



Integrating Primary and Behavioral Health Care Through the Lens of Prevention

2019 IPBHC Exhibitor Information



Integrating Primary and Behavioral Health Care Through the Lens of Prevention

EXHIBITOR INFORMATION

- Exhibit Hall Details & Hours
- Shipping & Receiving Address
- Assumption of Risk & Cancellation Policy
- Conference Photo Policy
- Booth Electricity Reservation Form

Details

Exhibits are to be set-up on Tuesday, November 12, 2019 between 8:00 a.m. and noon and must remain intact until noon, Thursday, November 14, 2019. All materials must be removed from the exhibit area by 5:00 p.m. Thursday, November 14, 2019.

- Exhibitors are encouraged to attend all meals and events.
- Logo placement on conference website and printed program
- Logo will link to company web address on IPBHC website
- Dedicated networking time with attendees during morning and afternoon breaks
- Wi-Fi is complementary in the common areas of hotel

Exhibitor Summary

EXHIBIT PRICES

Booth Only \$1,000
Booth Plus Registration \$1,450
Double Booth \$1,900

EXHIBIT LOCATION

Pre-Function Space

CONFERENCE LOCATION

Astor Crowne Plaza Hotel
739 Canal Street
New Orleans, Louisiana

Set-Up

Tuesday, November 12, 2019
8:00 am – 12:00 p.m.

Exhibit Hours

Tuesday, November 12, 2019
1:00 p.m. – 5:00 p.m.
Wednesday, November 13, 2019
7:30 a.m.– 4:00 p.m.
Thursday, November 14, 2019
7:30 a.m. – 2:00 p.m.

Dismantle

Thursday, November 14, 2019
2:00 p.m. – 5:00 p.m.

Booth Size

8' x 10' (unless additional space is purchased) and the following will be provided:

- One covered six-foot table
- Two chairs
- One identification sign
- One Wastebasket
- Electronic copy of participant list

Booth Assignment

The exhibitor agrees that the exhibit space will be assigned based on date payment is received, so we urge you to reserve your booth early. Although every effort will be made to accommodate exhibitors needs, the Southwest Prevention Center reserves the right to assign exhibit location. For additional exhibit information, contact Laurie Smith, Conference Logistics Coordinator at lasmith@ou.edu

Shipping, Electrical and Internet

Exhibitors will work directly with the hotel for their shipping, electrical and internet needs using [this form](#).

Should you require audio visual assistance, please use [this form](#).

For shipping materials to the hotel use the following format:

Astor Crowne Plaza New Orleans
739 Canal Street at Bourbon
New Orleans, LA 70130
IPBHC (Company/Exhibitor Name)
Attn: (Guest Name)
Phone: 504-962-0249

Additional Information

- Registration & Fees: ***Your registration will not be complete until both the registration form and payment have been received.*** To attend the 2019 IPBHC Annual Conference and take advantage of the early registration fee, the exhibitor form and payment must be received by ***September 2, 2019.***
- Conference Photo Policy: Registrants of the 2019 IPBHC conference agree to allow photos taken during the conference and to be used in future print and/or electronic materials.
- At all times during the term of this Agreement or any extensions thereof, Exhibitor, at its own expense, shall maintain such insurance as is reasonably necessary to safeguard the parties from any liability or loss that may occur as a result of the work performed under this Agreement.
- The exhibitor agrees to accept responsibility for moving in, setting up, dismantling, and removing his/her own exhibit.
- The exhibitor agrees not to affix any tape, staples, thumbtacks, nails, or other items to walls of the conference hotel or in any other way deface hotel property for which the University of Oklahoma might be held responsible.
- The Exhibitor agrees to provide any a/v equipment needed for the exhibit and to keep a/v or video presentations with sound adjusted to low volumes. Exhibitor further agrees that music will not be played in and around exhibit area, unless exhibitor is selling music or musical instruments.
- The exhibitor agrees to have at least one attendant present representing the exhibitor at said exhibit during all exhibit hours. Special arrangements with the SWPC will be necessary in order to exhibit equipment, supplies, processes, or services without an attendant present.
- The exhibitor agrees to accept full responsibility for compliance with local, city, and state, fire, safety, and health ordinances regarding the installation and operation of equipment. This includes use of safety guards and devices where necessary to prevent personal accident to spectators. Only fireproof materials should be used in displays. Any necessary fire precautions will be a responsibility of the exhibitor.

Assumption of Risk & Cancellation

Exhibitor agrees to indemnify, defend and hold harmless the University of Oklahoma, its agents, representatives, and employees, from any and all liability for damages, fees, claims, and expenses (including attorney fees) for bodily injury, including death, and property damage arising out of exhibitor's attendance, participation, or exhibition at the Integrating Primary and Behavioral Health Care Through the Lens of Prevention Conference.

The exhibitor agrees to make no claim, for any reason whatsoever, against the conference sponsors, or other contractors for loss, theft, damage, or destruction of goods, or for any injury to the exhibitor or employees. The property of the exhibitors shall at all times remain in the sole possession and custody of the exhibitor and shall be the sole responsibility of the exhibitor.

In the event that the conference and/or exhibit is cancelled by the University of Oklahoma, a full refund of exhibit rental fees will be made. The University of Oklahoma's liability is limited to refunding the rental fees, and University shall not be liable for any damages by reason of failure to provide space for the exhibit, or for removal of the exhibit, or for failure to hold the conference as scheduled.

The SWPC office must receive written notification (not email, phone call or voice mail) of cancellations on or before Friday, September 30, 2019, will be refunded less a \$200 processing fee. No refunds will be granted after September 30, 2019. Substitutions will be allowed.

Exhibitor Company Name: _____

Authorized Representative Name (printed): _____

Representative Signature: _____ **Date:** _____

*A National Conference Promoting the Integration of Primary and Behavioral Health Care
to Improve Population Level Outcomes*

New Orleans, Louisiana ~ November 13-15, 2019