



PRODUCT THEATER 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.

Product Theater Information

Information

Product Theaters are promotional and may concentrate on a specific product, medication, or disease state. Due to the promotional aspect of these sessions, continuing education contact hours are not provided. The sponsoring company must appoint a speaker who will present content related to the company's products and/or services. Product Theaters are exclusive, unopposed presentations with an average attendance of 250-500.

Fee

Lunch: \$50,000 | Dinner: \$38,000
 Audio Visual (AV) Leasing Fee: \$3,000

Fee Inclusions

- A meeting room appointed by APNA
- Exclusive, unopposed timeframe
- Information posting about the Product Theater on the APNA website
- Two complimentary one-day conference registrations
- Email invitation sent to conference registrants. HTML and text files must be received and approved by APNA by May 5, 2022
- Conference attendee list (no email addresses provided)

Dates/Times

Thursday, June 9, 2022	___ 6:30pm - 7:30pm	
Friday, June 10, 2022	___ 12:00pm - 1:00pm	___ 6:30pm - 7:30pm
Saturday, June 11, 2022	___ 12:00pm - 1:00pm	___ 6:30pm - 7:30pm
Sunday, June 12, 2022	___ 12:00pm - 1:00pm	

Each timeslot represents a sixty (60) minute presentation. Doors will open 30 min prior to start time. Date/time is not guaranteed until a complete contract and full payment have been received by APNA.
Schedule is subject to change.

Product Theater Guidelines and Regulations

1. **Application & Approval:** Completed application and full payment must be received by May 5, 2022. Applications will be reviewed and approved by APNA in the order received, to ensure information is suitable for attendees. Product Theater date/time will be assigned on a first come, first-served basis after completed application and full payment have been received. Acceptance will be sent via email within one week of receipt and will include assigned date/time. APNA will continue to accept applications after May 5, 2022, if openings remain.
2. **Cancellation Policy:** Written cancellation must be received before March 10, 2022, to receive a full refund, less a \$500 administrative fee. No refunds for cancellations received after March 10, 2022. The meeting format is subject to change. Adjustment to the meeting format does not provide cause for cancellation and/or reimbursement.
3. **Logistics:** APNA will assign a meeting room for the Product Theater. Doors will open 30 min prior to start time. APNA will not provide an office or speaker ready room. Materials cannot be adhered to meeting space, including but not limited to walls, floors, ceilings, railings, and columns.
4. **Audio/Visual:** A \$3,000 AV Leasing Fee is required. AV equipment includes (2) projectors and screens, speakers, podium, and aisle microphones. Additional equipment may be added by using APNA's contracted AV partner. Minimal time is allotted for additional equipment to be set. APNA's AV partner will determine if the additional equipment can be set within time constraints.
5. **Meals & Gift Cards:** A meal may be provided to the in-person audience and a small gift card to the virtual audience. Meals and gift cards will be provided by APNA; thus, Sunshine Act reporting is not required.
6. **Additional Costs to Sponsor:**
 - Full management and related expenses including but not limited to all preconference logistical support, materials production and distribution, onsite program support and registration requirements, and post conference support. APNA does not provide logistical support or management.
 - Additional AV costs related to management, labor, equipment, etc. APNA's contracted AV provider must be utilized for all Product Theater AV needs.
 - Any service outside of the listed "Fee Inclusions", including but not limited to telephone and internet services, additional technician services, modifications to APNA's meeting room sets (with prior approval from APNA), charges related to shipping, receiving, and delivery of materials. Product Theaters are an extension of the APNA exhibits program and must abide by rules/regulations at <https://www.apna.org/events/exhibits/rules-and-regulations/>.
7. **Marketing & Promotional Materials:** APNA must approve all promotional and marketing materials before distribution. The sponsor is responsible for collaboration with APNA to obtain material and document approval. The below APNA approved statements are required for all documents and materials distributed in connection with the Product Theater:
 - a. "Product Theater content and the views expressed therein are those of the sponsor and not of APNA. Product Theaters are a part of APNA's Exhibit Program. This program is not intended or eligible for Nursing Continuing Professional Development (NCPD) credits and does not meet guidelines governing NCPD. Attendance is accommodated on a first come, first-served basis."
 - b. The following statement must appear prominently on all printed materials (signage and handouts) distributed at the in-person program in connection with the Product Theater: "Meal provided by APNA on a first come, first-served basis."
 - c. One sign may be displayed at the in-person meeting on the day of the program. The sign may be placed outside of the meeting room at the time of the function. No sign may be posted more than 24 hours prior to the program.
 - d. Sponsor may promote their program from a table-top exhibit. Contact Denise Stone at dstone@apna.org for information.
8. **Material Distribution:** All products and services discussed at CPI are required to be directly relatable to the APNA mission and of educational or professional value to registrants. Eligibility of potential sponsoring companies will be determined by APNA. Materials may not be distributed to conference registrants outside of the contracted timeslot.
9. **Changes to Materials:** After application acceptance, no changes will be permitted without written approval from APNA.
10. **Liability:** APNA will not be responsible for any loss, injury, damage claims or attorney's fees incurred by the sponsoring company and/or its associates in connection with the Product Theater. All program related staff must abide by facility guidelines.
11. **Time Allotment:** The time allotment is 60 minutes. The program cannot begin prior to the scheduled start time and must end by the designated time.
12. **Security:** Meeting and foyer areas will not be locked or secured. APNA will not be held accountable for loss or damage to the property of the sponsoring company related to the in-person meeting.
13. **Amendments:** APNA has authority to interpret and enforce all contractual items. Additionally, APNA will make contractual amendments or rules as needed to maintain a productive and educational environment. The meeting format is subject to change at the sole discretion of the APNA Executive Director.
14. **Agreement to Conditions:** All involved companies and parties with their employees agree to adhere to all conditions herein.



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Application Inclusions

The following information must be included with the completed application:

- Title of the Product Theater
- Agenda and a short description of the Product Theater
- The product and/or research being presented at the Product Theater
- A faculty disclosure(s)
- Faculty names and CV/Bio(s)

Company Information

Sponsoring Company _____
 Company Name _____
 Primary Contact _____ Title _____
 Street _____
 City _____ State _____ Zip _____
 Email _____ Telephone _____

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: _____

Written cancellations received prior to March 10, 2022, are subject to a \$500.00 administrative fee. No refunds provided after March 10, 2022. Full payment is required with completed application. Space will not be held without payment. Credit card or check payments from a U.S. bank, in U.S. dollars are accepted. Please make payable to APNA. Tax ID No. 22-2814679.

Product Theater Selection

Please rank your desired date/time 1-3 with 1 being your first choice. Finalization of conference schedule may require edits to Product Theater times.

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By signing below, I, my company, and affiliated associates agree to all contractual obligations.

Signature _____ Date _____

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