



Psychotherapy Associates, P.C.  
**45th Annual Advanced International Winter Symposium**  
 Colorado Springs, Colorado

**Sunday, January 27 – Wednesday, January 30, 2019**

**EXHIBITOR BOOTH CONTRACT**

Exhibitor organization:		
Contact person:		
Address:		
City:	State:	Zip:
Email:	Phone:	
Website:		

**COST OF EXHIBIT SPACE AND DETAILS:**

Rental fee for exhibit booth is \$1,200. A nonrefundable 50% deposit must accompany this contract in order to reserve your booth space(s) and listing on the symposium website by September 15, 2018. The **BALANCE** of your fee is due **NO LATER THAN November 15, 2018**. Exhibitor contracts received **AFTER November 15, 2018**, must be accompanied by **FULL PAYMENT**. All booths will be assigned on a “first contract in” basis. Four complementary full week symposium registrations and two marketing agents and are included with each booth rental.

EXHIBITOR RECOGNITION BENEFITS / INVESTMENT	FEE: \$1,200
Number of complementary registrations	4 full registrations, 2 marketing agents
Logo and link on symposium website	✓
Complementary booth, location choice (based on availability)	✓
Booth size: 8’wide x 6’deep	✓
Inclusions: One fully draped table, two chairs and one wastebasket	✓

<b>Marketing Agent #1 Name:</b>	
Title:	Email:
<b>Marketing Agent #2 Name:</b>	
Title:	Email:
<b>Complementary Attendee #1 Name:</b>	
Credentials:	Email:
<b>Complementary Attendee #2 Name:</b>	
Credentials:	Email:
<b>Complementary Attendee #3 Name:</b>	
Credentials:	Email:
<b>Complementary Attendee #4 Name:</b>	
Credentials:	Email:

**SIGNED:**

The exhibitor agrees to abide by all exhibitor contract terms, in addition to Hotel Eleganté Conference and Event Center and Psychotherapy Associates, P.C. conditions and regulations.

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

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

Organization \_\_\_\_\_

All booths will be assigned on a “first contract in” basis. Please complete the following:

1. First choice booth location preference: # \_\_\_\_\_
2. Second choice booth location preference: # \_\_\_\_\_
3. Third choice booth location preference: # \_\_\_\_\_

Payments are to be made to: Psychotherapy Associates, P.C.

Please return this completed form by September 15, 2018 with payment to:

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

# **EXHIBITOR RULES, REGULATIONS AND INFORMATION**

## **LOCATION AND DETAILS:**

Exhibition starts Sunday, January 27, 2019 at 11 am and ends Wednesday, January 30, 2019 at 3:00 pm.

Exhibits for the 2019 Winter Symposium will be held in the Hotel Elegante Conference and Event Center, Colorado Springs, CO. The booth layouts shown on the floor plans of the Hotel Elegante Conference and Event Center have been depicted as accurately as possible. Psychotherapy Associates, P.C., reserves the right to make modifications, as necessary, to meet the needs of exhibitors. All booths will be assigned on a "first contract in" basis.

Each booth is 8' wide x 6' deep, 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 included with the contract. The exhibit areas are carpeted with complementary colors. A banner with your organization's name is included with the booth purchase.

## **BOOTH DECORATION AND SERVICE INFORMATION:**

The official exhibit service contractor will be:

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

3999 Holly Street, Unit 4

Denver, CO 80207

Phone: (303) 991-2791; Fax: (720) 542-6771; Cell: (303) 668-9166

Sales: jhandzel@coasttocoastss.com

Exhibit Services: kay.defoire@cosastotcoastss.com

## **EXHIBITION DATES AND HOURS:**

<b>Saturday, Jan. 26</b>	EXHIBIT HALL SET UP: 3:00 pm - 5:30 pm
<b>Sunday, Jan. 27</b>	EXHIBIT HALL OPEN: 10:00 am - 5:30 pm (early registration starts at 11:00 am)
<b>Monday, Jan. 28</b>	EXHIBIT HALL OPEN: 8:30 am - 5:30 pm EXHIBIT HALL OPEN: 6:15 pm - 7:30 pm for the Monday Night Welcome Reception
<b>Tuesday, Jan. 29</b>	EXHIBIT HALL OPEN: 8:30 am - 5:30 pm
<b>Wednesday, Jan 30</b>	EXHIBIT HALL OPEN: 8:30 am - 3:00 pm EXHIBIT HALL BREAKDOWN: 3:10 pm

## **INSTALLATION AND DISMANTLING:**

- Exhibitors may install from 3:00 pm - 5:30 pm on Saturday, January 26, 2019. ALL EXHIBITS must be in place by 11:00 am, Sunday, January 27, 2019.
- ALL EXHIBITS MUST REMAIN INTACT UNTIL 3:00 pm, WEDNESDAY, January 30, 2019.
- **Booth dismantling may not begin before 3:10 pm on WEDNESDAY, January 30, 2019. Exhibit materials must be removed from the exhibit area on that day or they will be removed at the exhibitor's expense. There will be a charge of \$200.00 if the exhibit booth is broken down before 3:00 pm on Wednesday, January 30, 2019. Contact Psychotherapy Associates if you require special arrangements.**

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 representative during, prior to, or subsequent to the exhibit and/or symposium.

## **CANCELLATION:**

All cancellations must be provided in writing to Psychotherapy Associates, P.C. If cancellation is received on or before DECEMBER 15, 2018, all monies, less the nonrefundable deposit, will be refunded. Exhibitors who cancel after DECEMBER 15, 2018 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  
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