

EXHIBIT BOOTH CONTRACT

**Psychotherapy Associates, P.C.**  
**44th Annual Advanced International Winter Symposium**

*“Addictive Disorders, Behavioral Health and Mental Health”*  
**Hotel Elegante’ Conference and Event Center\*, Colorado Springs, CO**

**January 28 - January 31, 2018**

Exhibitor \_\_\_\_\_  
(Please Print)

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

**COST OF EXHIBIT SPACE:**

Rental fee for exhibit booth is \$950. A nonrefundable 50% deposit must accompany this contract in order to reserve your booth space(s). The **BALANCE** of your fee is due **NO LATER THAN December 15, 2017**. Exhibitor contracts received **AFTER December 15, 2017**, must be accompanied by **FULL PAYMENT**. Each booth will consist of 8’x8’, with one fully draped table, two chairs, and one wastebasket. The exhibit booth walls and table drapes will be burgundy. A diagram of the exhibit area is on a separate sheet. The exhibit hall is carpeted with complimentary colors.

- **Two complimentary full week Symposium registrations are included with each booth rental.**

**SPACE PREFERENCE:**

All booths will be assigned on a “first contract in” basis

Electrical outlet fee \$45.

(Please contact Rick Rhody at the Hotel Elegante’ Conference and Event Center, 719-576-5900.)\*

**SIGNED:**

The exhibitor agrees to abide by all exhibit terms, conditions, and regulations.

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_ Title \_\_\_\_\_

Make your check payable to: Psychotherapy Associates, P.C.

Please return this complete form with the fee to:

Sandra Della-Giustina, Symposium Coordinator  
Psychotherapy Associates, P.C.  
3208 North Academy Boulevard, Suite 160  
Colorado Springs, CO 80917  
719-594-9304 / 719-597-5959 / FAX (719) 597-0166  
Email: addicteduc@aol.com

For additional needs, contact:

**Coast to Coast Trade Show Services, Inc.**  
3999 Holly Street, Unit 4  
Denver, CO 80207  
(303) 991-2791  
Fax: (303) 991-2794  
Sales: [jhandzel@coasttocoastss.com](mailto:jhandzel@coasttocoastss.com)  
Exhibit Services:  
[kay.defoire@cosastotcoastss.com](mailto:kay.defoire@cosastotcoastss.com)

## EXHIBITOR RULES, REGULATIONS, AND INFORMATION

### LOCATION:

Exhibits for the 2018 Winter Symposium will be held in the Hotel Elegante' Conference and Event Center\*, Colorado Springs, Colorado. The booth layout shown on the floor plan of the Hotel Elegante' Conference and Event Center\* Ballroom has been depicted as accurately as possible. However, Psychotherapy Associates, P.C., reserves the right to make such modifications as may be necessary to meet the needs of exhibitors.

### BOOTH DECORATION AND SERVICE INFORMATION:

The official exhibit service contractor will be:

**Coast to Coast Trade Show Services, Inc.**

3999 Holly Street

Denver, CO 80207

(303) 991-2791

Fax: (303) 991-2794

Sales: [jhandzel@coasttocoastss.com](mailto:jhandzel@coasttocoastss.com)

Exhibit Services: [kay.defoire@coasttocoastss.com](mailto:kay.defoire@coasttocoastss.com)

The service contractor will provide any exhibitor furniture requested and much more, including the latest audio-visual equipment.

### EXHIBITION DATES AND HOURS:

Sunday, Jan. 28, 2018

EXHIBIT HALL SET UP 3:00 pm - 5:30 pm

Monday, Jan 29, 2018

EXHIBIT HALL OPEN 8:30 am - 5:30 pm

EXHIBIT HALL OPEN 6:15 pm - 7:30 pm Monday Night Welcome Reception FOR ALL ATTENDEES

Tuesday, Jan 30, 2018

EXHIBIT HALL OPEN: 8:30 am - 5:30 pm

Wednesday, Jan 31, 2018

EXHIBIT HALL OPEN 8:30 am - 2:00 pm

EXHIBIT HALL BREAKDOWN 2:10 pm

### INSTALLATION AND DISMANTLING:

Exhibitors may install as of 3:00 pm - 5:30 pm on Sunday, January 28, 2018; ALL EXHIBITS must be in place by 8:30 am, Monday, January 29th. ALL EXHIBITS MUST REMAIN INTACT UNTIL 2:00 pm, WEDNESDAY, January 31, 2018

Dismantling may not begin before Wednesday, January 31, 2:10 pm. Exhibit materials must be removed from the exhibit area on that day, or they will be removed at the exhibitor's expense.

Psychotherapy Associates, P.C., and the Hotel Elegante' Conference and Event Center\* assume no responsibility whatsoever for any inconvenience, loss, injury, or damage which may occur to an exhibitor or his representative during, prior to, or subsequent to the Exhibit.

### CANCELLATION:

All cancellations must be forwarded in writing to Psychotherapy Associates, P.C. If cancellation is received on or before December 15, 2017, all monies, less the \$475.00 nonrefundable deposit, will be refunded. Exhibitors who cancel after December 15, 2017, will be obligated to make full payment and will forfeit all monies paid. Failure to occupy the booth does not release the exhibitor from obligation to pay for the full cost of booth rental.

### FOR ADDITIONAL INFORMATION, PLEASE CONTACT:

Sandra Della-Giustina  
Symposium Coordinator  
Psychotherapy Associates, P.C.

3208 North Academy Boulevard, Suite 160  
Colorado Springs, CO 80917

(719) 594-9304 / (719) 597-5959 / FAX (719) 597-0166

Email: [addicteduc@aol.com](mailto:addicteduc@aol.com)