AAPPN 2026 Annual Conference
Exhibitor Contract

The Association of Advance Practice Psychiatric Nurses (AAPPN) is hereby authorized to reserve space for an exhibit table at the 2026 Annual Conference on October 10, 2026, at the Lynnwood Event Center.

I. EXHIBITOR INFORMATION

Company/Organization:

Contact Person:

Mailing Address:

City State Zip

Phone:

Email: Website:

Purpose/product:

II. EXHIBITOR BENEFITS

At the conference:

- Table at the conference, with numerous break opportunities to visit with attendees.
- One-page flyer or information sheet included in the conference notebook, available digitally to conference participants.
- Invitation to have lunch with our participants.
- List of conference participants (emailed after the conference).

On the AAPPN website:

- Extensive listing on our website Exhibitor Hall leading up to the conference and while the video is available … up to 24 months of exposure to our website visitors. The listing includes your logo, product description, and contact link.

On the conference video, available for rental for up to three years after the conference date:

- Thank you on the video recording of the conference, including your logo.
- One-page flyer/info sheet included in the participant notebook, available digitally to video viewers.

III. EXHIBITOR REGISTRATION FEES

- For-profit companies and organizations: $1,700 for a six-foot table.
- Nonprofit organizations and government agencies: $850 for a six-foot table.

IV. CANCELLATION POLICY

All cancellations must be submitted in writing. For cancellations received prior to August 31, 2026, a refund will be made, less $150 processing fee. No refunds available for cancellations received after August 31, 2026.

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V. PAYMENT INFORMATION

Payment is enclosed for:

☐ For-profit company ($1,700) ☐ Non-profit or government agency ($850)

Method of payment:

☐ Check (payable to AAPPN) ☐ Invoice (payment must be completed by Sept. 30, 2026)

☐ MasterCard ☐ Visa ☐ AmEx

Cardholder Name:

Card number:

Exp. Date: CVV: Zip code:

VI. EXHIBITOR GUIDELINES

Exhibitors agree to the following provisions:

1. Direct sales of merchandise prohibited.
2. **Exhibit set-up will be between 7:45-8:30 a.m.**
    a. **Spaces are on a first-come basis. Please do not arrive before 7:45 a.m.**
    b. **Set-up must be completed prior to the beginning of participant registration (9:00 a.m.)**
3. **Exhibits may be taken down at the end of the conference (5:30 p.m.) OR after the afternoon break (approximately 4:00 p.m.).**
4. Exhibitors are invited to join participants for lunch as our guests.
5. Exhibitors are invited to utilize the facility's Wi-Fi service.
6. 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.
7. Exhibitors may bring their own table if desired, but their space will be limited to the lengths of the table(s) requested above.
8. Exhibitors will not create undue noise or solicit participants outside of the area of their exhibit space.
9. Exhibitors are encouraged to bring their own nametags. Nametags are not provided by AAPPN.
10. Prior to the conference, APPNN will email Exhibitors directions to the facility and a conference agenda.

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VII. AGREEMENT AND SIGNATURE

As the representative of the company/organization above, I have read and agree to abide by all the Exhibitor Guidelines. Typing my name below serves as a signature. 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: _____ Date: _____

Email this form to: kirk@aappn.org

or mail this form with payment to: AAPPN, PO Box 173, Bellingham, WA 98227.

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

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