



International Society of Psychiatric-Mental Health Nurses 2024 Exhibitor Information

(Subject to Change)



Exhibit Hours

Wednesday, April 3	6:30 p.m. - 8:00 p.m.
Thursday, April 4	9:30 a.m. - 4:00 p.m.
Friday, April 5	9:30 a.m. - 3:30 p.m.

Exhibit Set-Up:

Wednesday, April 3	2:00 p.m. - 6:00 p.m.
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Exhibit Teardown:

Friday, April 5	3:30 p.m. - 5:00 p.m.
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ISPN Annual Conference

The International Society of Psychiatric-Mental Health Nurses (ISPN) Annual Conference is a dynamic convergence of advanced practice psychiatric and mental health nurses from all around the world. The meeting is a central part of the psychiatric and mental health nurse community's efforts to maintain professional excellence in patient treatment.

Exhibitor Showcase

- Meet with over 150 advanced-practice psychiatric mental health nurses.
- Place your company name in front of this specialty audience of buyers.
- Benefit from a restricted number of booths.
- Poster sessions and breaks will be held adjacent to the exhibit area, providing your company with uninterrupted time to visit with attendees.

Conference Attendees

ISPN members represent a good cross-section of nursing including faculty, researchers, hospital, and outpatient care providers. The patient populations served by ISPN members range from children to the adult/geriatric. Most have the authority to prescribe pharmaceuticals in their practice.

International Society of Psychiatric-Mental Health Nurses Mission

The International Society of Psychiatric-Mental Health Nurses was established in 1998. ISPN's mission is to support advanced-practice psychiatric-mental health nurses in promoting mental health care, literacy, and policy worldwide.

Rental Fee

\$800 USD

The booth will consist of one 6' draped table, two side chairs, a wastebasket, piping, draping, and a 7" x 44" identification sign.

Contact

To confirm space, please send the contract to:
conferences@ispn-psych.org

*Space is limited, so confirm
your booth space soon!*

International Society of Psychiatric-Mental Health Nurses

2024 ISPN Annual Conference Exhibit Guidelines and Regulations



Contract for Space

This application for exhibit space and payment of the booth rental charges constitute a contract for the right to use the space. Applications must be accompanied by full payment.

These guidelines have been formulated in the best interest of all concerned and become part of the contract between the exhibitor and association. All matters and questions not covered by these regulations are subject to decision by show management.

Exhibitors submitting a contract agree to the guidelines and regulations set forth in this agreement, the rules and regulations of the facility, and all applicable federal, state, provincial, and local laws and ordinances.

Booth Configuration and Location

All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of other companies. Exhibit components are limited to a height of eight (8) feet unless permission is obtained by show management. No exhibit or advertising information will be allowed to extend beyond the space allotted to the exhibiting company.

Show management reserves the right to alter the location of exhibits or booths shown on the floor plan as it deems advisable. However, no change of location will be made without full discussion with the exhibitor affected by such change.

Installation and Dismantle

Exhibitors must work within the times allocated for installation and dismantle. The exposition officially closes at 3:30 p.m. on Friday, April 5, 2024. No packing of equipment or literature or dismantling of exhibits or displays is permitted prior to the exhibit closing time.

Personnel

Each exhibiting company is entitled to two exhibitor registrations per booth space reserved. Use of these registrations is restricted to booth personnel only. All personnel in the booth area must display the proper name badges throughout move-in, show hours, and move-out, and be dressed in professional attire.

Exhibitors agree to interact respectfully and thoughtfully with all registrants in the exhibit area, educational sessions, and networking situations and respect the rights of other exhibitors to conduct business without interference or improper interventions.

Unclaimed Space

Any space unclaimed by 6:00 p.m. on Wednesday, April 3, 2024, will be subject to reassignment. Show management will not be liable for any incurred expenses. If equipment has been shipped and is located in the booth, show management may order the exhibit to be set up and the exhibitor will be billed for those charges.

Union Labor

Exhibitors are required to observe all union contracts that may be in effect among official contractors, facilities and various labor organizations represented. Any labor required for booth installation or dismantle, or use of equipment must be ordered through the official service contractor.

Facilities

Exhibitors shall not damage or deface walls, doors, floors, or columns of the facility where the exposition is held as well as any equipment or furnishings provided in their booth area. The exhibitor will be held liable for any such damage.

All space occupied by an exhibitor must be returned in the same condition as it was at the commencement of occupation.

Use of Exhibit Space

No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the consent of show management. No exhibitor is permitted to show goods other than those manufactured or handled by the company in the regular course of business. No firm or organization not assigned space in the exhibit hall will be permitted to solicit business in any manner within the exhibit area.

Noise Level

Any demonstrations or presentations must be conducted at a low volume so as to not disturb other exhibiting companies.

Logos

The association logo may not be used in any printed materials distributed by the exhibiting company.

Restrictions

Show management reserves the right to restrict exhibits that because of noise, methods of operation, or for any reason become objectionable and also to prohibit or evict without refund any exhibit or person that in the opinion of the management may detract from the general character of the exposition or who interferes in any way with another exhibiting organization, their exhibit staff, or meeting attendees. No undignified manner of attracting attention will be permitted.

No display material exposing an unfinished surface to neighboring booths or an aisle will be permitted.

The association reserves the right to prohibit exhibition or advertisement of any product it deems unsuitable for the exposition.

Service Contractor

Complete information, instructions, and schedules regarding shipping, drayage, labor, electrical, furniture, carpet, etc., will be included in the exhibitor service kit to be provided six weeks prior to the meeting dates. All outside contractors must comply with the exhibition rules and may be asked to provide a certificate of insurance for liability to show management.

All exhibitor shipments are to be directed through the service contractor. The hotel does not provide any storage spaces for exhibitor freight. Crates or boxes will be stored by the service contractor.

Attendee List

One Attendee List will be provided per exhibit booth contracted. The list will include names of attendees who have agreed to provide their information.

Insurance

Each exhibiting company is to carry its own insurance. Neither the association nor facility can or will be responsible for damage to, loss, or theft of property belonging to any exhibitor, its agents, employees, business invitees, visitors, or guests. Show management may ask for certificates of insurance.

Security

The association and facility will not be liable for loss or damage to property of the exhibitors, their representatives, or employees from theft, fire, accident, or any other cause beyond its control. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability or personal injury. The exhibitor shall indemnify the association and facility against and hold each harmless from negligence of the exhibitor in connection with the exhibitor's use of space.

Fire Regulations

All materials used in the exhibit booths must be made of flame-proof materials and conform to all the fire department regulations.

Liability

The exhibiting company, its agents, and representatives agree that the International Society of Psychiatric-Mental Health Nurses, the Omni Providence, and any of their officers, staff members, agents, or employees are not responsible for and are released from all liability as to any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, directors, officers or employees, or to any other persons or to the exhibitor's property prior to, during, or after the holding of the Annual Conference.

Cancellation of Exposition

No refund for space rental will be made after March 1, 2024, unless the space can be resold.

In case the premises of the exposition are damaged or destroyed, or if access to the venue is prevented by reason of acts of God, emergencies declared by any government agency, or for any other reason, this contract may be terminated. In the event of such termination, the exhibitor waives any and all damages and claims for damages. Booth rental fees will be refunded minus any charges incurred on behalf of the exhibiting company.

Cooperation of Exhibitors

The foregoing regulations with reference to exhibits have been formulated in the best interests of the exhibitor and cooperation is therefore requested. These regulations are part of the agreement between the exhibitor and show management. Any matters not specifically covered in this prospectus and contract are subject to decision by show management. Show management reserves the right to make such changes, amendments, and additions to these rules as it considers advisable for the proper conduct of the exhibition, with the provision that all exhibitors will be advised of any such changes.

International Society of Psychiatric-Mental Health Nurses 2024 Exhibitor Contract Application • 26th Annual Conference



Conference Dates: April 3-6, 2024
Exhibit Dates: April 3-5, 2024
Location: Omni Providence Hotel,
Providence, Rhode Island, USA

Exhibit Space
We will exhibit at the ISPN Annual Conference.
8' x 10' Booth - \$800 USD.
Number of Booths _____ x \$800 = \$ _____

Contact Information

List your company name as you would like it to appear on any promotions.

Company Name: _____

Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Country: _____

Telephone: (_____) _____

Company Email: _____

Company Website Address: _____

Name of Contact Person (to whom all correspondence and exhibit kit should be sent):

Contact Person's Email (Required):

Contact Person's Telephone: (_____) _____

Terms and Conditions

- Enclose full payment for the exhibit booth requested.
- The ISPN will have the right of interpretation and approval on all matters pertaining to the contract rules and regulations. This application is made with the understanding that the applicant agrees to abide by all rules, regulations, and directives that may be issued by the ISPN in connection with this exposition.

Name of Authorizing Officer (type or print) Title

Signature of Authorizing Officer Date

Check here if we can contact you about sponsorship opportunities at the ISPN Annual Conference. (All sponsors will be duly acknowledged.)

Exhibit Space Preference

1st choice: _____ 2nd choice: _____
3rd choice: _____ 4th choice: _____

List competitors you do NOT wish to be near:

Promotional Description

Promotional description of equipment, products, or services to be displayed (to be included in the program - 40 words or less):

Payment

Check: Please make checks payable in US funds, drawn on a US bank to: International Society of Psychiatric-Mental Health Nurses (ISPN).

Visa/MC/Discover Card Number:

Exp. Date: _____ CVV: _____

Amt. Authorized: \$ _____

Card Holder Name:

Card Holder Signature:

Submission Information

Please sign and return with fee to:
International Society of Psychiatric-Mental Health Nurses
2424 American Lane, Madison, WI 53704-3102 USA
Email: conferences@ispn-psych.org
Website: www.ispn-psych.org

Cancellation Policy

Cancellations received before March 1, 2024, will be charged a \$100 administrative fee. Cancellations on or after March 1, 2024, will not receive a refund unless the booth space is resold.