

2022 EXHIBITOR RULES, REGULATIONS, AND INFORMATION

LOCATION AND DETAILS:

The Exhibit Hall opens to attendees on Sunday, January 30th, 2022 at 11:00am and closes Wednesday, February 2, 2022 at 12:00pm.

Exhibits for the 2022 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.

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:

Saturday, Jan. 29	EXHIBIT HALL SET UP: 4:00pm – 7:00pm
Sunday, Jan. 30	EXHIBIT HALL OPEN: 11:00am - 5:30pm (early registration starts at 11:00am)
Monday, Jan. 31	EXHIBIT HALL OPEN: 8:30am - 5:30pm EXHIBIT HALL OPEN: 6:15pm - 7:30pm for the Monday Night Welcome Reception
Tuesday, Feb. 1	EXHIBIT HALL OPEN: 8:30am - 5:30pm
Wednesday, Feb. 2	EXHIBIT HALL OPEN: 8:30am - 12:00pm EXHIBIT HALL BREAKDOWN: AFTER 12:00pm

INSTALLATION AND DISMANTLING:

- Exhibitors may install from 4:00pm – 7:00pm on Saturday, January 29, 2022. ALL EXHIBITS must be in place by 11:00am, Sunday, January 30, 2022.
- ALL EXHIBITS MUST REMAIN INTACT UNTIL **12:00pm, WEDNESDAY, February 2, 2022.**
- **Booth dismantling may not begin before 12:00pm 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. There will be a charge of \$200.00 if the exhibit booth is broken down before 12:00pm on Wednesday, February 2, 2022. 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 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:

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