

APPLICATION AND CONTRACT FOR EXHIBIT SPACE

2021 SOUTHERN PSYCHIATRIC ASSOCIATION (SPA) AND ALABAMA PSYCHIATRIC PHYSICIANS ASSOCIATION (APPA) ANNUAL MEETING

**The Westin - Huntsville, Alabama
October 6 – 9, 2021**

2021 EXHIBITOR FEE: \$1,800

The 2021 meeting is held in conjunction with the Southern Psychiatric Association (SPA) and the Alabama Psychiatric Physicians Association (APPA)

Tentative Agenda and Exhibit Times and Functions:

- Thursday, October 7, 2021:
 - Exhibit Set Up 1:00 p.m. to 5:00 p.m.
- Friday, October 8, 2021:
 - Exhibits Open 7:00 a.m. to 3:00 p.m.
 - Lunch with attendees and exhibitors in the exhibit hall
- Saturday, October 9, 2021
 - Exhibits Open: 7 a.m. to 12:00 p.m.

Additional Benefits:

Exhibitor acknowledgement in SPA and APPA 2021 communications, final program, and a special newsletter to all members highlighting exhibitors.

- One (1) exhibit 6' **table-top** at the meeting
- Up to two (2) representatives to the meeting*
- Company representatives may attend conference sessions and earn free CME.
Note: Must remove name badge and any company/pharma logo'd items from person
- Pre-registration and final attendee list (**name, city, state only**)
- Up to 200-word product description in a newsletter which will be distributed to all members of both SPA and APPA.

*Additional representatives may attend for a \$200 fee to cover their cost of the event.

Hotel Registration:

The Westin Huntsville
6800 Governors West, NW
Huntsville, Alabama 35806

Book your group rate for APPA/SPA Joint Fall Meeting at <https://tinyurl.com/APPA2021Westin>

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**2021 SOUTHERN PSYCHIATRIC ASSOCIATION (SPA) AND
ALABAMA PSYCHIATRIC PHYSICIANS ASSOCIATION (APPA)
ANNUAL MEETING**

The Westin - Huntsville, Alabama, October 6 – 9, 2021

**Exhibitor Set Up: Thursday afternoon, October 7 (table top display only)
Exhibits Open: October 8 and 9, 2021**

Mail check to Southern Psychiatric Association, Attention: Janet Bryan, 6501 North Charles Street,
Baltimore, MD 21204; 410.938.3452 (office); 410.938.3450 (FAX); email: jbryan@sheppardpratt.org
TAX ID # 23-7425682

Exhibitor Fee: \$1,800

Sponsorship Opportunities: Expand your brand outside the exhibit hall by sponsoring any of the following events:

- Friday Breakfast \$500 Friday Break \$250 Friday Lunch \$500
 Saturday Breakfast \$500 Saturday Break \$250

Grand Total Due (Exhibit Fee and Any Sponsorships) \$ _____

PLEASE PRINT CLEARLY

Exhibiting Company Name to appear on promotions: _____

Company Contact: _____ E-mail: _____

Primary Phone: _____ Business Type: _____

Company Address: _____

City/State/Zip: _____

The undersigned hereby authorizes the SPA/APPA to reserve space at The Westin, Huntsville, Alabama, for use by the above company during the SPA/APPA 2021 Annual Meeting. To validate this contract, the undersigned agrees to secure their own insurance and hold the Westin Hotel and SPA/APPA harmless from any losses, insured or uninsured, and remove all materials that obstruct fire exits or create a hazard to the event, and pay an exhibit fee of \$1,800 that is refundable only if cancellation is received by Sept 5, 2021.

Authorized signature _____ Date _____

Name (print) _____

Title _____

Phone/Email: _____

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October 6 – 9, 2021**

Exhibitor Rules & Regulations

EXHIBIT SETUP

Exhibit tables are assigned on a first-come, first-served basis. SPA/APPA reserves the right to re-assign tables at any time.

EXHIBIT STAFFING & EVENT ATTENDANCE

Please note that exhibit registration includes full attendance for two (2) company representatives. Representative registration includes: display time, continental breakfast, and lunch, as applicable. Additional exhibitor registrations may be purchased for \$200 per registration.

SPECIAL REQUEST

If you have a special request for table placement in the exhibit hall (such as sister companies grouped together, etc.) please let us know. SPA/APPA will be happy to accommodate requests on a FIRST COME, FIRST SERVED basis. Last minute registrants will be placed into remaining space accordingly.

PRINTED MEETING MATERIALS

In order to ensure your company's recognition in printed meeting materials, your completed registration form and payment must be received no later than September 5, 2021. All attempts will be made to include any companies that sign-up after this date in printed materials.

USE OF EXHIBIT SPACE

Sub-letting your booth with another company is strictly prohibited. Companies wishing to reserve a block of exhibit spaces for different representatives at different times to work the booth may do so provided they supply a list of all reps assigned to each booth space at the time of registration.

CONCURRENT EXHIBIT SPACE

No exhibitor may hold any program, meal, or entertainment event at the same time as the association's sponsored events or sanctioned industry-sponsored events are scheduled. This is only fair to those exhibitors who count on maximum participation by our registered attendees.

LOSS OR DAMAGE OF MATERIALS

Each exhibitor must take provision for safeguarding of his/her goods, materials, equipment, and booth displays at all times. SPA/APPA is not responsible for loss or damage of any goods, materials, equipment, or booth displays by any person or for any cause.

CANCELLATION POLICY

The deadline to cancel exhibit space is September 5, 2021. All cancellations must be in writing (mail or email) and will not be accepted by telephone. A \$500 fee will be charged on any cancellation received prior to the respective cancellation date. If a company cancels after the applicable cancellation date or fails to attend they will not receive a refund.