

GENERAL INFORMATION FOR EXHIBITORS & SPONSORS

2019 Annual Meeting Deadlines:

Use this checklist to meet all deadlines:

- December 10, 2018:** Logos due for final program
- January 18, 2019:** Paragraphs and remaining logos due for *2019 Exhibitor and Sponsor Guide*
- January 18, 2019:** Ads due for *2019 Exhibit and Sponsor Guide*
- February 11, 2019:** Hotel cutoff date
- March 15, 2019:** Exhibit/Sponsor materials CANNOT ARRIVE AT HOTEL BEFORE March 15.
- March 18-20, 2019:** NABH Annual Meeting

The Annual Meeting

The meeting dates are Monday, March 18, 2019, through Wednesday, March 20, 2019, at the Mandarin Oriental Washington DC. Conference registration fees are \$875 (non-members) or \$745 (NABH members). Exhibitors & Sponsors receive a number of free registrations depending on exhibitor/sponsorship level. *For information about registering for the Annual Meeting*, visit <https://www.nabh.org/2019-annual-meeting/> or call the National Association for Behavioral Healthcare at 202-393-6700, ext. 106.

Hotel Reservations

Reserve your room online by visiting <https://book.passkey.com/event/49793185/owner/32126/landing>

Monday, February 11, 2019, is the reservation cut-off date.

Rates: \$330/single or double (plus applicable taxes).

The Mandarin Oriental Washington DC is at 1330 Maryland Avenue, SW, Washington, DC 20024. It offers grand elegance near Washington's most important sites, including Capitol Hill. There are three area airports: Reagan National is the nearest (across the river from DC); Dulles is 26 miles to the west, and Baltimore Washington International is 35 miles north of Washington.

About Tabletop Displays and Space Assignment

Limited space is available for tabletop displays to ensure maximum interaction and networking opportunities for each exhibitor. The decision about location of displays will be made by the meeting staff; however, we will work with you to accommodate your needs. Refreshments are located and integrated with exhibitor displays to ensure visibility and access.

Chairman Exhibitors have *two* 6-foot exhibit tables. President Exhibitors have *two* 6-foot tables. Executive Exhibitors have *one* 6-foot table. All tables are draped, and each has a chair.

DISPLAY SET-UP AND TAKE-DOWN TIMES

Exhibit set-up times are Monday, March 18, 6pm-9pm, and Tuesday, March 19, 7am-8am. *Exhibits **must** be completely ready no later than Tuesday at 8am, when guests begin arriving. Take-down time* is Wednesday, March 20, at 10am.

Display Restrictions

Displays that can be placed on top of or behind the 6' tables (or double tabletops for Chairman & President Exhibitors) are permitted. Exhibits may not extend beyond the 6' or 12' width of the space.

Display Electrical, Audiovisual, and Telecommunications Requirements

NABH provides only basic 5-amp service at tabletop exhibits. Orders and payment for additional electrical, audiovisual, and telecommunications equipment must be handled by exhibitors by dealing directly with the hotel. **Please contact Irina Batchelor via email at ibatchelor@psav.com or by phone at 202/787-6530 to order what you will need for your exhibit space.**

If your tabletop display consists of hand-out materials only, NABH will arrange them for you if you have no on-site representative. If you need such assistance, please e-mail Maria Merlie at maria@nabh.org.

Shipping Instructions

Each box you ship to the hotel **must** be properly packaged, and marked with a mailing label that reads **exactly** this way:

**ATTN: Maria Merlie
National Association for Behavioral Healthcare
NABH Annual Meeting
c/o Event Management/Alexis Kidd
Mandarin Oriental Washington DC
1330 Maryland Avenue, SW
Washington, DC 20024
Your organization name and contact: _____**

Boxes, packages, and display materials will be accepted no sooner than three days before the meeting. **Shipments received before the three (3) days will be returned.**

The hotel's limited storage facilities require a limit of ten (10) boxes weighing no more than 50 lbs. each per exhibitor, which may arrive three days before the meeting. For larger shipments, please check with Event Management. **Larger packages must arrive on the day of set-up, Monday, March 18.** The Mandarin Oriental reserves the right to refuse damaged packages or those exceeding the storage guidelines. The hotel assumes no liability for the condition of the contents of such packages.

Exhibitors & Sponsors are responsible for making and paying for their own arrangements to return their exhibit/sponsor materials or for instructing us to dispose of them.

Packages shipped out of the hotel must be **prepaid, addressed, labeled, and ready for mailing**. You will be billed any direct shipping costs or hotel handling fees. If you need assistance, please see the hotel staff.

IMPORTANT NOTE: *Because **Fed-Ex** picks up from the hotel regularly, you need only your completed airbill. However, because **UPS** no longer regularly picks up at the hotel, you will need to arrange a pickup directly with UPS.*

Exhibitors/Sponsors Cancellations

Exhibitors and Sponsors may cancel if notice is received in writing. There is no penalty if the cancellation is received more than 90 calendar days before the opening day of the meeting (that is, cancellation must be received prior to December 19, 2019). A 50-percent cancellation charge will apply if cancellation is received between 89 and 31 calendar days of the opening day (that is, cancellation must be received between December 20, 2019, and February 18, 2019). A 100-percent cancellation charge will apply if cancellation is received within 30 calendar days or less of the opening day (that is, cancellation received February 19, 2019, or later).

Liability

This agreement shall not constitute or be considered a partnership, employer/employee relationship, joint venture, or agency between NABH and Exhibitor or Sponsor. Exhibitor or Sponsor hereby agrees to and does indemnify, hold harmless, and defend NABH, the Mandarin Oriental Washington DC, and their officers, agents, or employees from and against any and all liability, responsibility, loss, damage, cost of expense of any kind whatsoever (including but not limited to cost, interest, and attorney's fees) that they may incur, suffer, be put to, or required to pay incident to or arising directly or indirectly from any intentional or negligent act or omission by Exhibitor or Sponsor or any of its employees, servants, or agents, subject to the provisions herein.

Exhibitor or Sponsor further agrees that NABH and its agents and employees shall not be responsible in any way for a) damage, loss, or destruction of any property of Exhibitor or Sponsor, or b) injury to Exhibitor or Sponsor or its representatives, agents, employees, licensees, or invitees, and agrees to and does indemnify, hold harmless, and defend NABH from any claims arising out of damage, loss, or destruction under a) or b) herein.

The Exhibitor or Sponsor shall be fully responsible to pay for any and all damages to property owned by Mandarin Oriental Washington DC, its owners, or managers which result from any act or omission of Exhibitor or Sponsor. Exhibitor or Sponsor agrees to defend, indemnify, and hold harmless Mandarin Oriental Washington DC, its owners, managers, officers, or directors, agents, employees, subsidiaries, and affiliates from any damages or charges resulting from Exhibitor or Sponsor's use of the property. Exhibitor or Sponsor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor or Sponsor, its agents, employees, and business invitees which arise from or out of the Exhibitor or Sponsor's occupancy and use of the exhibition premises, the Hotel, or any part thereof.

Inability to Hold Meeting

If because of war, fire, strike, hotel construction or renovation project, government regulation, public catastrophe, act of God or the public enemy, or other cause beyond the control of NABH, the meeting or any part thereof is prevented from being held or is canceled, or space becomes unavailable, NABH shall determine and refund to the Exhibitors and Sponsors its proportionate share of the balance of the aggregate exhibitor or sponsor fees received which remain after deducting expenses incurred by NABH and reasonable compensation to NABH, but in no case shall the amount of refund to the Exhibitor or Sponsor exceed the amount of the exhibitor or sponsor fee paid. NABH shall have no further liability to the Exhibitor or Sponsor. The Exhibitor or Sponsor may consider obtaining appropriate insurance coverage at its cost and expense for this contingency. NABH does not furnish this directly or indirectly.

NABH Contact:

Maria Merlie at maria@nabh.org or 202-393-6700, ext. 104