**2022 EXHIBITOR RULES, REGULATIONS, AND INFORMATION**

**LOCATION AND DETAILS:**

The Exhibit Hall opens to attendees on Sunday, January 30th, 2022 at 1:30pm and closes Tuesday, February 1, 2022 at 6:00pm.

Exhibits for the 2022 Winter Symposium will be held at the DoubleTree by Hilton, Colorado Springs, CO. The booth layouts shown on the floor plans of the DoubleTree 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, attendees, and staff.

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 royal blue. A diagram of the exhibit area can be found on our website.

**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@coasttocoasttss.com

Exhibit Services: info@coasttocoasttss.com

**EXHIBITION DATES AND HOURS**:

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| Sunday, Jan. 30 | EXHIBIT HALL SET UP: 12:00pm – 1:30pm  EXHIBIT HALL OPEN: 1:30pm - 5:30pm (registration starts at 1:00pm) |
| Monday, Jan. 31 | EXHIBIT HALL OPEN: 8:30am – 7:00pm (open during the Monday evening Opening Reception) |
| Tuesday, Feb. 1 | EXHIBIT HALL OPEN: 8:30am - 5:30pm (Tear down after 5:30pm) |
| Wednesday, Feb. 2 | EXHIBIT HALL BREAKDOWN: **BY 8:30am** (Grand Ballroom **must be vacated by 8:30am**) |

**INSTALLATION AND DISMANTLING: PLEASE NOTE THE FOLLOWING CHANGES**

* Exhibitors may install from 12:00pm – 1:30pm on Sunday, January 30, 2022.
* ALL EXHIBITS MUST BE TAKEN DOWN BY **8:30AM WEDNESDAY**, February 2, 2022.
* **Booth dismantling must be completed on WEDNESDAY, February 2, 2022. 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 DoubleTree Colorado Springs 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

17, 2021, all monies, less the nonrefundable deposit, will be refunded. Exhibitors who cancel after DECEMBER 17, 2021

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:**

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| Jennifer Ochsner, Symposium Coordinator  Psychotherapy Associates, P.C.  3208 North Academy Boulevard, Suite 160 | Colorado Springs, CO 80917  Phone: (719) 597-5959 / Fax (719) 597-0166  Email: info@addictionandmentalhealth.org |

**www.addictionandmentalhealth.org**

**Winter Symposium 2022**

