Eligibility for Exhibiting
The exhibits are an integral part of the APA’s Annual Meeting. APA in its sole discretion may reject any application and prohibit any exhibit or part of an exhibit for any reason and may cancel, or refuse rental of display space to any person or company whose conduct or display of goods is, in the sole opinion of APA, incompatible with the general character and educational objectives of the meeting and the policies of the APA. APA reserves the right to assign exhibit booths and exhibits space, irrespective of priority points earned.

Space Applications, Charges and Assignments

Contract for Space
The completion of the application and contract for exhibit space and the full payment of rental charges guarantees the right to use the exhibit space.

Booth Activity Information

General Booth Conduct
The exhibitor must confine all promotional activities to their booth. Solicitation of registrants in the aisle by company personnel is prohibited. The exhibit must be staffed during all open hours. Packing of equipment and materials cannot begin before 4:00 p.m., Tuesday, May 23, 2017.

Promotional Contests and Raffles
Giveaway contests and raffles, when used as a promotion to attract attendance at your booth, are permitted on the exhibit floor. Public address announcements of winners on the exhibit floor are not permitted.

Distribution of Refreshments
To promote attendee participation in the Exhibit Hall and your individual booths, the APA permits in-booth refreshments. Lines may not block aisles or other exhibitors’ booths, and control of lines is the responsibility of the distributing company. Refreshments must be provided in conjunction with the requirements of the Convention Center Catering Department.

Distribution of Literature, Products, Booth Premiums and Promotional Activities
Distribution of product/service literature may be made only within the booth space assigned to the exhibitor presenting such material. Exhibitors are permitted to distribute descriptive product literature and products of their own manufacture, providing such distribution is in keeping with the educational and professional character of the Annual Meeting. The APA prohibits the distribution (either free or for sale) of educational enduring materials onsite that award CME credit.

Sunshine Act-Physician Payment
If a company will be providing a meal or anything of value to physicians that is reportable under the Physician Payment in the Sunshine Act, the company agrees that the exhibit will contain signage informing physicians that the company will be reporting physicians and the value to be reported in a manner that provides them an opportunity to decline participation.

In-Booth Events
The use of key opinion leaders or company employees for live activities to promote exhibitor products are permitted within exhibitor booth space. Material presented in the Exhibit Hall is promotional and may not compete with the APA scientific program. No CME credit may be awarded for any activity in the Exhibit Hall.

Book Giveaways and Signings
Book giveaways and signings are permitted in the Exhibit Hall, provided that the book or literature being signed is related to the practice of psychiatry and that the actual cost of the book does not exceed $75. All lines must be confined to the booth area, not blocking any aisles. All book signings must be approved in advance by APA.

Market Research
Market research can only be conducted by firms hired by a 2017 Annual Meeting exhibitor. With its application for space, the research company must submit a letter of authorization from its sponsoring company and a list of all premiums proposed for distribution. Market research booths must remain open and staffed throughout the Annual Meeting even if surveys are completed prior to 4:00 p.m., Tuesday, May 23, 2017. Interviews lasting longer than five minutes are not permitted on the exhibit floor and all interviews must be conducted within the confines of the booth space. Soliciting registrants in the aisles is strictly prohibited. Violations assessed against exhibiting market research companies may also be applied to the sponsoring company.

Photography and Videotaping Policy
Videotaping and photographing within the Exhibit Hall is restricted to individual booth space. Exhibitors may at any time deny permission to be photographed or videotaped by APA photographer or media.

Exhibitor Training Sessions
Training sessions are permitted only during published setup hours. Everyone attending training sessions must wear an exhibitor badge. All training activity must take place in the booth. Roaming throughout the Exhibit Hall is not permitted.
Admittance to the Exhibit Hall

Admittance to the Exhibit Hall is limited to those individuals employed by the exhibiting company or those directly responsible for installation and dismantling. Under no circumstances will children or guests be allowed in the exhibit area until the official opening of exhibits at 10:00 a.m., Sunday, May 21, 2017.

Exhibitor Registration/Badge Allotments

Each exhibitor is allotted six (6) complimentary exhibitor registrations per 100 square feet of booth space. Each badge request above the allotment amount will incur a charge of $50 per badge.

Exhibitor badges are for admittance to the Exhibit Hall and shuttle buses only. If company personnel will be attending scientific sessions rather than staffing their exhibit, they must register as attendees of the meeting and pay the appropriate registration fees.

Changes and Substitutions

Changes and cancellations can be completed through the online exhibitor registration portal through Friday, May 19, 2017, free of charge. All changes or substitutions done onsite will incur the following fees:

| 1 – 10 Badges: | $50 (per request) |
| 11 – 20 Badges: | $75 (per request) |
| 21+ Badges:     | $100 (per request) |

Installation

As a condition of your contract, your exhibit must be open on time and be staffed throughout the entire meeting until the final closing at 4:00 p.m., Tuesday, May 23, 2017. All installation of exhibits and crate removal must be complete based on opening date (see below) to allow for final cleaning before opening of the hall.

Friday, May 19, 5:00 p.m. Publishers Book Fair, Career Fair, International Meeting Pavilion

Saturday, May 20, 5:00 p.m. Full Exhibit Hall

Set-up will not be permitted at all on Sunday, May 21, 2017. All installation of exhibits and crate removal must be complete by 6:00 p.m., Saturday, May 20, for final cleaning before the 9:00 a.m. opening on Sunday, May 21. APA will direct the service contractor to complete installation for an exhibit not set by the published time and the exhibitor will be billed for the cost of labor.

Dismantling

The official Exhibit Hall closing time is 4:00 p.m., Tuesday, May 23, 2017, for all exhibits. Any exhibitor who packs materials or dismantles exhibit prior to 4:00 p.m., Tuesday, May 23, 2017, will be subject to forfeiting all of its accrued priority points and suspension of exhibit eligibility for one (1) year. A second violation in this category will result in the company not being eligible to exhibit at future APA meetings.

Floor Covering

The floor in the Exhibit Hall is not carpeted. It is the responsibility of the exhibitor to provide adequate floor covering to maintain a professional appearance of the Exhibit Hall. Show Management reserves the right to “force carpet,” at exhibitor’s expense, in any exhibit space without flooring.

Hanging Signs and/or Banners

Signs or banners may be hung over booths 400 sq. ft. or larger. The maximum height of the banner or sign cannot exceed 20’ in height. All hanging signs must be approved by show management.

Contractual Considerations

Anti-Discrimination Policy

Any organization that wishes to conduct recruitment efforts in the APA exhibit areas must agree that its policy is not to discriminate in recruitment or employment on the basis of gender, race, religion, sexual orientation, or physical or mental disability. Execution of a contract with the APA for such exhibit space represents that the exhibitor agrees to this policy.

Compliance with the Law

The exhibitor shall not engage in any display, publication, performance or other activity which is in conflict with any federal, state or local law, regulation, rule or ordinance. Nor shall the exhibitor, or its representatives or employees, engage in any lewd display, publication or performance. Exhibitors will not display or bring into the exhibit any animal, bird or other non-human creature without written permission of APA.

Food and Drug Administration

Exhibitors with products regulated by the Food and Drug Administration (FDA) must comply with FDA guidelines. Exhibitors must also comply with FDA restrictions on the promotion of investigational drugs, approved drugs and approved drugs for unapproved uses.

Americans with Disabilities Act

Exhibits should be accessible to the handicapped as specified in the Americans with Disabilities Act.

Fire Safety Regulations

Exhibitors must comply with all local fire regulations. Booth decorations must be flameproof, and all hangings must clear the floor. Electrical wiring must conform with all federal, state and municipal government requirements and to the National Electrical Code Safety Rules. If inspection indicates that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, APA reserves the right to cancel all or such part of the exhibit as may be in violation.
Forfeiture
If an exhibitor does not follow the APA Rules and Regulations established by APA, the exhibitor shall forfeit the amount paid for space rental, regardless of whether or not the exhibit space is subsequently leased. Exhibitors found in violation of any of the APA Rules and Regulations will, at APA’s discretion, have their badges confiscated and will be escorted from the Exhibit Hall.

Force Majeure
The performance of the terms and conditions of the Contract for Commercial Exhibit Space is subject to acts of God, disaster, curtailment or interruption of transportation facilities, war, threats or acts of terrorists, government regulations, disaster, fire, strikes or work stoppages, civil disorder, curtailment of transportation facilities, or other similar causes beyond the control of the parties making it inadvisable, illegal, or impossible to hold the 2017 American Psychiatric Association’s Annual Meeting, or to provide the facility in which the meeting is to be held. If it is necessary to cancel the referenced meeting due to any of the aforementioned force majeure events, the Contract for Exhibit Space shall terminate, and APA shall return of any rental fee(s) paid to the American Psychiatric Association for the assigned exhibit space, less a pro rata share of any expenses incurred by the American Psychiatric Association associated with its lease of the exhibit space. This is the American Psychiatric Association’s sole liability to the exhibitor in the event that its 2017 Annual Meeting is not held, or the exhibit space is not available, due to a force majeure event outlined herein.

Injury, Loss or Damage
APA will not be responsible for any injury, loss or damage that may occur to the exhibitor’s employees or property from any cause whatsoever. APA will not be held liable for any injury, loss, or damage which may be sustained by any person who may be on the premises leased or rented to the exhibitor, or watching, observing, or participating in any demonstration in the exhibitor’s exhibit unless such injury, loss, or damage is caused by active negligence or a willful act of APA.

Should any party pursue a claim against APA for an exhibitor’s action or failure to act in any matter whatsoever, the exhibitor shall indemnify APA from any and all liabilities, loss, costs, fees, expenses and damages, including punitive damages and attorney fees arising out of or relating to the exhibitor’s alleged action or inaction.

Insurance
The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of the contract for exhibit space, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and products liability coverage with combined and single limits of liability of not less than $1,000,000. The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of this contract, worker’s compensation and occupational disease insurance in full compliance with all federal and state laws covering all of the exhibitor’s employees engaged in the performance of any work for the exhibitor. All exhibitors are required to submit a certificate of insurance to APA evidencing the required insurance.

All property of the exhibitor is understood to remain under his/her custody and control in transit to, within and in transit from the confines of the Exhibit Hall.

Reassignments
Exhibit space not occupied at the opening of the exhibition may be reassigned by APA to another exhibitor without refund of the rental paid.

Repair or Damages
Nothing will be posted on, tacked, nailed, screwed or otherwise attached to the columns, walls, floors, ceiling, furniture or other property of the Convention Center. The cost of repairing damage inflicted by the exhibitor, its employees, representatives or agents to the Convention Center will be billed to and paid for by the exhibitor.

Smoking Policy
Smoking is prohibited in the Convention Center/Exhibit Hall.

Eviction and Restrictions
APA reserves the right to terminate an exhibitor’s participation in the exhibition when the method of operation becomes objectionable or detracts from the general character of the exhibits as a whole. APA is not liable for any refunds of rentals or other exhibit expenses. Companies receiving such notice will not be eligible to exhibit at future APA meetings.

Unofficial Activities
The APA restricts certain time periods during the meeting so that unofficial activities do not compete with official events, such as business meetings, peak educational programming times, the Opening Session and the Convocation. In accordance with APA policy, unofficial activities may NOT be held during the restricted times listed below. If space in APA venues is requested, it must be accompanied by a full description of the activity.

Saturday, May 20 8:00 a.m. – 5:00 p.m.
Sunday, May 21 8:00 a.m. – 7:00 p.m.
Monday, May 22 8:00 a.m. – 6:30 p.m.
Tuesday, May 23 8:00 a.m. – 5:00 p.m.
Wednesday, May 24 9:00 a.m. – 5:00 p.m.

City-Wide Promotional Graphics and Signage
Promotional graphics referring to the APA, APA Annual Meeting, or a booth number at the APA Annual Meeting, displayed on billboards, buildings, pole banners, public uses or other structures, must be approved by APA.

Interpretation and Amendments
APA shall have full power to interpret or amend these rules, and its decision is final. The exhibitor agrees to abide by all APA Annual Meeting Rules and Regulations that may hereafter be adopted by APA.