

ORDER FORM



APNA 33rd Annual Conference | October 2-5, 2018
Ernest N. Morial Convention Center | New Orleans, LA

YES

My company will be a sponsor of the APNA 33rd Annual Conference.

SPONSOR AND CONTACT INFORMATION

Company Name (IMPORTANT: Complete as you want the name to appear in the program book)

Name of Contact

Address

City/State/Zip Code

Telephone/Fax

Email address (required)

Signature of contact

CREDIT CARD INFORMATION

VISA MASTERCARD AMEX DISCOVER

Card Number

Expiration Date

Security Code

Name as it appears on card

Signature

Billing address

City/State/Zip

Sponsorship Selection

- | | |
|--|---|
| <input type="checkbox"/> Exclusive Sponsorship - Friday
Fee: \$20,000 | <input type="checkbox"/> Headshot Lounge
Fee: \$10,000 |
| <input type="checkbox"/> Exclusive Media Sponsorship
Fee: \$15,000 | <input type="checkbox"/> Adhesive Cell Phone Wallet
Fee: \$10,000 |
| <input type="checkbox"/> Portable Cell Phone Charger
Fee: \$15,000 | <input type="checkbox"/> Conference Tote Bags
Fee: \$10,000 |
| <input type="checkbox"/> Attendee WiFi
Shared: \$10,000 | <input type="checkbox"/> Badge Holders
Fee: \$8,000 |
| <input type="checkbox"/> Beignet Station
Fee: \$10,000 | <input type="checkbox"/> Charging Kiosk
Fee: \$4,500 |
| <input type="checkbox"/> Mobile App
Fee: \$10,000 | <input type="checkbox"/> Beverage Break
Fee: \$4,000 |
| | <input type="checkbox"/> Tote Bag Insert
Exhibiting Company: \$1,000 (1 page)
Exhibiting Company: \$1,300 (2 pages)
Non-exhibiting Company: \$2,000 (1 page) |

TOTAL =

**Please mail or email this form
and send checks to:**

APNA Sponsorship Opportunities
Attn: Leslie Hoopengardner
3141 Fairview Park, Ste 625
Falls Church, VA 22042
Phone: 571-533-1934
Email: LHoop@apna.org

EXHIBIT SPACE APPLICATION AND CONTRACT

We hereby apply for exhibition space as follows:

Booth Number Request (please note your top 6 locations)

First Location: _____ Second Location: _____ Third Location: _____
Fourth Location: _____ Fifth Location: _____ Sixth Location: _____

FOR APNA USE ONLY

Date received: _____

Booth(s) assigned: _____

Price: _____

Check number: _____

We agree to the following:

1. It is not always possible to assign exhibitors' preferred booth locations; however, best efforts will be made by APNA to assign booths in the requested area.
2. Booth assignment made by APNA will be considered accepted unless rejected within 14 days of receipt of notification.
3. A \$500 processing fee will be issued for all exhibit space cancellations. After May 10, 2019, no refunds will be issued for exhibit cancellations.
4. All Rules and Regulations listed in the APNA Exhibitor Prospectus are considered a part of this contract.

Please provide a 50* word company description to be included in the APNA Program Book by August 26, 2019. Please email your company description to LHoop@apna.org.

**Descriptions exceeding 50 words will not be accepted.*

EXHIBIT BOOTH RATES

For-Profit Rate

10'x10' In-Line Booth\$1,850
10'x10' Corner Booth\$2,000
10'x20' In-Line Booth\$3,950
10'x30' In-Line Booth\$5,500
20'x20' Island Rate\$10,000
20'x30' Island Rate\$15,500

Not-For-Profit Rate *

10'x10' In-Line Booth\$1,400
10'x10' Corner Booth\$1,550
10'x20' In-Line Booth\$2,900
10'x30' In-Line Booth\$4,150

* Tax ID Number and tax exemption status are required to receive Not-For-Profit rate.

If possible, competing exhibitors will be located in a different sections of the exhibit hall.

Full payment is due with the Exhibit Space Application/Contract. Payment must be in the form of a money order, check, or credit card drawn on a US bank, in US funds, payable to "APNA."

Tax ID Number: 22-2814679

CREDIT CARD INFORMATION VISA MASTERCARD AMEX DISCOVER

Card Number _____ Expiration Date _____ Security Code _____

Name as it appears on card _____ Signature _____

Billing address _____ City/State/Zip _____

Please provide the organization name as it should appear in printed materials and on the exhibitor identification sign:

Company Name _____ Address _____

City _____ State _____ Zip code _____

Telephone _____

Name _____ Title _____

Email _____

Signature _____ Date _____

Please send payment, application and contract to:
APNA, Attn: Leslie Hoopengardner, 3141 Fairview Park Drive, Suite 625, Falls Church, VA 22042
LHoop@apna.org

These rules and regulations are fully incorporated as part of the contract between the exhibiting organization and the American Psychiatric Nurses Association.

APNA will accept Exhibit Space Applications/Contracts on a **first-come, first-served basis**; please complete and return your form, including your 1st-6th space preferences and full payment as soon as possible. Please mail your completed Exhibit Space Application & Contract and your money order, credit card, or check (drawn on a US bank in US dollars and made payable to "APNA") to:

APNA
Attn: Leslie Hoopengardner
3141 Fairview Park Drive, Suite 625
Falls Church, VA 22042

Please note that APNA is unable to accept purchase orders for exhibit space or marketing opportunities.

All products and services exhibited at the APNA conference 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 exposition. Eligibility will be determined following receipt of an Exhibit Space Application/Contract and prior to booth assignment. Additionally, APNA reserves the right to reject or require on-site modification of any display or demonstration that, at APNA's sole discretion, is not in keeping with the character of the APNA exhibition.
- All decorations, drapery and fabrics used in exhibit displays must be flame retardant.
- No exhibitor shall sublet, assign or share any part of the space allocated to his or her organization without prior written consent from APNA.
- The rights and privileges of any exhibitor shall not be infringed upon by any other exhibitor. No booth may obstruct exhibition attendees' views of adjacent booths from any angle. Booth activities that cause attendees to congregate in the aisles and impede or restrict traffic are forbidden. All displays, signs, flyers, distribution of literature and souvenirs, entertainment or any other activities must take place inside the contracted booth space only.
- Exhibits including audio and/or video devices must be conducted and arranged so that no noise will disturb adjacent exhibitors or attendees. APNA reserves the right to prohibit the use of amplifying devices that it considers objectionable.
- All exhibiting organizations canceling space will be charged a \$500 processing fee, and no refunds will be issued for exhibit space cancellations received after May 10, 2019.
- No cash transactions will be permitted on the exhibit floor. The displaying or quoting of inflated list prices on merchandise exhibited will also not be permitted.
- Advertising material or signage of companies other than those that have paid for exhibit space are prohibited. Canvassing and solicitation of business or other conferences are strictly prohibited. APNA will appreciate being informed of any infraction of this rule.
- All questionnaires and giveaways must have prior approval by APNA. Samples of proposed questionnaires and/or giveaways must be submitted to APNA by August 26, 2019.
- The common area of the exhibit hall will be erected, furnished and dismantled by the official APNA General Service Contractor as part of this contract. All shipments of exhibit materials must be made through drayage to the General Service Contractor, according to the stipulations provided by APNA, and all related shipping costs will be charged to the exhibitor.
- Exhibitors using service contractors other than those designated by APNA must obtain approval in advance from APNA. A written request must be presented by the exhibitor or the contractor at least 30 days in advance of exhibit set-up and must include the name and address of the contractor, name of the on-site supervisor in attendance, a certificate of insurance and a statement that the contractor will comply with all rules and regulations of the APNA exhibition.
- The exhibitor agrees to adhere to and be bound by all applicable fire, utility and building-code regulations at the exhibition facility. The exhibitor also agrees to the contract and terms between the facility (managers and owners), APNA and other parties relating to the exhibition. The exhibitor shall not deface or damage the exhibition facility or exhibit area in any way.
- It is the responsibility of the exhibiting organization to be compliant with the rules and regulations of the exhibit facility (convention center, hotel, etc.).
- Insurance and liability are the full and sole responsibility of the exhibitor. This contract shall not constitute or be considered a partnership, joint venture or agency between APNA and the exhibitor.
- Each exhibitor agrees to protect, save and hold the American Psychiatric Nurses Association (APNA), the selected convention center or hotel and APNA's General Service Contractor as well as all of these entities owners, agents, contractors and employees (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor. Further, each exhibitor shall, at all times, protect, indemnify, save and hold harmless indemnities against and from any and all the losses, costs (including attorneys' fees), damage, liability or expenses arising from or out of, or by reason of, any accident or bodily injury or other occurrence to any person or persons, including the exhibitor, its agents, employees and business invitees, which arise from or out of, or by reason of said exhibitor's occupancy and use of the exhibition premise or a part thereof.
- No pets or animals shall be permitted in the exhibit hall, with the exception of service animals for persons with disabilities.
- No live demonstrations are permitted in the exhibit hall (including volunteers, contracted or otherwise).
- Each exhibit must be open during all official show hours. Exhibiting organizations that do not adhere to this strict APNA policy may not be eligible to exhibit at future APNA exhibitions.
- In the event of cancellation due to acts of God, fire, strike, government regulations or other causes beyond the control of the parties to the agreement, APNA will refund that portion of exhibitor fees that it deems consistent with the expenditures and commitments already made.
- Unethical conduct or disregard for any rules stated herein, on the part of an exhibitor, his or her representatives or both will be considered just reason for APNA to dismiss the exhibitor, his or her representatives or both from the exhibit hall and to prohibit the exhibitor from attending future APNA conferences. In this event, it is agreed that no refund shall be made by APNA and that no demand for redress will be made by either the exhibitor or his or her representatives.
- Exhibitors are responsible for and shall adhere to the Food and Drug Administration regulations on the promotion of investigational and pre approved drugs and devices. For further information on FDA compliance, visit the FDA's website: www.fda.gov.
- Exhibitors must adhere to the convention center's rules and regulations available [here](#) for review.

Questions... contact Leslie Hoopengardner for additional information on the Annual Conference at LHoop@apna.org or 571.533.1934 or visit the APNA conference website at www.apna.org/AnnualConference.