



# AAPPN Master Class: Autism and Common Co-Occurring Conditions

## Exhibitor Contract

The Association of Advance Practice Psychiatric Nurses (AAPPN) is hereby authorized to reserve space for my/our exhibit table at the Master Class “Autism and co-occurring conditions” on Sunday, May 5, 2024, at the University of Washington in Seattle.

### I. EXHIBITOR INFORMATION

Company/Organization:

Contact Person:

Street Address:

City:

State:

Zip:

Phone:

Email:

Website:

Purpose/product:

### II. EXHIBITOR BENEFITS

At the workshop:

- Table at the workshop, with break opportunities to visit with attendees.
- One-page flyer or information sheet included in the workshop notebook, available digitally to workshop participants.
- List of workshop participants (emailed after the event).

On the AAPPN website:

- Listing and link on our workshop website page leading up to the event and while the video is available ... up to 25 months of exposure to our website visitors.

### III. EXHIBITOR REGISTRATION FEES

- For-profit companies and organizations: \$600 for a six-foot table.
- Nonprofit organizations and government agencies: \$300 for a six-foot table.

### IV. CANCELLATION POLICY

All cancellations must be submitted in writing. For cancellations received prior to May 1, 2024, a refund will be made, less \$100 processing fee. No refunds available for cancellations received after May 1, 2024.

--more --

## V. PAYMENT INFORMATION

Payment is enclosed for:

For-profit company (\$600)

Non-profit or government agency (\$300)

Method of payment:

Check (payable to AAPPN)

Invoice (payment must be completed before May 3, 2024)

MasterCard

Visa

AmEx

Cardholder Name:

Card number:

Exp. Date:

CVV:

## VI. EXHIBITOR GUIDELINES

Exhibitors agree to the following provisions:

1. The University of Washington is a fragrance-free facility, which includes perfumes, incense, and essential oils.
2. **Exhibit set-up will be between noon-12:30 p.m.**
  - a. **Spaces are on a first-come basis. However, exhibitors may not claim a table before noon.**
  - b. **Set-up must be completed prior to the beginning of participant registration (12:30 p.m.)**
3. **Exhibits may be taken down at the end of the workshop (4:30 p.m.) OR after the afternoon break (approximately 3:00 p.m.).**
4. 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.
5. Exhibitors may bring their own table if desired, but their space will be limited to the lengths of the table(s) requested above.
6. Exhibitors will not create undue noise or solicit participants outside of the area of their exhibit space.
7. Exhibitors are encouraged to bring their own nametags or other identification signs.
8. Prior to the workshop, APPNN will email Exhibitors directions to the facility and a workshop agenda.

## VII. AGREEMENT AND SIGNATURE

As the representative of the company/organization above, I have read and agree to abide by all the Exhibitor Guidelines. This form becomes a legally binding contract when countersigned by AAPPN. AAPPN reserves the right to refuse this application for any reason.

Submitted by:

Date:

Email:

AAPPN representative:

Date:

*Email this form with credit card information to: [kirk@aappn.org](mailto:kirk@aappn.org) or mail this form with payment to:*

*AAPPN, 1800 James St, Ste. 103, Bellingham, WA 98225.*

*Questions? Contact Kirk Roberts at [kirk@aappn.org](mailto:kirk@aappn.org) or 360-734-3166.*

*Day-of-event contact: Contact Kirk Roberts at 360-383-7837.*