



**TABLETOP DISPLAY APPLICATION & CONTRACT**  
**APNA 20TH ANNUAL CLINICAL PSYCHOPHARMACOLOGY INSTITUTE**  
**JUNE 9-12, 2022 | HYATT REGENCY RESTON | RESTON, VA**

**About the Conference**

The APNA Annual Clinical Psychopharmacology Institute (CPI) focuses on complex clinical issues and is targeted for specialists in psychiatric nursing - those who administer and/or prescribe medications. Complex health issues, medication challenges, and recently approved medications will be addressed. Recognizing that a person is more than a mental health disorder, this institute addresses the interaction of health care issues, mental disorders, ethnopsychopharmacological treatment and care. CPI attracts attendance of 500-800 Nurse Practitioners and Clinical Nurse Specialists.

This program will be offered in-person with virtual components pending CDC and state safety guidelines and requirements. The meeting format is subject to change.

**Tabletop Display Information**

**Information**

Tabletop display space is sold on a first come first-served basis. To preserve the integrity of the conference and maximize exposure, a limited display area is available. Displays will be in a public, high-traffic area where attendees gather. Exhibitors will be recognized in the attendee program book and mobile app. Daily lunches are included in the fee (Friday-Sunday).

**Fees**

\$2,500 per tabletop display. A second table can be purchased for an additional \$500.

**Display Hours**

Thursday, June 9: 4:00pm-7:00pm (optional) | Friday, June 10: 7:30am-5:30pm  
 Saturday, June 11: 7:30am-5:30pm | Sunday, June 12: 7:30am-3:30pm

***All tabletop displays must be fully installed by 7:30am on Friday, June 10. Finalization of conference schedule may require edits to timing.***

**Registration**

Two complimentary badges included per tabletop display. Contact Denise Stone at [dstone@apna.org](mailto:dstone@apna.org) prior to May 19, 2022, to register for a name badge. Additional badges available for \$150 each.

**Company Information**

Company Name: \_\_\_\_\_

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

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**Payment Information**

Payment Method  Check  Credit Card      Payment Amount \$ \_\_\_\_\_

Name on Card: \_\_\_\_\_ Card Type: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Billing Address (if different than above): \_\_\_\_\_

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

*Cancellations are subject to a \$200 cancellation fee. No refunds after April 21, 2022. Full payment is due with completed Application & Contract. Payment in the form of a credit card or check drawn on a U.S. bank, in U.S. funds, made payable to APNA. Tax ID No. 22-2814679.*

**Send completed application and payment to:**  
**APNA, Attn: Denise Stone, 3141 Fairview Park Drive, Suite 625, Falls Church, VA 22042**  
**or via email to [dstone@apna.org](mailto:dstone@apna.org)**

## Tabletop Display Rules & Regulations

1. **To Apply:** Application for tabletop display space must be made on the form provided by APNA and contain the information requested. The form must be executed by an individual who has authority to act for the applicant (exhibitor). The entire fee must accompany completed application & contract. APNA has the sole discretion to reject any application. APNA tabletop display space is sold on a first-come, first-served basis.
2. **Assignment of Space:** Table assignments will be made onsite at Clinical Psychopharmacology Institute (CPI). Once space has been assigned, no display shall be moved except by the mutual consent of the parties.
3. **Tabletop Displays:** One standard 6-foot skirted table, two chairs and one wastebasket will be provided by APNA at no cost to the exhibiting company. If any additional equipment is needed (electrical, signage, etc.), it is the responsibility of the exhibitor to work with the facility and arrange payment for any/all additional equipment and related fees. Audiovisual aids or equipment may not be played at a level to interfere with adjacent displays. Live models and physical product demonstrations are prohibited.
4. **Onsite Staffing:** APNA recommends that your table be staffed during meal functions and breaks. A detailed agenda will be provided to you prior to the conference.
5. **Cancellation:** Companies may cancel this agreement by written notice to APNA. Cancellations made on or before April 21, 2022, will be subject to a \$200 cancellation fee. No refunds on cancellations after April 21, 2022. Adjustment to the meeting format does not provide cause for cancellation and/or reimbursement.
6. **Material Distribution:** All products and services displayed at the APNA CPI conference shall be directly related to the APNA mission and must be of professional or educational benefit or interest to conference participants. APNA reserves the right to determine the eligibility of prospective exhibitors for inclusion in its event. Exhibitors are not permitted to distribute materials to conference attendees outside of rented tabletop display space.
7. **Limitation of Liability:** The exhibiting company shall indemnify APNA and all associates with APNA against all claims, demands, actions, expenses, damages penalties or proceedings arising out of or in any way connected with the exhibitor's occupancy and use of the exhibition premises or any part thereof. Vendors will be required to meet the cost of "making good" any damage to floors, walls, structures and accessories.
8. **Insurance & Security:** The display area will not be secured. Materials and equipment should be removed and secured outside of display hours and is the responsibility of the exhibitor. APNA will not be liable for damage or loss to exhibitor's property, nor shall APNA be liable for any injury that may occur in the Display area.
9. **Care of Space:** The exhibitor is responsible at their own expense for maintaining and cleaning their area of the display space. Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel, conference or display area without permission from the proper building authority and APNA.
10. **Occupancy:** Rented display space must be fully installed by 7:30am on Friday, June 10, 2022. Any company failing to occupy contracted display space is not relieved of the obligation of paying for such space at the full rental fee. Furthermore, APNA has the right to use the space as necessary.
11. **Force Majeure:** In the event of cancellation of the in-person conference by APNA due to acts beyond its reasonable control, which may include, but is not limited to: fire, strike, damage, construction or renovation, pandemic, government regulation, public catastrophe or natural disaster, making it commercially impracticable, illegal, or impossible to fully perform under this contract, APNA shall use funding under this agreement to implement, in its sole discretion, the most reasonable solution for the exhibitor/sponsor to achieve the goals originally set forth in the agreement.
12. **Amendments:** APNA has sole authority to interpret and enforce all rules and regulations contained herein, and to make any amendments and/or rules and regulations as needed for the orderly conduct of the Tabletop Displays.
13. **Agreement to Conditions:** Each exhibitor, for himself and his employees, agrees to abide by these conditions, and terms of the [APNA Sponsor Rules & Regulations](#), it being understood and agreed that the sole control of the display area rests with APNA.