

# 2017 Spring EXPO

## REQUIRED RELICENSURE, RISK MANAGEMENT & TREATMENT UPDATES

You are invited to exhibit at the FPS 2017 Spring EXPO on April 1 & 2, 2017 at the Wyndham Grand Orlando Resort Bonnet Creek, Orlando FL.

► **Apply Now**



### EXHIBIT SET UP:

Friday, March 31, 2017  
3:00PM - 8:45PM

*(If a different set up time is needed, notify Jan Starnes at [jan@floridapsych.org](mailto:jan@floridapsych.org))*

### EXHIBIT TIMES:

Saturday, April 1, 2017  
7:15AM - 11:00AM

Sunday, April 2, 2017  
7:30AM - 11:00AM

### EXHIBIT DISMANTLING:

Sunday, April 2, 2017  
11:00AM - 12 Noon

### ACTION NEEDED:

Return the completed exhibitor agreement to:  
Florida Psychiatric Society  
521 East Park Avenue  
Tallahassee, Florida 32301-2524

*Exhibit space is limited; booths are assigned on a first-come, first-served basis upon payment of the exhibit space.*

Expand your contacts in Florida at the Florida Psychiatric Society's 2017 Spring EXPO, where over 140 psychiatrists, who are interested in your products and services, will be attending. The FPS meeting program is designed to guarantee traffic flow through the exhibit area and, at the same time, encourage one-on-one chats and an exchange of ideas with meeting attendees.

### Exhibit rental is \$1,500 and includes:

- A six-foot table with two chairs
- Identification badges for your company representatives
- Acknowledgment in the onsite Meeting Program
- A listing in the Exhibitor Resource Directory
- Corporate recognition after a CME presentation
- A roster of meeting attendees listing professional addresses for post-show marketing



# Terms and Conditions

FPS 2017 Spring EXPO on April 1 & 2, 2017

at the Wyndham Grand Orlando Resort Bonnet Creek, Orlando FL.



**Exhibit Hours:** Exhibitor agrees to follow the official move-in and move-out schedules as well as the scheduled exhibitor hours of operation.

**Care of Space:** The exhibitor agrees not to deface, injure or mar the exhibit area of the Wyndham Grand Orlando Resort Bonnet Creek or any of the furniture or fixtures and/or any of the property of whatever nature within the hotel.

The exhibitor shall be liable to the FPS and/or the Wyndham Grand Orlando Resort Bonnet Creek for any damage resulting to such furniture and fixtures and/or such property placed by the FPS or hotel that shall occur by reason of the commission or omissions of any exhibitor and/or its agents, servants or employees.

The exhibitor shall defend and hold harmless the FPS from all claims and suits against said FPS arising from the aforesaid commissions or omissions of the exhibitor, their agents, servants or employees. All materials used by exhibitors must conform to the requirements of the fire department and exhibits must meet all state and local codes.

**Insurance:** The FPS or its representatives assume no responsibility for the safety of the personnel and property of exhibitors or the personal property of their officers, agents, servants or employees. Any exhibitor wishing to insure his/her personnel or goods against injury, theft, and damage by fire, accident or other cause must do so at his/her own expense. Note: the Florida Psychiatric Society does not hire outside security. Materials left unattended are the sole responsibility of the exhibitor.

**Exhibitor Conduct:** Exhibitor representatives agree to conduct themselves in a courteous and professional manner within the confines of the space rented by the company. FPS reserves the right to restrict all displays that, because of noise or other objectionable features, interfere with the orderly procedure of the Expo; also, FPS reserves the right to prohibit any display or procedure that, in its judgment, runs counter to the general character of the Expo. *Note: the FPS Expo is not a retail trade show. Retail sales of any kind are not permitted on the Expo floor.*

**Cancellation of Exhibit Space:** Requests for cancellations of exhibit space must be presented to the FPS in writing. If cancellation occurs before March 10, 2017, the exhibitor will receive a full refund less a \$500 administrative fee. If cancellation occurs on or after March 10, 2017, no refunds shall be due the exhibitor. An exhibitor who cancels may not transfer or assign an exhibit space.

**Material Shipping and Handling:** Exhibitors are responsible for all shipping and handling fees. Due to limited storage capabilities, packages are accepted five days prior to the event. Receiving and outgoing handling fees are: envelopes \$3 each; medium boxes (5-20 lbs.) \$7 each; large boxes (21-59 lbs.) \$13 each; extra large boxes (60-100 lbs) \$18: each; display cases \$30 each. The receiving and shipping office is open 6:00 a.m.-4 p.m.; otherwise, you must go through security to retrieve your packages. This covers receiving the packages and storage. Distribution to and from the meeting space is the responsibility of the exhibitor. The hotel will not accept C.O.D. shipments and all arrangements with regard to shipping must be prepaid or billed to sender. All package inquiries should be directed through the Front Desk which is open 24 hours.

## **Label Inbound Materials as Follows:**

**Hotel Guest Name:** (Receiving Package)

**Conference Name:** Florida Psychiatric Society

**Conference Dates:** March 31- April 2, 2017

**Address:** Wyndham Grand Orlando Resort Bonnet Creek  
C/O: Tara Sweeney  
14651 Chelonia Parkway • Orlando, FL 32821

**Liability:** FPS or its representatives shall not be liable for any damages in the event that performance of this agreement is rendered impossible by any of the following causes: destruction of the hotel or any substantial portion by fire, hurricane, the elements or a public enemy, strikes or other public disorder; performance impossibility created by law or any public authority; and/or for any cause beyond its control or the control of the Wyndham Grand Orlando Resort Bonnet Creek. Upon request, FPS will reimburse the exhibit fee paid if FPS cannot hold the Expo for any of the reasons stated above.

*Exhibitors are responsible for providing their own extension cords.*

# AGREEMENT FOR EXHIBIT SPACE

FPS 2017 Spring EXPO April 1 & 2, 2017  
Wyndham Grand Orlando Resort Bonnet Creek, Orlando FL.



Firm/Organization: \_\_\_\_\_  
(Name as it should appear in publications.)

Exhibit Contact/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Please provide the names and titles of personnel representing your company at the meeting in Orlando, Florida.  
(Please limit the number of representatives to two per day and print clearly)

## Saturday, April 1, 2017

## Sunday, April 2, 2017

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

Electrical Outlet Needed?  Yes  No (Outlets are limited, requests received in order of paid return applications. Extension cords are not provided.)

Other exhibitors you might have a conflict with: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\$1,500 Exhibit Fee Payable By:**  Check, # \_\_\_\_\_  Credit Card (Continued below)

Name: \_\_\_\_\_  
(As it appears on the credit card statement)

Address: \_\_\_\_\_  
(As it appears on the credit card statement)

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Credit Card Type:  VISA  Master Card  American Express  Discover

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Amount of Payment: \_\_\_\_\_ Signature: \_\_\_\_\_

If you have any questions, contact Jan Starnes at (800) 521-7465.

Please return this agreement form along with your payment as soon as possible to:  
Florida Psychiatric Society • 521 East Park Avenue • Tallahassee, Florida 32301-2524  
EMAIL: [jan@floridapsych.org](mailto:jan@floridapsych.org) • FAX: (850) 224-8406  
TELEPHONE: (850) 222-8404

**Please note** this is not a contract but a basis for reserving an exhibit space.

The Florida Psychiatric Society's Federal ID# is 59-1735183. Cancellations must be in writing. A \$500 cancellation fee is applied if cancelled before March 10, 2017. No refunds are issued for cancellations on or after March 10, 2017.