



The Future of Behavioral Healthcare

2024 NABH Annual Meeting

GENERAL INFORMATION FOR EXHIBITORS & SPONSORS

2024 Annual Meeting Deadlines:

Use this checklist to meet all deadlines:

- March 11, 2024:** Logos due for final program
- March 11, 2024:** Paragraphs and remaining logos due for *2024 Exhibitor and Sponsor Guide*
- March 29, 2024:** Ads due for *2024 Exhibit and Sponsor Guide*
- April 14, 2024:** Hotel cutoff date
- May 10, 2024:** Exhibit/Sponsor materials CANNOT ARRIVE AT HOTEL BEFORE May 10
- May 13 - 15, 2024:** NABH Annual Meeting

The Annual Meeting

The meeting dates are Monday, May 13, 2024, through Wednesday, May 15, 2024, at the Salamander Washington, D.C. Conference registration fees are \$875 (non-members) or \$745 (NABH members). Exhibitors & Sponsors receive free registrations depending on exhibitor/sponsorship level. *For information about registering for the Annual Meeting*, visit our Annual Meeting [homepage](#) or call Maria Merlie at 202-393-6700, ext. 104.

Hotel Reservations

Reserve your room online by visiting <https://www.nabh.org/2024-annual-meeting/>

April 14, 2024, is the reservation cut-off date.

Rates: \$409/single or double (plus applicable taxes).

The Salamander Washington, DC is at 1330 Maryland Avenue, SW, Washington, DC 20024. The Salamander Washington, DC is ideally located near all of Washington D.C.'s major attractions, an ideal setting close to Capitol Hill. Exuding a sense of comfortable luxury, our spacious hotel rooms, elevated culinary experiences and world-class spa make us the perfect location to explore Washington DC.

About Tabletop Displays and Space Assignment

Limited space is available for [tabletop displays](#) to ensure maximum interaction and networking opportunities for each exhibitor. The Annual Meeting staff will make decisions about the location of displays; 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 have a chair.

DISPLAY SET-UP AND TAKE-DOWN TIMES

Exhibit set-up times are Monday, May 13, 6 p.m.- 9 p.m., and Tuesday, May 14, 7 a.m.- 8 a.m. *Exhibits must be completely ready no later than Tuesday at 8 a.m., when guests begin arriving. Take-down time is **Wednesday, May 15, at 10 a.m.***

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** Jay Brown at jay.brown@inspiresolutions.com **to order what you will need for your exhibit space.**

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/Kate Murphy
Salamander 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, May 13.** The Salamander 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: Federal Express Air picks up at the Salamander Washington, DC. Please bring your *own shipping labels*. The Business Center charges for them. If you are shipping via Federal Express Air after the meeting, have your *shipment ready with the appropriate labels and the hotel will handle the pickup*. If you are shipping Federal Express Ground, Freight, or via any other carrier, you are responsible for arranging the pickup with that carrier and providing/placing the appropriate labels on your packages.

Exhibitors/Sponsors Cancellations

Exhibitors and Sponsors may cancel if notice is received in writing. There is no penalty if NABH receives the cancellation more than 90 calendar days before the opening day of the meeting (that is, NABH must receive the cancellation before Tuesday, Feb. 13, 2024). A 50-percent cancellation charge will apply if NABH receives the cancellation between 89 and 31 calendar days of the opening day (that is, NABH must receive the cancellation between Monday, Feb. 12 – Friday, April 12, 2024). A 100-percent cancellation charge will be applied if NABH receives the cancellation within 30 calendar days (or fewer

than 30 days) of the opening day (that is, NABH must receive the cancellation on or after Saturday, April 13, 2024.

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 Salamander 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 Salamander 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 Salamander 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