



ANNA
American Nephrology
Nurses Association

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POLICY & PROCEDURE

CHAPTER TABLE AT ANNA NATIONAL MEETINGS

POLICY

Chartered chapters may request permission to host a table at the National Symposium and Nephrology Nursing Summit.

PROCEDURE

Chapters interested in requesting permission to host a table at ANNA National Meetings must follow the guidelines listed below:

1. Requests must be made in writing via email to the Director of Association Services at the ANNA National Office.
2. Table space is limited and may not be available for all chapters that desire to host a table. Consideration will include the amount of table space available, timeliness of the request, past participation, location of meeting, etc.
3. Requests must include a list of items to be sold, raffled, or distributed at the table in order to assure there is no potential conflict with any other items being sold, raffled, or distributed at the meeting.
4. Tables may not be used for the purpose of campaigning or advocating for a candidate in ANNA's election.
5. Use of ANNA's official logo on any items must follow guidelines within Policy and Procedure 1.07, *Distribution & Use of Official ANNA Logo*.
6. All representatives participating at the chapter table must be a current member of ANNA and a registered participant at the National Symposium or Fall Conference where they are hosting a table.
7. Chapters will be responsible for storage and security of any items being displayed, sold, etc. ANNA is not responsible for storage, damage, or theft of items.

8. ANNA will not provide any financial assistance to chapters hosting tables.
9. Chapter sales may take place during breaks and when the exhibit hall is open. Sales may not take place during sessions. Specific times for sales will be determined by the ANNA National Office.
10. Location of chapter tables will be determined by the ANNA National Office and may vary depending on hotel or convention center space.
11. If the facility where the ANNA National Meeting is being held charges ANNA for table rental, ANNA reserves the right to pass along the charge to the chapter.