



AAPPN 2020 Conference Exhibitor Contract

The Association of Advance Practice Psychiatric Nurses (AAPPN) is hereby authorized to reserve space for my/our exhibit table(s) at the 2020 Conference on November 14, 2020, at Bastyr University, Kenmore, WA.

I. EXHIBITOR INFORMATION:

Company/Organization: _____

Contact Person: _____

Mailing Address: _____

City	State	Zip
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Phone: _____ Fax: _____

Email: _____

PURPOSE OR PRODUCT DESCRIPTION:

II. EXHIBIT SPACE REQUEST

TABLE COST (all fees are due with completed application):

- Private companies and organizations: \$850 for a six-foot table. Second table available for an additional \$450.
- Nonprofit organizations and government agencies: discounted rate of \$400.

CANCELLATION POLICY: All cancellations must be submitted in writing. For cancellations received prior to Oct. 31, 2020, a refund will be made, less \$50 processing fee. No refunds available for cancellations received after Oct. 31.

III. PAYMENT INFORMATION

PAYMENT IS ENCLOSED FOR:

Total number of six-foot tables: _____ Total cost: \$ _____

Electrical outlet needed? _____

METHOD OF PAYMENT:

Check (payable to AAPPN): _____ MasterCard: _____ Visa: _____

Cardholder Name: _____

Card number: _____ Exp. Date: _____ CVV: _____

IV. EXHIBITOR GUIDELINES

Exhibitors agree to the following provisions:

1. Bastyr University is a fragrance-free facility, which includes perfumes, incense, and essential oils.
2. All book and merchandise sales must be coordinated with AAPPN at least two (2) weeks prior to the event. No sale of items that conflict with the Bastyr University Bookstore will be allowed.
3. **Exhibit set-up will be between 7:30-8:00 a.m. Set-up must be completed prior to the beginning of participant registration (8:00 a.m.)**
4. **Exhibits may be taken down at the end of the conference (4:50 p.m.) OR after the main afternoon break (3:30 p.m.).**
5. Exhibitors are invited to join participants for lunch at the Bastyr University cafeteria as our guests.
6. Exhibitors are invited to utilize Bastyr University's Wi-Fi service.
7. Exhibitors may set up signs, boards, and materials on top of or behind their tables, and may hang signs from the front of their table. Exhibitors are prohibited from hanging anything to the walls of the facility.
8. Exhibitors may bring their own table if desired, but their space will be limited to the lengths of the table(s) requested above.
9. During break periods, Exhibitors will not create undue noise or solicit participants outside of the area of their exhibit space.
10. Exhibitors will not create distractions or undue noise during the conference sessions.
11. AAPPN will be conscious to make each exhibitor location as desirable as possible.
12. AAPPN will provide a small identification sign for each exhibitor, but exhibitors are encouraged to bring their own identification signs.
13. Prior to the conference, APPNN will mail or email Exhibitors directions to the facility, a conference agenda, and a participant list if desired.

V. AGREEMENT AND SIGNATURE

As the representative of the company/organization above, I have read and agree to abide by all the Exhibitor Guidelines. Electronic signature acceptable. AAPPN reserves the right to refuse this application for any reason.

Submitted by: _____ Date: _____

*Email this form with credit card information to kirk@aappn.org
or fax to 360-230-3294
or mail with payment to AAPPN, 1229 Cornwall Ave, Ste. 308, Bellingham, WA 98225.*

Questions? Contact Kirk Roberts at kirk@aappn.org or 360-734-3166.

Day-of-event contact: Contact Kirk Roberts at 360-920-7283.