

2024 EXHIBITOR RULES, REGULATIONS, AND INFORMATION

LOCATION AND DETAILS:

The Exhibit Hall opens to attendees on Sunday, February 4th, 2024 at 1:30pm and closes Wednesday, February 7th, 2024 at 12:00pm.

Exhibits for the 2024 Winter Symposium will be held at DoubleTree by Hilton, Colorado Springs, CO. The booth floor plans can be found on our website and 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.

Each booth is 8' wide x 3' deep x 8' high, with one fully draped table, two chairs and one wastebasket. The exhibit booth walls and table drapes will be royal blue. Electricity will be provided at no additional cost. A diagram of the exhibit area can be found on our website and on the registration page.

PAYMENT AND REGISTRATION:

Registration must be completed online. A deposit or partial payment may be required. All Educational Supporter levels must be **paid in full by Friday, November 17, 2023**. Payments should be made online during the registration process.

Contact us directly if you must pay by check.

All booths will be assigned on a **"first contract in"** basis. You must select your booth during the online registration process.

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:

Sunday, Feb. 4	EXHIBIT HALL SET UP: 11:00am – 1:30pm EXHIBIT HALL OPEN: 1:30pm - 5:30pm
Monday, Feb. 5	EXHIBIT HALL OPEN: 8:30am - 5:30pm
Tuesday, Feb. 6	EXHIBIT HALL OPEN: 8:30am - 5:30pm
Wednesday, Feb. 7	EXHIBIT HALL OPEN: 8:30am - 12:00pm BREAKDOWN: AFTER 12:00pm

INSTALLATION AND DISMANTLING:

- Exhibitors may install from 11:00am – 1:30pm on Sunday, February 4, 2024.
- ALL EXHIBITS MUST BE TAKEN DOWN **AFTER 12:00PM WEDNESDAY**, February 7, 2024.
- **Booth dismantling must be completed on WEDNESDAY, February 7, 2024. 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 DoubleTree by Hilton 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 your cancellation is received on or before DECEMBER 15, 2023, all monies, less any nonrefundable deposit, will be refunded. Exhibitors who cancel after DECEMBER 15, 2023 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:

Jen Ochsner, Director of Operations

49th Annual Winter Symposium

Email: jen@addictionandmentalhealth.org

