



🌀 **Marco Island Marriott Beach Resort**

🌀 **Marco Island, Florida**

🌀 **November 10 - 13, 2010**

EXHIBITION PROSPECTUS

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**—Advancing Psychosomatic Medicine
through Excellence in Education—**

APM EXHIBITOR INFORMATION

Conference Site

Marco Island Marriott Beach Resort
400 South Collier Boulevard
Marco Island, Florida 34145
Phone: 239-394-2511
www.marcoislandmarriott.com

Scientific Exhibition *(all times tentative as of May 1, 2010)*

Wednesday, November 10	Noon – 5 pm	Optional Early Set-up
Thursday, November 11	7:00 am - 10:00 am 10:00 am – 7:00 pm	*Set-up **Exhibits Open
Friday, November 12	9:00am – 5:00 pm 5:00 pm - 8:00 pm	Exhibits Open *Dismantle

*Special exceptions to the Set-up/Dismantle schedule may be made, but must be submitted to APM in writing and agreed to by both parties prior to the start of the meeting.

**Will include Welcome Reception and Posters Session

Exhibition Table, Commercial Companies = \$1,000 *(See note below)*

Exhibition Table, Book Sellers = \$500

Exhibition Table, Non-profit Agencies and Societies = Complimentary

(Note: Commercial companies providing unrestricted grants in excess of \$1,000 will receive a complimentary exhibition table.)

Rental Includes

One (1) complimentary registration badge for company staff (additional staff may register), listing on the APM Website, listing in Final Program, and an exhibitor ribbon. Each table is 6 feet long, draped and with 2 chairs, and will be placed in the foyer of the Ballroom where the conference registration, general sessions and refreshment breaks will be held. APM will determine exhibitor location. For electrical or telecommunications services, or any additional equipment, you will need to contact Kristen Flemming at (301) 718- 6534 or kflemming@apm.org.

Badges

Each exhibit space includes 1-complimentary registration badge that allows entrance to all meeting sessions, the Thursday evening Welcome Reception, continental breakfast and breaks. BADGES ARE NOT TRANSFERABLE. Additional badges for other representatives may be obtained by including them on the registration form for \$50 each.

Shipping Information

Complete shipping information will be sent to you after you have registered with APM, including full payment.

Lodging

APM has reserved a block of rooms at a special meeting rate at the Marco Island Marriott Beach Resort. Exhibitors assume all responsibility for arranging and paying for their housing accommodations. The Academy has negotiated a special rate of \$195 single/double and discounted Internet access in guest rooms of \$5.95/day (access in public areas and meeting rooms is free). To reserve your room, call 800-438-4373 and mention you are attending the APM meeting. Reservations must be made by **Tuesday, October 19, 2010** to receive the discounted meeting rate.

CONDITIONS OF EXHIBITOR AGREEMENT

1. **Assignment of Space: APM will determine exhibitor space assignment.** Once space is approved, an exhibit may only be moved with the mutual consent of APM and the specified exhibitor.
2. **Payment:** Payment in full is required with a completed application for exhibit space. A completed form and payment must be received by **Friday, October 15, 2010**, to ensure inclusion in the final program book. Exhibitors are responsible for special equipment and services.
3. **Cancellations:** Cancellations in writing to APM on or before **September 23, 2010** will receive the entire exhibitor fee less a 20% administrative fee. Cancellations in writing **between September 23 and October 15, 2010** will receive a refund of 50%. No refunds will be made for cancellations received after **Friday, October 15**.
4. **Care of Exhibit Space:** Exhibitors must maintain and keep their exhibit space and the contracted space in good order, at their expense.
5. **Insurance:** In all cases, exhibitors wishing to insure their goods must do so at their own expense. Please send APM proof of insurance.
6. **Protection of Exhibit Space:** Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel without the permission of APM and/or a representative of the hotel. Packing, unpacking, and assembly or exhibits shall be done in designated areas and conform to instructions of APM or hotel representatives.
7. **Default Occupancy:** An exhibitor who fails to occupy contracted space is not relieved of the obligation to pay for such space at the full rental price, and APM shall have the right to use that space.
8. **Use of Space:** Exhibits will only be permitted in the official exhibit area established by APM. Exhibitors shall not distribute printed matter, samples, or souvenirs, except from rented space. There shall be no sales of any kind, for neither cash or credit, for immediate or future delivery, nor shall there be any order taking.
9. **Cancellation or Relocation of Meeting:** If cancellation or relocation of the meeting is due to circumstances within APM's control, APM's liability will be limited to a refund of fees to the exhibitor. If APM has no control over the cancellation or relocation, APM will have no liability of any kind, but may at its discretion, refund any fees paid by the exhibitor.
10. **Liability:** APM does not assume any responsibility for the protection of property of the exhibitor or their representatives, or of the property used in connection with the exhibit, from theft, damage, or destruction. Small or easily portable articles shall be properly secured or removed after exhibit hours and placed in safekeeping by the exhibitor. The exhibitor agrees to hold APM harmless from all such claims and claims of liability of any kind arising from the activities of the exhibitors, its representatives, or from the display or use of property of the exhibitor. APM shall not be liable for failure to provide space to an exhibitor if non-delivery is due to destruction to the building or the exhibit space.
11. **Distribution of Printed Material:** Distribution of materials by exhibitors or their agents is limited to the area rented by the exhibitor. Flyers or other printed material may NOT be delivered to hotel rooms of APM registrants without advance permission from the resort and APM. Any costs for such authorized distribution shall be the sole responsibility of the exhibitor. Other than the above, advertising circulars, brochures, etc. may only be distributed from exhibit tables and may not be placed in any meeting room or in the APM registration area.
12. **Exhibitor Seminars, Lectures, Food Functions, Etc:** As a condition of receiving exhibit space, the Exhibitor agrees not to conduct sponsor, or promote any general seminars, lectures, or clinics in the same geographical area (within a radius of 50 miles) for a period of three days prior to or following the annual meeting.

CONDITIONS OF EXHIBITOR AGREEMENT (continued)

13. **Food or Beverage in Exhibitor Booths:** No food, beverages or tobacco products of any type may be sold or distributed from an exhibitor table.
14. **Price List:** Advertisements, exhibit materials or promotion may include prices, but shall not make price comparisons with competitive products.
15. **Removal of Exhibits by APM:** APM has the right to prohibit, bar, prevent and remove any exhibit or proposed exhibit, or any part or portion thereof, which in the judgment of APM is unsuitable or inappropriate for the exhibition. Such right shall extend to, but shall not be limited to, all equipment, materials, displays, installations or other items or things consisting of, part of, or used or distributed in connection with such exhibit. Specific punitive actions may be taken against companies that are determined by APM to have violated any provision of these rules and regulations.
16. **Selling of Products or Services:** All transactions must be conducted in a manner consistent with the professional nature of the exhibits.
17. **Pre-Meeting Mailings:** Mailings to APM members or meeting registrants may be undertaken only with the explicit permission of APM. Permission also is based on review and acceptance of specific proposals (materials) with rationale for pre-distribution and payment of an additional fee.
18. **Violation of Condition:** The following actions shall constitute a violation of Conditions of the Exhibitor Agreement: 1) violation of any municipal, state, or national laws, rules, or regulations, including safety codes; and 2) failure to follow procedures prescribed in this prospectus.
19. **Acceptance of Exhibit Contracts:** APM may refuse space to any company or individual whose products or services, in the judgment of APM, do not further the educational and/or scientific purposes of the annual meeting.

NOTE: *Our experience has shown that often the person(s) who staffs a booth and the person(s) who did the coordinating for the booth are not the same. Please ensure that the representative on site is aware of all the services that have been ordered (i.e.; phone & data lines, electrical, etc.) and has copies of all orders placed.*



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