_

*We've made it easy to register...*

**Mail** your completed form with payment to:  
 MDNA Convention, 315 S. Patrick Street  
 Alexandria, VA 22314-3532, USA

**\*Fax** your completed form to +1 703 836 9303  
 Our fax line is open 24 hours a day  
**Phone** +1 703 836 9300, 9 a.m. to 5 p.m. ET  
**\*only if paying by credit card**

**2. ADDITIONAL REGISTRANT** - \*Spouse, Partner, Salesperson, etc. (Please print clearly or type) unless otherwise indicated, additional registrant badge will reflect same firm name and address as initial registrant.

Name \_\_\_\_\_ Nickname (for badge) \_\_\_\_\_  
 \*Spouse Email: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ City/State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

**3. REGISTRATION CATEGORY**

**Pre-registration Policy** - To be considered pre-registered, your firm's 2017 membership **dues must be paid**, and your paid registration, change or replacement must be received at MDNA by Friday, April 14. After this date, all registrations, changes or replacements must be processed on-site. Eligible walks-ins and replacements are always welcome.

**Cancellation Policy (no exceptions!)** - To qualify for a refund, cancellations must be received in writing and postmarked no later than April 14, 2017. A \$50 administrative fee will be deducted for each registration canceled. Replacements are always welcomed and no-shows will be billed. No refunds will be given on registrations canceled after April 14, 2017.

<b>Postmarked</b>	<b>before 4/14</b>	<b>after 4/14</b>	
<input type="checkbox"/> Qualified Representative of MDNA Member Firm or Premier Vendor	\$725	\$750	\$ _____
<input type="checkbox"/> Additional Registrant (*spouse, partner, salesperson)	\$725	\$750	\$ _____
<input type="checkbox"/> Spouse Event on Friday, May 5 <sup>th</sup> (*Spouses only Pre-Registration required - included with full Registration)			
<input type="checkbox"/> Children 2-11 years old (Name: _____)	\$350	\$375	\$ _____
<input type="checkbox"/> Children 12-17 years old (Name: _____)	\$500	\$525	\$ _____
<input type="checkbox"/> Nonmember ( <b>no discounts apply</b> )	\$825		\$ _____
		<b>Total</b>	\$ _____

**4. PLEASE TELL US...**

Is this your **first** MDNA convention?  Yes  
 Do you require special assistance or have any food allergies  Yes (If yes please specify): \_\_\_\_\_  
 Will you attend the MDNA Board meeting? **Thursday, May 4<sup>th</sup>**  Yes **Saturday, May 6<sup>th</sup>**  Yes

**5. PAYMENT:**  American Express  Discover  MasterCard  Visa  Check (made payable to MDNA)

**Total Amount \$** \_\_\_\_\_

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

Card Number \_\_\_\_\_ Exp. Date: \_\_\_\_\_ SEC Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

# MDNA Annual Convention

## May 4-7, 2017

### Definitions & Guidelines

#### QUALIFIED REPRESENTATIVE OF MDNA MEMBER FIRM OR PREMIER VENDOR

For the purpose of determining the appropriate registration fee, a "Qualified Representative of an MDNA Member Firm" is defined as an employee or official representative from a firm which is an MDNA member or Premier Vendor in good standing that has paid its 2017 membership dues, or the spouse (or other family member) or personal guest of such employee or official representative. "Representatives" may not be employed in a full-time or part-time capacity by any firm, which meets the eligibility requirements for MDNA membership. All other individuals must pay the "Nonmember" fee.

Member firms or Premier Vendors represented at the convention may display stock lists or other advertising brochures in the room reserved for that purpose. Representatives of firms may give such materials to an individual at any time if that individual specifically requests it. Other distribution procedures are the responsibility and prerogative of the officers in charge of the convention.

Anyone having questions about these convention guidelines should address them to Convention Committee Chairman John W. Conroy, CEA Machinery International Corp., 20 Commerce Dr. North Branford, CT 06471

#### GUIDELINES FOR NONMEMBER ATTENDEES AT MDNA FUNCTIONS\*

1. Individuals who work in companies, which are not members of MDNA, may attend an MDNA convention, WEEKEND WITH THE PROS, or other such program once every five years, provided they are sponsored by a qualified representative of an active MDNA member in good standing, except individuals who have worked for companies, which have been expelled, terminated, or suspended. Registration fees for nonmembers are the responsibility of the member "host" and such nonmembers may not publicly display or offer stock lists or other advertising materials.
2. Individuals who work in companies which have been expelled or who were employees of those companies at the time of such expulsion may not attend the above functions unless they are current bona fide employees of member companies in good standing.
3. Individuals who work in companies which have been suspended or who were employees of those companies at the time of such suspension may attend the above functions as the guests of an active member once every five years, but only with the permission of the MDNA president. The president, in making this decision, should take into account whether the reason for the suspension has been corrected and whether there remain any accounts outstanding to MDNA or any of its subsidiaries.
4. Individuals who work in companies, which have been terminated for nonpayment of dues, or individuals who were employees of companies at the time of such termination may attend the above functions provided they are sponsored by an active member once every five years, but only with the permission of the MDNA president. The president, in making this decision, should take into account whether the reason for the nonpayment of dues, which caused the termination, has been corrected.

NOTE: Attendance at business meetings, seminars, committee meetings and other functions dealing specifically with internal association affairs is limited to individuals employed by MDNA members, although attorneys, accountants, and other outside specialists retained by member firms may attend such functions.

\*These guidelines apply only to employees of companies, which may be eligible for MDNA membership, e.g., machinery dealers, auctioneers, etc. For guidelines that apply to suppliers to the trade or nonmember sponsors at events, see below.

#### GUIDELINES FOR SUPPLIERS, VENDORS & SPONSORS ATTENDING MDNA FUNCTIONS

1. All exhibitor, sponsor and registration fees must be paid in full at least two weeks prior to the opening day of the convention or other such function to which guests who are not machinery dealers are invited.
2. Attendance at business meetings, seminars, committee meetings and other functions dealing specifically with internal association affairs is limited to individuals employed by MDNA members.
3. Only vendors which are official exhibitors may display sales literature and other advertising materials, or solicit members or guests in any way. Such literature and advertising displays are limited to the exhibitor's booth area. Although exhibitors are welcome to attend meal and social functions, which are included in their exhibitor's fee or those functions to which they have purchased additional tickets, members, and guests should not be actively solicited during these meal or social functions.
4. Vendors and suppliers which are not exhibitors may distribute gifts or other mementos only during the time — and at the location — designated during registration the first day of the annual convention. The MDNA Executive Vice President must be alerted at least four weeks prior to the convention opening day in order to ensure that the donor has a reserved table, a sign and a listing in the convention program. Exhibitors may distribute such gifts and mementos from their booths at any time during the designated exhibit hours. However, if they wish to be credited in the convention program, they too must alert the MDNA Executive Vice President at least four weeks prior to the convention opening day.
5. Exhibitors are requested and advised not to display samples of advertising or sales literature from machinery dealers or auctioneers which are not MDNA member.