



TABLE-TOP DISPLAY APPLICATION & CONTRACT
APNA CLINICAL PSYCHOPHARMACOLOGY INSTITUTE WEST
MARCH 16-17, 2019 | HILTON SAN DIEGO MISSION VALLEY

About the Conference

The APNA Clinical Psychopharmacology Institute West focuses on complex clinical issues and is targeted for specialists in psychiatric nursing - those who administer and/or prescribe medications. Recognizing that a person is more than a mental disorder, this institute addresses the interaction of health care issues, mental disorders, ethnopsychopharmacological treatment and care. Complex health issues, medication challenges, and recently approved medications will be addressed. A new regional opportunity as a part of our APNA Clinical Psychopharmacology Institute, CPI West is anticipated to attract approximately 200 high level attendees (Nurse Practitioners and Clinical Nurse Specialists).

Table-Top Display Information

Fees & Information	\$1,850.00 per display table; If needed, a second table can be provided for an additional \$500.00. APNA table-top display space is sold on a first-come first-served basis. In efforts to preserve the integrity of the conference and maximize exposure, limited display area is available. The displays will be located in a public, high-traffic area where attendees gather. Your company will also be recognized in the attendee program book and mobile app. Daily lunches are included in the fee.
Display Hours*	Saturday, March 16: 11:00am – 5:45pm Sunday, March 17: 7:30am – 3:45pm <i>*Hours are subject to change</i>
Registration	Two complimentary badges are included per table-top display. Contact Leslie Hoopengardner at LHoop@apna.org prior to March 1 to register for a name badge. Additional badges are available for \$150 each.

Company Information

Company Name _____

Primary Contact _____ Title _____

Street _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

Payment Information

Payment Method Check Credit Card Payment Amount \$ _____

Name on Card _____ Credit Card Type _____

Card Number _____ Expiration Date (MM/YYYY) _____

Billing Address (If different from above) _____

Signature _____ Date _____

Cancellations are subject to a \$200.00 processing fee. No refunds will be issued after January 25, 2019. Payment in full is due with the completed Table-Top Application & Contract. Payment in the form of a credit card or check drawn on a U.S. bank, in U.S. funds, made payable to "APNA." Tax ID No. 22-2814679.

Send completed application and payment to:
Leslie Hoopengardner, 3141 Fairview Park Drive, Suite 625, Falls Church, VA 22042 or
via email to LHoop@apna.org



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Table-Top Display Rules & Regulations

1. **To Apply:** Application for table-top space must be made on the form provided by APNA and contain the information requested. The form must be executed by an individual who has authority to act for the applicant (exhibitor). The full display rental fee must accompany application/contract. APNA has the sole discretion to reject any application.
2. **Assignment of Space:** Table assignments are made at the sole discretion of APNA. Once space has been assigned, no display shall be moved except by the mutual consent of the parties and approval by APNA.
3. **Table-Top Displays:** One standard 6 foot skirted table, two chairs and one wastebasket will be provided by APNA at no cost to the exhibiting company. If any additional equipment is needed (electrical, signage, etc.) it is the responsibility of the exhibitor to work with the facility and arrange payment for all related activities. Audiovisual aids or equipment may not be played at a level to interfere with adjacent displays. Live models and physical product demonstrations are prohibited.
4. **Onsite Staffing:** APNA recommends that your table be staffed during meal functions and breaks. A detailed agenda will be provided to you prior to the conference.
5. **Cancellation:** Companies may cancel this agreement by written notice to APNA. Cancellations made prior to January 25, 2019 will be subject to a \$200 cancellation fee. No refunds will be made on cancellations after January 25, 2019.
6. **Material Distribution:** All products and services displayed at CPI West shall be directly related to the APNA mission and must be of professional or educational benefit or interest to conference participants. APNA reserves the right to determine the eligibility of prospective exhibitors for inclusion in its event. Companies shall not distribute anything to conference attendees outside of its rented spaces.
7. **Limitation of Liability:** The exhibiting company shall indemnify APNA and all associates with APNA against all claims, demands, actions, expenses, damages penalties or proceedings arising out of or in any way connected with the exhibitor's occupancy and use of the exhibition premises or any part thereof. Vendors will be required to meet the cost of "making good" any damage to floors, walls, structures and accessories.
8. **Insurance & Security:** The Table-Top Display area will not be secured. Outside of the display hours materials and equipment should be removed and secured. APNA will not be liable for damage or loss to exhibitor's property, nor shall APNA be liable for any injury that may occur in the Display area. APNA may request a company insurance policy designating APNA as an additional insured.
9. **Care of Space:** The exhibitor is responsible for, at his own expense, maintaining and cleaning the area of the exhibit space. Nothing shall be posted on or tacked, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the hotel, conference or display area without permission from the proper building authority and APNA.
10. **Occupancy:** Space must be filled and display set-up by 11:00am on Saturday, March 16, 2019. Any company failing to occupy space which has been contracted is not relieved of the obligation of paying for such space at the full rental price. Furthermore, APNA has the right to use the space as necessary.
11. **Amendments:** APNA has sole authority to interpret and enforce all rules and regulations contained herein, and to make any amendments and/or rules and regulations as needed for the orderly conduct of the Table-Top Displays.
12. **Agreement to Conditions:** Each exhibitor, for himself and his employees, agrees to abide by these conditions, it being understood and agreed that the sole control of the display area rests with APNA. By purchasing a booth, it is agreed that all [APNA Rules and Regulations](#) will be abided.