



Western Psychological Association

TO: Interested Exhibitors for the 2018 WPA Convention
FROM: Lorraine Grogan, WPA Convention Manager
SUBJECT: Exhibits, Western Psychological Association Convention, Portland Marriott Downtown Waterfront

Below is the exhibit reservation contract and floor plan for the 2018 convention of the Western Psychological Association. The exhibits will be open on Thursday through Saturday (April 26-28, 2018) from 8:00am to 4:30pm. Set up can be completed at your convenience on Wednesday afternoon or Thursday (set up details provided below).

We expect an attendance of approximately 2,200 at the convention. Exhibits will be located in the Exhibit Hall along with academic posters. There will be five to seven poster sessions occurring each day during exhibit hours. This will ensure a steady flow of visitors to exhibits and will benefit both exhibitors and attendees.

Poster boards will be in the center of the room and exhibit booths will be along the perimeter of the area. Prices for booths are \$800 to \$850, depending on location (see map below).

Triumph Expo & Events Inc. will be handling arrangements for the exhibits. They will be providing you with additional information on services that they can provide. The booths include a table, chair, wastepaper basket, and a sign.

Please select a booth or booths and return the signed contract at your earliest convenience. We will then confirm your booth allocation.

Information on the Portland Marriott Downtown Waterfront including the link for reservations is on our website: <https://aws.passkey.com/go/wpa2018>. Conference information is available at <http://www.westernpsych.org>. **Our hotel has sold out each year by mid- February so we suggest making your reservations early.**

We also have advertising space in the convention program book. Please see the advertising form for more information.

Please do not hesitate to contact us if you have any questions about the convention or about exhibits. Contact: Lorraine Grogan at 412-398-2182 or Lorraine.grogan@conferencedirect.com



Western Psychological Association

2018 Exhibitor Contract Form

Name of organization	
Address	
City ST ZIP	
Contact Person	
Phone	
Fax	
E-Mail Address	

Please reserve the space below or other comparable space as may be assigned for the 2018 Western Psychological Association convention to be held at the Portland Marriott Downtown Waterfront Thursday, April 26- Sunday, 28, 2018. **I understand that spaces are assigned in the order that signed contracts and payments are received.**

Booth spaces requested*

First choice #		Second choice #		Third choice #	
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*The cost of each booth space is listed on the exhibit area plan. We will refund the difference if you are assigned to a lower cost booth.

I/we have read and agree to comply with the enclosed regulations for exhibits at the WPA Convention.

Name (printed)	
Signature if mailed or fax	
Date	

For WPA:

Jeffrey Serfass , Executive Officer

Date

Please make checks payable to Western Psychological Association, 1211 Connecticut Ave NW Suite 650 Washington DC 20036

Credit Card Payment: To use MasterCard, Visa, or American Express, provide the following information and send as e-mail attachment.

Card Number	
Expiration Month/Year	
Name on Card	

WESTERN PSYCHOLOGICAL ASSOCIATION CONVENTION EXHIBITOR REGULATIONS

CONTRACT These regulations together with the signed contract for exhibit spaces constitute the entire agreement.

PERIOD OF EXHIBITS The exhibit area will be open from 8:00am to 4:30pm on Thursday, April 26, Friday, April 27, and Saturday, April 28, 2018.

SET UP AND REMOVAL OF EXHIBITS Set up of exhibits may begin after 2pm on Wednesday, April 25; some exhibitors prefer to wait until Thursday to reduce the number of travel days. Removal of exhibits will be on Saturday after the close of the show (that is, beginning at 4:30pm). Additional details will be provided as the dates of the convention are approaching.

BOOTHS Prices quoted are for 8x10 ft. spaces and include back drapes, side rails, carpeted floors, and exhibitor's registration fees for designated representatives. The exhibit company also supplies a 6 ft. table, 2 chairs, sign at the back of the booth, and a wastepaper basket.

SOLICITATIONS AND BOOTH ATTRACTIONS Exhibitors may display, demonstrate, give away samples, or take orders for merchandise. Exhibitors are requested not to produce sound solely for the purpose of attracting delegates to their booths. Neither demonstrations outside of space assigned nor displays in hotel guest rooms will be permitted. It is required that exhibitors staff their booths continuously during the show hours.

BOOTH DECORATION Arrangements for decorations, furniture, signs and services not specifically covered by this agreement may be made with our official exhibition contractor.

DISPLAY DRAYAGE Exhibitors will be contacted directly by the drayage company. It is the responsibility of each individual exhibitor to check with the official drayage company to be certain that their exhibits meet with hall floor limitations as well as entrance requirements.

ADVERTISING LITERATURE Exhibitors will be permitted to give out catalogs, circulars, and folders in their booths only. Canvassing of any kind, or distributing literature in the exhibit halls or meeting rooms by non-exhibitors will not be allowed.

SOUND APPARATUS Sound apparatus and noise-making equipment must be regulated to a level that will not disturb other exhibitors.

FLAME PROOFING All table covers and flammable decorations must be rendered flame-retardant to meet the requirements of the local Fire Department, which will close any exhibit not meeting City Fire Regulations. Do not leave waste paper or cartons behind drapes or in the booths.

FEES Booths are priced according to the location of the space. To secure an exhibit space, submit full payment with your contract form. The fee for each space will be on a first-come, first-served basis.

CANCELLATIONS AND REFUNDS Cancellations of exhibit space must be provided in writing to WPA. Cancellations before January 1, 2018 will receive a 100% refund. Cancellations between January 2 and February 28, 2018 will receive a 50% refund. Cancellations after March 1, 2018 will not be refunded.

APPLICATION FOR EXHIBIT SPACE Complete the contract form and return one copy with full payment to the address on the form. Assignment of space will be on a first-come, first-served basis.

LIABILITY It is agreed that exhibitors shall assume all responsibility for damage to the exhibit hall, and they shall indemnify, hold harmless, and exempt The Western Psychological Association, its officers and staff, and our designated decorator, its management and staff, from all personal and property loss or liability that may ensue from any cause whatsoever. All claims for any such loss or injury are expressly waived by the exhibitor. While the exhibit area will be closed when not open to the public, these measures are not guarantees of safety. Exhibitors are urged to secure themselves against risks of liability or loss.

BOOTH PRICES

\$850 each for booths

1, 2, 3, 4, 28, 29, 30

\$800 each for remaining booths

