

APPIC

The Association of Psychology Postdoctoral and Internship Centers

2003 FOURTH APPIC MEMBERSHIP CONFERENCE: TRAINING PSYCHOLOGISTS IN A CHANGING WORLD

April 3-5, 2003, Orlando, Florida

POLICIES, TERMS, & CONDITIONS FOR EXHIBITORS, ADVERTISERS, & EVENT SPONSORS

At the 2003 APPIC Membership Conference, APPIC will provide space for exhibitors, advertisers, and event sponsors who wish to disseminate information of interest to conference attendees. Advertisers will have space in the conference brochure and exhibitors will have tables to display brochures and products in accord with conference rules. Exhibitors may staff their tables during breaks and at other times not in conflict with conference programming. Event sponsors will be acknowledged in the Conference Program and by display of their signage or logo at the sponsored event or meal. Sponsors will also be provided with an exhibitor's table over the course of the conference and access to food served during the sponsored event or meal. The following policies govern exhibitors, advertisers, and event sponsors at an APPIC membership conference.

APPIC POLICIES ON EXHIBITORS, ADVERTISERS, & EVENT SPONSORS

1. APPIC may grant permission, for a fee, to exhibitors, advertisers, or event sponsors whose products and services APPIC deems relevant to psychology training and practice.
2. APPIC's decision to grant permission to exhibit is not an endorsement of displays, products, services, advertisements or the views of exhibitors, advertisers, or event sponsors.
3. An exhibitor, advertiser, or event sponsor cannot use APPIC's grant of permission to imply or suggest, directly or indirectly, that APPIC endorses their products or services.
4. Exhibitors, advertisers, and event sponsors will be selected based on space available and APPIC's determination of the relevance to psychology training and practice of the exhibitor's, advertiser's, or event sponsor's products and services.
5. APPIC will grant permission to exhibit, advertise, or sponsor events in accordance with the principles of the Civil Rights Act of 1964 and the American Psychological Association (APA) Code of Ethics. APPIC also reserves the right to refuse activities of exhibitors, advertisers, or sponsors that are not in accordance with these principles.

EXHIBITOR, ADVERTISER, AND EVENT SPONSOR INFORMATION PROSPECTUS

Acceptance of Exhibits, Advertisements, and Event Sponsorship. Requests for exhibition and advertising space or sponsorship of events are subject to review as noted above. Requests must include a description of the services or products provided to psychology education/training organizations and/or the psychology community. APPIC will include a list of exhibitors, advertisers, and event sponsors in attendees' registration packets.

Exhibition Area Dates and Times. Exhibitors may display their wares on Thursday, April 3, between noon – 6:30 p.m.; Friday, April 4, between 8:00 a.m. – 6:30 p.m., Saturday, April 5, between 8:00 a.m. – 6:30 p.m. However, there will be several occasions during the conference when the exhibition area will be closed and preempted for other conference activities. Exact times of closure and preemption will depend on the final conference schedule, which will be available to exhibitors 2 weeks prior to the conference.

Operating the Exhibits. Display tables dimensions are 6 ft X 2 ft and of sufficient size to post signs and displays. In addition to use of the space itself for the entire exhibit period, the price of the table includes one chair and a standard sign showing the name, city and state of the exhibitor, and one complimentary registration. Adequate illumination of the exhibit area is provided. Individual electric outlets may be

obtained at additional cost. All electrical work must be ordered through and installed by the Disney Coronado Springs Resort Hotel to ensure that it meets safety requirements.

Canvassing, exhibiting, and distributing advertising matter are prohibited outside the designated exhibit area or event location. Any solicitation or demonstration must be confined to the exhibitor's own area or to the sponsored event. Non-compliance with this rule can result in dismissal from the exhibition area or cancellation of sponsorship. Objectionable sound devices may not be operated. Literature on display shall be limited to reasonable quantities (one day's supply). Order taking by exhibitors or event sponsors accepting checks or credit cards is permitted, provided that all transactions conform to relevant sales tax guidelines and are conducted in a manner consistent with the scholarly and professional nature of the meeting. Reserve supplies shall be stored in a neat and compact manner, free and clear of walkways. No empty cartons or display cases may be stored in the exhibit area. All display materials must be flameproof in accordance with Public Safety and Fire Regulations.

Liability. The exhibitor, advertiser, or event sponsor releases APPIC or any of its officers, employees, committee members, or volunteers from any responsibility or liability for any injury, loss, or damage that may occur to the exhibitor, advertiser, or event sponsor, or their employees or property prior to, during, or subsequent to the period covered by the exhibitor's, advertiser's, or sponsor's contract, including but not limited to any responsibility or liability for negligently-caused injury, loss, or damage. Further, the exhibitor, advertiser, or event sponsor agrees to hold harmless and indemnify APPIC for all claims made against APPIC by any person and arising out of the exhibitor's, advertiser's, or event sponsor's acts or omissions.

Exhibitor Registration. Exhibitor, advertiser, and event sponsor representatives will be provided with a complimentary badge they must wear. Exhibitors, advertisers, and event sponsors who wish to partake of meals or snacks provided for conference registrants, or who wish to attend conference sessions, must also submit a meeting registration form and pay the applicable meeting registration fee, the sole exception being for event sponsors who may participate in and eat at the specific event they sponsor without additional charge.

SPACE, ADVERTISING, & SPONSORSHIP REQUEST DEADLINE: February 28, 2003

Requests for display or advertising space, or for event sponsorship, are due by February 28, 2003. The cost of a display table for the three days of the conference is \$300. For space requests postmarked after February 28, the charge will rise to \$350. To reserve display or advertising space or sponsor an event, exhibitors, advertisers, and event sponsors must submit an appropriate registration form accompanied by payment.

Cancellation/Refund Policy. In the event of cancellation by the exhibitor or advertiser, 50% of exhibitor or advertiser fee will be retained by APPIC if notice of cancellation is received in writing before March 7, 2003, and no refunds will be made for cancellation after March 7, 2003.

If the convention exhibit is canceled due to circumstances beyond the control of APPIC, all payments connected with display table rental will be refunded.

Additional Information and Questions

For additional information or questions, contact APPIC Executive Director Connie Hercey by mail at 10 "G" Street, NE, Suite 750, Washington, DC 20002, or by phone at 202-589-0600 Fax: 202-589-0603, or you may contact Conference Chair Dr. Gerald Leventhal by e-mail at <Leventha@cmhc.umdj.edu>.