

2026 EXHIBITOR RULES, REGULATIONS, AND INFORMATION

LOCATION AND DETAILS:

The Exhibit Hall opens to attendees on Sunday, January 25th, 2026 at 1:30pm and closes Wednesday, January 28th, 2026 at 12:00pm.

Exhibits for the 2026 Winter Symposium will be held at **Hotel Polaris, 8989 N Gate Blvd, Colorado Springs, CO 80921**. The booth floor plans can be found on our website and registration page. Floor plans have been depicted as accurately as possible. The Winter Symposium reserves the right to make modifications, as necessary, to meet the needs of exhibitors, attendees, and staff.

Booths are 8' wide x 6' deep x 8' high, with white pipe and drape, one fully draped table, two chairs and one wastebasket. **Please notify us 2 weeks prior to the event if you will not be using pipe and drape.**

Access to electricity is limited. If your booth requires power, please bring a portable power source.

Please Note: NO OUTSIDE FOOD MAY BE PROVIDED OR DISTRIBUTED TO ATTENDEES, PER HOTEL POLICY.

PAYMENT AND REGISTRATION:

Registration must be completed online, and 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:

LVE - 888.989.EXPO (3976)

Customer Service Manager: Daniela Ortiz, exhibitorservices@lvexpo.com, 702.248.6200

EXHIBITION DATES AND HOURS:

Sunday, Jan. 25	EXHIBIT HALL SET UP: 10:00am – 1:00pm EXHIBIT HALL OPEN: 1:30pm - 5:30pm
Monday, Jan. 26	EXHIBIT HALL OPEN: 8:30am - 5:30pm
Tuesday, Jan. 27	EXHIBIT HALL OPEN: 8:30am - 5:30pm
Wednesday, Jan. 28	EXHIBIT HALL OPEN: 8:30am - 12:00pm BREAKDOWN: AFTER 12:00pm

INSTALLATION AND DISMANTLING:

- Exhibitors may install from **10:00am – 1:00pm on Sunday, January 25, 2026**. Pick up your name badge in the ballroom.
- **ALL EXHIBITS MUST BE TAKEN DOWN AFTER 12:00PM Wednesday, January 28, 2026**. Penalty for early tear down.
- **Booth dismantling must be completed on WEDNESDAY, January 28, 2026. Exhibit materials must be removed from the exhibit area on that day or they will be removed at the exhibitor's expense.**

The Winter Symposium and Hotel Polaris assume no responsibility whatsoever for any inconvenience, loss, injury, or damage which may occur to an exhibitor representative during, prior to, or after the exhibit and/or symposium.

CANCELLATION:

All cancellations must be provided in writing to Winter Symposium staff. If your cancellation is received on or before DECEMBER 5, 2025, all monies, less any nonrefundable deposit, will be refunded. Exhibitors who cancel after DECEMBER 5, 2025 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
51st Annual Winter Symposium
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www.addictionandmentalhealth.org

