

SOUTH CAROLINA PSYCHIATRIC ASSOCIATION (SCPA)

EXHIBITOR CONTRACT

Please read the following Exhibitor Contract carefully and familiarize yourself with the SCPA Exhibitor Prospectus and Exhibitor Registration form. Submitting the signed contract and completed registration form for the exhibit space signifies that you accept the terms and conditions in this contract and prospectus. Exhibitors are permitted to distribute descriptive product literature and products of their own manufactures, providing such distribution is in keeping with the educational and professional character of the SCPA meeting.

Initial where indicated to verify that you have read and understood each item. Please sign at the bottom to accept the contract and the terms stated therein. You must return the completed registration form and signed exhibitor contract/prospectus (4 pages total) to confirm your exhibit space.

RULES AND REGULATIONS

- ✓ **EXHIBIT REGISTRATION AND SET-UP** Initial: _____
The Exhibit set-up time will be on Friday, January 27, 2012 from 1:00 p.m. to 3:30 p.m. Our student poster competition will take place in the exhibit area and we request that your exhibit booth be set up by 3:30 pm.

- ✓ **EXHIBIT HOURS** Initial: _____
The Exhibit area will open to the attendees at 7:30 a.m. on Saturday, January 28, 2012. The exhibits will close at the conclusion of the meeting. Please make plans to keep your exhibit booth in place until the conclusion of the meeting on Sunday. As a condition of your contract and as a courtesy of convention registrants and to your fellow exhibitors, it is expected that your exhibit will be open on time and be reasonably staffed throughout the entire meeting until the final closing time.

- ✓ **PRODUCTS & SERVICES** Initial: _____
Only companies with a product or service directly related to the field of psychiatry will be considered. The Executive Council of the SCPA reserves the right to reject an Exhibitor Registration Form, cancel or refuse rental of display space to any person or company whose conduct or display of goods is, in the opinion of the Board, incompatible with the general character and educational objectives of the Annual Meeting, and the policies of the SCPA.

- ✓ **RIGHT TO RESTRICT** Initial: _____
The SCPA reserves the right to restrict or evict exhibits which become objectionable or detract from the general character of the exhibits as a whole. This includes persons, things, conduct, printed material or anything or a character which the SCPA Executive Council determines, in its opinion, as objectionable to the exhibit. In the event of such restriction or eviction, the SCPA is not liable for any refunds of exhibit expenses. Entities that receive such notice may not be eligible at future SCPA meetings.

✓ **RULES** Initial: _____
All information included in the Prospectus becomes a part of the contract between the exhibitor and the SCPA. These policies have been formulated in the best interest of the exhibitors. All points not covered are subject to the decision of the SCPA Executive Council. The SCPA Executive Council shall have full power to interpret or amend these rules, and its decisions are final.

✓ **DISMANTLING TIME** Initial: _____
Exhibitor booths should be dismantled on Sunday, January 29, 2012 by 12:00 p.m. *Please do not dismantle your booth prior to this time.*

✓ **PAYMENT** Initial: _____
ONCE AN EXHIBITOR CONTRACT HAS BEEN SUBMITTED AND ACCEPTED, PAYMENT IS DUE.
Your exhibitor registration fee of \$1,300.00 must be received prior to December 1, 2011. Checks should be made payable to the South Carolina Psychiatric Association (SCPA).
The SCPA tax I.D. number is **57-0723983**. Checks should be mailed to:

South Carolina Psychiatric Association
PO Box 11188
Columbia, SC 29211
Attn: Pamela Trapp

We *do not* accept credit card payments at this time.

✓ **CANCELLATION** Initial: _____
If for any reason you must cancel your contract, you must provide notice in writing to the SCPA. You will receive written notification when we receive your cancellation. However, per this contract, if the cancelled space cannot be reassigned, you will be responsible for the exhibitor registration fee. If the fee has been paid, no refund will be made. If the booth can be reassigned, a full refund will be made.

✓ **MISCELLANEOUS INFORMATION** Initial: _____
I understand that I am responsible for providing each of my representatives with a copy of the signed contract and exhibitor summary sheet.

STANDARDS FOR EXHIBITING

1. Exhibitors' displays must not obstruct the view of neighboring exhibitors. Please remember that the booth size is a 6' exhibit table when planning your display. If your exhibit blocks the view of your neighbor's booth, you will be asked to remove the display.
2. Drugs, chemicals or similar preparations used in the treatment of disease or medical publications that contain advertisements of such drugs, which do not conform to the rules of the Council or Clinical Pharmacology and Therapeutics of the American Medical Association, cannot be exhibited.
3. Sound devices above conversation level will not be permitted in any booth.
4. Representatives are welcome to attend and participate in the meeting (company nametags cannot be worn in the meeting room where the physician educational sessions are held but nametags can be worn in the exhibit hall). Exhibits should be set up by 3:30 pm on Friday, January 27, 2012.
5. Distribution of literature, samples, etc., in the Exhibit Hall by firms, which are not participating in the exhibit, is prohibited. Evidence of violation of this rule should be reported immediately to a member of the SCPA staff.
6. Unethical conduct or infraction of rules on the part of the exhibitor, his representative, or both, will subject the exhibitor or his representatives to dismissal from the Exhibit Hall, in which event it is understood that no refund will be made by the SCPA.
7. Arrangements for exhibits may neither influence planning nor interfere with the presentation of the educational activity.
8. Commercial/promotional materials **may not be** displayed or distributed in the same room immediately before, during or immediately after the physician education activity.
9. Representatives of commercial supporters and exhibitors may attend the educational activity if they wish, but must not engage in sales activity in the room where the educational activity is held. Company nametags cannot be worn during the educational sessions.
10. **ONCE AN EXHIBITOR APPLICATION HAS BEEN SUBMITTED AND ACCEPTED, PAYMENT IS DUE AND NO REFUND WILL BE MADE AND SUBLETTING WILL NOT BE PERMITTED.** If for any reason you must cancel your contract, you must provide notice in writing to the SCPA. You will receive written notification when we receive your cancellation. However, per this contract, if the cancelled space cannot be reassigned, you will be responsible for the exhibitor registration fee and if the fee has been paid, no refund will be made. If the booth can be reassigned, a full refund will be made.

It is expressly understood that in purchasing and using space in the Exhibit Hall, the exhibitor agrees to abide by all rules and regulations; moreover, that the SCPA, in accepting the application for space, agrees to furnish ordinary facilities and services as enumerated in the Prospectus.

Fine Print

Any point not covered above or elsewhere on these pages is subject to settlement by the SCPA Executive Council. The SCPA reserves the right to change or modify any rule or regulation, or any specification therein, when deemed advisable and to the best interest of the SCPA.

SIGNATURE & ACCEPTANCE OF CONTRACT

By signing below, I state that I have read and understand all information contained within the exhibitor contract and application. I agree to abide by all rules, regulations and standards. I understand that by violating any of the above rules, regulations, or standards I can be asked to leave the meeting without benefit of a refund. I also understand that if I cancel after my application has been accepted, I am responsible for the registration fee and will only receive a refund if the space can be reassigned.

Signature

Date