



Depression and Bipolar Support Alliance

DBSA 2011 NATIONAL CONFERENCE
MAY 20 - MAY 22, 2011
WESTIN GALLERIA HOUSTON
5060 WEST ALABAMA
HOUSTON, TX 77056

Please print or type. All information is required.

NAME OF CONTACT PERSON
TITLE
INSTITUTION/COMPANY/ORGANIZATION
STREET ADDRESS
CITY STATE ZIP CODE COUNTRY
PHONE FAX
E-MAIL

WEBSITE (IF APPLICABLE)

The undersigned hereby authorizes the Depression and Bipolar Support Alliance (DBSA) to reserve an exhibit space for use by the above company or organization. The undersigned hereby agrees to abide by all conditions under which space is leased to DBSA and the rules and regulations included with this contract.

SIGNATURE DATE
NAME (PRINT OR TYPE)

Mail a copy of this contract with payment to

DBSA
Attn: Aimee Thompson-Webster
730 N. Franklin Street, Suite 501
Chicago, IL 60654
Telephone: (800) 826-3632
Fax: (312) 642-7243
E-mail: events@DBSAlliance.org

EXHIBITOR APPLICATION AND CONTRACT

Please check all areas of focus.

- Depression, Bipolar Disorder, Pharmaceutical, Alternative Therapies, Wellness Tools, Mental Health Services, Inpatient Treatment, Outpatient Treatment, Consumer Education, Clinician Education, Research/Genetics, Creative Arts, Books/Publications, Advocacy, Emerging Technologies, Other

Information and services to be displayed

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Payment

Attach your fee to reserve an exhibit table(s) for the DBSA 2011 National Conference. Please make check payable to DBSA in U.S. dollars.

Exhibit Space

Table with 2 columns: Category (CORPORATE, NON-PROFIT) and Price per 10' x 10' or 20' x 10' (\$900 / \$1500, \$300 / \$500). Includes Tax ID number and TOTAL EXHIBIT PAYMENT ENCLOSED.

Payment

CHECK NUMBER
VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS

ACCT # EXP DATE

SIGNATURE (required)

NAME (printed as it appears on card)

CREDIT CARD BILLING ADDRESS IF DIFFERENT THAN ABOVE

NOTE: CREDIT CARD WILL NOT BE BILLED UNTIL APPLICATION FOR EXHIBIT SPACE HAS BEEN APPROVED.

EXHIBIT RULES AND REGULATIONS

ACCEPTABILITY OF EXHIBITS: All exhibits shall serve the interests of the members of DBSA and shall be operated in a way that will not detract from other exhibits or from the exhibition. DBSA or Westin management determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the organization. In the event of such restriction or eviction, DBSA is not liable for any refund of exhibit fees or any other exhibit-related expenses.

APPLICATION FOR SPACE: Application for space shall be made in writing on the official application form.

ASSIGNMENT OF SPACE: DBSA will make all space assignments and reserves the right to alter the floor plan at any time. There are a limited number of available spaces. Tables will be provided on a first-come first-served basis.

\$900 / \$1,500 CORPORATE FEE INCLUDES:

- One (1) skirted 6' table
- Two (2) chairs
- Company identification sign
- Two (2) complimentary full conference registrations

\$300 / \$500 NON-PROFIT (501(c)6 or 501(c)3) FEE INCLUDES:

- One (1) skirted 6' table
- Two (2) chairs
- Company identification sign
- One (1) complimentary full conference registration

PAYMENT: Full payment is required within 14 days of application approval.

CANCELLATION: DBSA must be notified in writing in the event of cancellation or space reduction. If cancellation of exhibit table occurs prior to April 20, 2011, the exhibitor will be refunded 50% of the payment received. After April 20, 2011, no refunds will be made.

CANCELLATION OF MEETING AND EXHIBITION: If DBSA should be prevented from holding the exhibition by reason of any cause beyond its control (such as, but not limited to, damage to buildings, riots, labor disputes, acts of government, or acts of God), or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then DBSA has the right to cancel the exhibition with no further liability to the exhibitor other than a refund of space rental less a proportionate share of exhibition expenses.

OFFICIAL CONTRACTOR: All decorating and exhibit furniture will be handled by the official contractor, the Westin Galleria Houston. The exhibitor services kit will outline prices and instructions for securing additional items for your exhibit, shipping and material handling, etc. The exhibitor services kit will be mailed one month prior to the conference.

INSTALLING EXHIBITS: The exhibit area will be available for setup on Friday, May 20, from 10:00 a.m. to 9:00 p.m. All exhibits must be set by 9:00 p.m. on Friday, May 20. Assembly of exhibits during the regularly scheduled exhibit hours is not permitted.

DISMANTLING EXHIBITS: All exhibits must remain intact until the official closing time of Sunday, May 22, at 1 p.m. and may not be dismantled or removed, in whole or in part, before that time. After the close of exhibits, all materials must be removed no later than 4 p.m. on Sunday, May 22.

FAILURE TO OCCUPY SPACE: The exhibitor will forfeit space not occupied by the close of the exhibit installation period, and this space may be resold, reassigned, or used by DBSA.

SHIPPING, RECEIVING, ELECTRICAL & PHONE: The exhibitor is solely responsible for coordination with the hotel and any associated expense associated with the receipt, storage and return shipment of their exhibit as well as any electrical, internet or phone requests.

CARE OF EXHIBITS: Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Any property destroyed or damaged by an exhibitor must be replaced or restored to its original condition by the exhibitor or at the exhibitor's expense.

CONSTRUCTION OF EXHIBITS: Exhibits shall be constructed and arranged so that they do not obstruct the general view of any other exhibit.

RESTRICTIONS ON USE OF SPACE: No exhibitor shall sublet, assign, or share any part of the space allocated without the written consent of DBSA. Solicitations or demonstrations by exhibitors must be confined within the bounds of their assigned space. Aisle space shall not be used for exhibit purposes, display signs, solicitation, or distribution of promotional material.

No freestanding floor exhibits or standing equipment will be permitted unless the display fits on top of the six-foot table(s). Freestanding floor exhibits and/or standing equipment require DBSA approval at time of application, and additional fees may apply. A tabletop sign will be provided to each exhibitor.

Exhibits, signs, and displays are also prohibited in any of the public areas or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotel. Operation of sound devices is not allowed.

SECURITY: The exhibit space is not guarded. It is the sole responsibility of each exhibitor to protect display material from loss or damage. Please be certain that all small display and personal items are secure before leaving the display—even temporarily.

INSURANCE: All outside suppliers and/or companies providing services related to any event are required to maintain commercial general liability insurance. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, and save the Depression and Bipolar Support Alliance (2011 National Conference) and the Westin Galleria Houston and its employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines and attorneys fees arising out of, or caused by, exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Depression and Bipolar Support Alliance (2011 National Conference) and the Westin Galleria Houston and its employees and agents. In addition, exhibitor acknowledges that the Depression and Bipolar Support Alliance (2011 National Conference) and the Westin Galleria Houston do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

COMPLIANCE: The exhibitor agrees to abide by, and comply with, the rules and regulations including any amendments that DBSA or Westin management may make from time to time. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations, and codes of duty authorized local, state, and federal governing bodies concerning fire, safety and health as well as the rules and regulations of the operators, and/or owners, of the property where the exhibition is held.

RESPONSIBILITY: The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the premises and will indemnify, defend and hold harmless DBSA, the Westin Galleria Houston, its owner, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.

UNIONS AND CONTRACTORS: Exhibitors agree to abide by the rules and regulations concerning local unions having agreements with the exposition facility or with authorized service contractors employed by Westin management. Only the official contractors designated by Westin management will be permitted in exhibit areas unless authorized by exhibit managers.