Thank you for participating in the 2016 exhibits program at the APA Annual Meeting in Atlanta. To assist with your future plans to exhibit at the APA, we are pleased to offer you the opportunity to reserve exhibit space early for next year’s program at the 2017 Annual Meeting in San Diego, CA.

The exhibits program will take place at the San Diego Convention Center from May 21-23, 2017, (with the Publishers’ Book Fair and Career Fair starting on May 20, one additional exhibit day) and all other commercial and educational exhibits, including International Meeting Pavilion exhibits starting Sunday, May 21.

To take advantage of this offer, please email apaexhibits@psych.org your completed contract or meet at the appointed date and time during the 2016 Annual Meeting on Sunday, May 21; Monday, May 22; or Tuesday, May 23, between the hours of Noon and 3:00 p.m. Appointments are scheduled to last five (5) minutes. A meeting confirmation will be sent to the email address on file.

A minimum of 50% of total cost is required at the time of the appointment. If a deposit is not made with your contract or during appointment, the last day to submit a deposit for the 2017 exhibit booth is June 30, 2016. If payment is not received by June 30, the space will be released back into inventory. Selections will be made based on priority points.

After June 30, exhibit sales will resume on November 1, 2016.
**Application and Contract for Commercial Exhibit Space**

**American Psychiatric Association • 2017 APA Annual Meeting**
May 20-24, 2017 • San Diego Convention Center • San Diego, CA
Advance Sales Only

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**Company Information:** *(Please print or type all information.)*

Company/Organization ____________________________
Street Address ____________________________ City/State/Zip Code ____________________________
Phone _______ / ____________________________ Fax _______ / ____________________________

General Company Email: ____________________________

**Agreement:**
The undersigned hereby authorizes the American Psychiatric Association to reserve exhibit space in the San Diego Convention Center for use by the above company/organization during the APA Annual Meeting. The undersigned acknowledges receipt of and agrees to abide by the Exhibitor Rules and Regulations and Contractual Considerations as printed in the Exhibitor Prospectus, and to all conditions under which exhibit space at the San Diego Convention Center, is leased to the American Psychiatric Association. The undersigned further certifies that the product/services listed on this contract are those that will be exhibited.

Authorized Signature ____________________________ Title ____________________________ Date ____________________________

**Contact Information:** *(This information is not for publication.)*

Name ____________________________ Title ____________________________
Address (if different from above) ____________________________
E-Mail ____________________________ Phone _______ / ____________________________ Fax _______ / ____________________________

*Note!* Please provide e-mail address, as important exhibitor information will be sent via e-mail.

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**Booth Selection and Pricing:**

Inline Booths = $3,200 per 10’x10’ sq. ft.  Corner Booths = $3,300 per 10’x10’ sq. ft.  Island Booths = $38.00 per sq. ft.

Booth size requested: _______ x _______

*Booth cost does not include furnishings, carpeting, or utilities, such as electricity.*

List choices of booth locations (numbers) in order of preference.

1st ____________________________  2nd ____________________________  3rd ____________________________  4th ____________________________

We wish to avoid having our exhibit located adjacent to or opposite the following company(s): ____________________________

(Note: Avoidance of specific exhibitors may negatively affect your booth location.)

☐ We would like to be in the Publishers’ Book Fair – Start date Sat., May 20  ☐ We would like to be in the Career Fair for Recruitment – Start date Sat., May 20

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**Payment Information:**

A minimum of 50% of total cost is due with contract by no later than June 30, 2016. If payment is not received by deadline date, the space will be released. As of March 3, 2017, FULL PAYMENT is required, and no refunds will be granted. All exhibiting organizations canceling space after January 3, 2017, will be charged a 10% processing fee. See full cancellation policy on page 3.

**Payment by Credit Card:** Submit payment to Exhibit Manager on site at 2016 Annual Meeting or fax to 703-907-1097, (no online purchases accepted for advanced sales).

Credit Card: ☐ Visa ☐ MasterCard ☐ American Express *(No Other Cards Accepted)*

Account Number ____________________________
Amount to charge: $__________ “I authorize you to charge the payment.” Signature: ____________________________

Expiration ____________________________

Print name: ____________________________

**Check:** Mail this form, along with your check or money order, made payable to American Psychiatric Association to:

For Regular Mail:
American Psychiatric Association
Exhibits Manager
P.O. Box 418202
Boston, MA  02241-8202

Allow 7-10 business days for bank processing before APA receives mailed payments.

For Overnight or Delivery Requiring a Signature:
Bank of America Lockbox Services
Lockbox 418202
MA5-527-02-07
2 Morrissey Boulevard
Dorchester, MA  02125

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III. Product/Service Listing:
The following description of 65 words or less is for submission for approval by the Exhibits Manager for inclusion in the APA Annual Meeting Guide. Pharmaceutical products must be listed with trade names followed by the generic name. The APA reserves the right to edit the description for content. If no description is provided, the generic listing (below) will be used. Graphics and logos are not permitted.

☐ Use the same listing as published in last year’s APA Meetings Guide. Any text from earlier meetings must be resubmitted to ensure accuracy.

☐ Use the following text (provided in a separate email):

☐ Use this generic listing:
   Please visit the [Company Name Here] exhibit for more information about products and services that will be of interest to you.
Contractual Considerations

By signing the advanced contract to exhibit, you agree to the following contractual considerations. The full 2017 Exhibitor Prospectus will be available November 1, 2016.

Rules and Regulations
All information included in the Prospectus becomes a part of the contract between the exhibitor and the American Psychiatric Association. These policies have been formulated in the best interest of the exhibitors. All points not covered are subject to the decision of management. As a condition for exhibiting, each exhibitor shall agree to observe all policies and regulations. Any exhibitor who packs materials or dismantles its exhibit prior to 4:00 p.m., Tuesday, May 23, 2017, will be subject to forfeiting all of its accrued exhibit 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.

Management requests that all personnel staffing your exhibit be familiar with the rules and regulations prior to the opening of the exhibits.

Cancellation Policy & Cancellation Fees
Exhibiting firms who wish to cancel exhibit space are requested to forward a confirming letter of cancellation. The date the written notice is received by the APA Exhibits Manager is considered the official cancellation date. All exhibiting organizations cancelling exhibit space after June 30, 2016, will be charged a 10% processing fee of total booth amount. After June 30, the following cancellation fee will also be assessed based on the percentage of the total exhibit booth fee:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>July 1, 2016 to January 2, 2017</td>
</tr>
<tr>
<td>50%</td>
<td>January 3 to March 3, 2017</td>
</tr>
<tr>
<td>100%</td>
<td>After March 3, 2017</td>
</tr>
</tbody>
</table>

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 irregular.

continued on next page
Forfeiture

If an exhibitor does not follow the Contractual Considerations and the Rules and Regulations established by APA, as outlined in the Prospectus, the exhibitor shall forfeit the amount paid for space rental, regardless of whether or not the exhibit space is subsequently leased.

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 inability, 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. The exhibitor shall obtain, and shall furnish, upon request of APA, a certificate of insurance 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.

Space Modifications & Assignments

The APA reserves the right to make any modifications to the exhibit hall floor plan and will notify the exhibitor promptly of necessary changes or the relocation of the exhibit space. Exhibit space not occupied at the opening of the exhibition may be reassigned by APA to another exhibitor without refund of the rental paid.

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, May 21</td>
<td>8:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Monday, May 22</td>
<td>8:00 a.m. – 6:30 p.m.</td>
</tr>
<tr>
<td>Tuesday, May 23</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Wednesday, May 24</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
</tbody>
</table>

*Times are subject to change.

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 Contractual Considerations and Rules and Regulations of the Exhibitor Prospectus that may hereafter be adopted by APA. APA is pleased to work with exhibitors toward producing a successful show.