

120th APA Annual Convention
August 2-5, 2012 • Orlando, FL



Application for Exhibit Space

The American Psychological Association is hereby authorized to reserve space for my/our exhibit at the 120th Annual Convention of the American Psychological Association, to be held in the Orange County Convention Center, August 2-5, 2012.

A. EXHIBIT BOOTH SPACE

- All booths measure 10' x 10' on the enclosed floor plan. All booths are equipped with 8' backdrop and 3' side draperies. The basic rate includes guard security, general lighting, ventilation, air conditioning, and a 7" x 44" two-line identification sign.
- Type of company/organization: _____
- Principal products to be displayed: _____
(First time exhibitors please include a sample brochure with your application.)
- Total number of booths requested: _____
- Preferred location:

1st _____	5th _____
2nd _____	6th _____
3rd _____	7th _____
4th _____	8th _____

Convention Management reserves the right to rearrange the floor plan or to relocate booths.

- List any probable exhibitor you wish to be near _____
- List any probable exhibitor you do not wish to be near _____
- We do not require a two-line identification sign.
 We do require a two-line identification sign. It should read:
Company _____ City and State _____

B. FREE-TAKE-ONE EXHIBIT

Reserve _____ space(s) in the Free-Take-One Exhibit @ \$300 per piece displayed = \$ _____
(Please include a sample of each brochure to be displayed with your application for approval.)

C. Exhibitor Profile Upgrades

Exhibitors may enhance their APA online profile by adding their company logo, a product press release, and/or a video on their online Convention and mobile app profiles. Please check below if you want to take advantage of any of these upgrades: *(Please e-mail your press release and/or video to malcazar@apa.org for approval.)*

- | | |
|-------------------------------------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Logo (\$60) | <input type="checkbox"/> Combination of Logo and Product Press Release (\$130) |
| <input type="checkbox"/> Product Press Release (\$85) | <input type="checkbox"/> Combination of Logo and Video (\$405) |
| <input type="checkbox"/> Video (\$340) | <input type="checkbox"/> Combination of Product Press Release and Video (\$405) |
| | <input type="checkbox"/> Combination of Logo, Product Press Release, and Video (\$450) |

D. PAYMENT

Our payment of \$ _____ is enclosed, in accordance with the following table:
Applications received prior to March 2, 2012: 50% deposit with the application, and the balance due by March 2, 2012;
Applications received after March 2, 2012: 100% with application.

PAYMENT BY CHECK: Mail this form, along with your check made payable to the American Psychological Association to: **American Psychological Association, Exhibits Department, 750 First Street, NE, Washington, DC 20002-4242**

PAYMENT BY PURCHASE ORDER: Under government regulations, federal or state agencies may defer payment if a copy of a purchase order is submitted with application.

PAYMENT BY CREDIT CARD: Visa MasterCard American Express

Account number _____ Expires _____
Name as it appears on the card _____
Credit Card Billing Address _____
Amount \$ _____ Signature _____

PAYMENT RECAP

A. EXHIBIT BOOTH SPACE =	\$ _____
B. FREE-TAKE-ONE EXHIBIT =	\$ _____
C. PROFILE UPGRADE =	\$ _____
TOTAL BALANCE DUE:	\$ _____

E. AGREEMENT AND SIGNATURE

In making this application we agree to conform to the exhibit regulations of the 120th Annual Convention of the American Psychological Association, which are hereby made a part of this application. It is mutually agreed that all of said regulations shall be interpreted by the Board of Directors of the American Psychological Association, and the parties hereto shall be bound by such interpretation.

Name of Company Applying _____
Name of Contact Authorized to Sign (please print) _____
Signature _____ Title _____
Name of Contact _____ Title _____
Mailing Address _____
City, State and Zip Code _____
Telephone No. _____ Date _____, 20____
Fax No. _____ E-mail _____
Address for Publication _____
Web Address _____

For APA Use Only (do not write in this space)

Space Assignment: _____	Deposit Received: \$ _____
Cost of Space: \$ _____	Date/Check No.: _____
Company Logo: \$ _____	Balance Due: \$ _____
Product Press Release: \$ _____	Balance Received: _____
Video: \$ _____	Date/Check No.: _____
Combo: _____	Confirmation E-mailed: _____
Total due: \$ _____	Inv #: _____ Inv Date _____
Date: _____ Via: _____	Customer #: _____

You may email this form as a PDF attachment to malcazar@apa.org; fax to (202) 216-7610; or mail to:
Mona Alcazar, APA Advertising & Exhibit Sales Department, 750 First St., NE, Washington, DC 20002-4242.

EXHIBIT RULES AND REGULATIONS

To view the complete 2012 Exhibit Rules and Regulations online, please visit the following link: <http://www.apa.org/convention/exhibits/rules-regulations/index.aspx>

EXHIBIT RULES AND REGULATIONS

It is understood that the following points are accepted as part of the contract between the American Psychological Association and those who purchase exhibit space in the 2012 APA Annual Convention and Exhibits.

EXHIBIT CONTENT

Decisions regarding the acceptability of exhibits will be made in the first instance by the APA Chief Staff Officer, in consultation with the Board of Convention Affairs (BCA) Chair. The APA, acting through its Chief Staff Officer, reserves the right and sole discretion to reject any proposed exhibit for any reason. Potential exhibitors are advised that the acceptability of products or services for display at the APA Convention is based on legal, social, professional, and ethical considerations. Exhibits may not be inconsistent with the professional nature of the APA Convention. Exhibit space is not intended for airing either side of a controversial social, political, or professional issue. Exhibit space is not intended for the purpose of campaigning for APA president or any other APA governance office. Exhibit space for insurance programs is limited to only those programs endorsed or sponsored by the American Psychological Association Insurance Trust (APA-IT). In addition, APA reserves the right to decline exhibit requests from companies exhibiting products and services that could be considered competing with the APA Member Benefits Program (examples include, but are not limited to: affinity credit cards, telephone long distance services, financial programs, car rentals, hotels, and magazine services). APA also reserves the right to decline exhibit requests to conduct non-APA surveys inside the exhibit hall, the headquarter or supplemental hotels, or any area where an APA event or function is being held during the APA Annual Convention. APA reserves the right to require exhibitors to edit, amend, or eliminate parts of exhibits that in the Association's opinion are not in keeping with the Association's objectives or are otherwise inconsistent with APA policies.

Potential exhibitors are advised that contests, lotteries, raffles, and games of chance may not be conducted without prior approval of the Chief Staff Officer. For more information on conducting a contest, lottery, raffle, or game of chance, refer to the Exhibitor Prospectus under the heading "Promotional Opportunities."

Accreditation: Exhibiting of educational programs in the APA Exhibit Hall is restricted to those schools or other institutions fully accredited by regional or other institutional accrediting associations recognized by the U.S. Department of Education. In addition, for those areas of professional psychology where APA or CPA accreditation is currently provided (e.g. clinical, counseling, school, combined) APA will restrict exhibiting to only APA and CPA accredited programs. Those programs accredited by either the American Psychological Association or the Canadian Psychological Association must state that they are APA or CPA accredited in their exhibit materials and include contact information for the APA or CPA Accreditation Office.

Equal Employment Opportunity: The American Psychological Association endorses equal employment opportunity practices and accepts exhibit applications only from organizations that are not discriminatory on the basis of race, color, sex, religion, age, national origin, veteran status, or physical disability. In addition, APA encourages exhibitors not to discriminate on the basis of marital status, the numbers and ages of dependent children, mental disability, or sexual orientation.

Access for Persons with Disabilities: APA works to provide an accessible Convention for all attendees with disabilities and believes that persons with disabilities should be given the opportunity to participate and interact to the fullest extent possible. As a prospective exhibitor, APA encourages you to make your booth accessible to persons with disabilities. This entails simple alterations to remove or modify physical barriers and to provide accessible promotional materials. Exhibitors should set up their displays to allow persons using wheelchairs to easily enter the booth and view materials. This can be done by lowering displays or counters and ensuring that there is ample entrance space in the display area. Exhibitors should provide order forms or promotional materials in alternate formats such as large print, Braille, or computer disk for persons who are blind or visually impaired. Additionally, any videos shown should be captioned for persons who are deaf or hearing impaired. Approach persons with disabilities with a positive, relaxed attitude in the same way you would approach any other prospective customer. Plan in advance how you will welcome persons with disabilities into your booth. If altering your display is not an option, make up in service what you lack in "architecture."

ACCEPTANCE OF EXHIBITS

Applications for exhibit space are subject to review as described above. First-time exhibitors should include a sample brochure or pamphlet with their exhibit application for this purpose.

Unethical conduct or infraction of rules on the part of the exhibitor or the exhibitor's representatives, or both, will subject the exhibitor or said representatives to dismissal from the exhibition area, in which event it is agreed that no refund shall be made by the American Psychological Association and, further, that no demand for redress will be made by the exhibitor or the exhibitor's representatives.

The exhibition of products or services at the American Psychological Association Annual Convention is neither an endorsement of the exhibiting organization nor of the products or services exhibited. APA is not responsible for any claims made by an exhibitor. In addition, an exhibitor may not, without prior consent, incorporate in subsequent promotions the fact that a product or service has been exhibited at an APA Annual Convention.

OPERATING THE EXHIBITS

Soliciting/Demonstrating: Canvassing, exhibiting, or distributing advertising matter outside the designated exhibit area is prohibited. Soliciting or demonstrating by an exhibitor must be confined to the exhibitor's own booth. Exhibitors should be considerate of neighboring exhibitors when soliciting attendees to visit their booths. Distribution of the exhibitor's printed advertisements must be done within the exhibitor's own space. Persons who are not exhibitors are prohibited from any detailing, exhibiting, or soliciting within the Convention hotels. No exhibits, displays, or advertising material of any kind will be allowed in the Convention hotel rooms or hallways unless approved by the Director, Convention and Meeting Services. Failure to comply with this regulation can result in dismissal from the exhibit hall.

Aisles in front of the booths must be kept clear. Enough space must be allocated within each exhibit booth for attendees to browse or watch product demonstrations. Any activity that causes attendees to congregate in the aisle or in adjacent exhibit booths will be curtailed or eliminated.

Sale of Merchandise: Order taking by exhibitors accepting checks or credit cards is permitted, provided that all transactions are conducted in a manner consistent with the scholarly and professional nature of the meeting. Cash transactions are discouraged.

Sales Tax: Exhibitors selling taxable goods or services on site must register as a dealer with the Florida Department of Revenue. Additional information is available online at www.myflorida.com/dor or by calling 1-800-352-3671 (in Florida), 850-488-6800, or 407-903-7350. Forms are available by Fax on Demand at 850-922-3676 to registered dealers. See Florida Statute 212 (www.leg.state.fl.us) for more information.

Logos and Images: Exhibitors are not allowed to use the APA logo and APA Convention art in any public or private promotional materials. In addition, the Orange County Convention Center (Center) logo may not be used in any public or private promotional materials, without written consent.

Copyrights and Proprietary Material: ASCAP, BMI, dramatist fees, copyright license fees, patent fees, or any other fee or royalty attached to copyrighted or proprietary material are the exhibitor's responsibility. Neither APA nor the Orange County Convention Center is responsible for any violation of infringement rights of any owner or presented material.

Catering: The Orange County Convention Center's exclusive food and beverage partner, Centerplate, has exclusive food and beverage rights within the Convention Center. A complete Catering Guide will be included in the Service Kit available in May. Popcorn machines, peanut roasters, cotton candy machines, or similar items are expressly prohibited. Popcorn is also prohibited.

Helium Balloons: Helium balloons and helium tanks are prohibited in the APA exhibit hall.

Candles: Under no circumstances are open flame devices such as lighted candles, lighters, or sparklers permitted in exhibit booths.

Compressed Gases/Flammable Liquids/Aerosols: The use, display, or storing of compressed gasses, flammable liquids, or dangerous chemicals is prohibited in the APA exhibit hall.

Pyrotechnics, Fog and Smoke Machines, and Lasers: Pyrotechnics, fog and smoke machines, and lasers are prohibited in the APA exhibit hall.

Hazardous Chemicals and Materials: The use of hazardous chemicals and materials are strictly prohibited in the APA exhibit hall.

Glitter, Confetti, Stickers, and Decals: Glitter, confetti, stickers, or decals may not be used in connection with any exhibit in the APA exhibit hall, or for any purpose within the Orange County Convention Center.

Weapons Policy: Weapons and firearms are prohibited on the Orange County Convention Center (OCCC) property. Only authorized law enforcement personnel with legal jurisdiction are allowed to carry firearms anywhere in the facility. The OCCC Building Security section must be notified in advance of any firearm or weapon that is to be brought onto the premises as part of an exhibit or trade show at least thirty (30) days in advance of show move-in. Those exhibits or shows which utilize fake or prop weapons as part of an exhibit or costume, must also be brought to the attention of the OCCC Building Security section at least thirty (30) days in advance of show move-in. For the safety of our guests and the facility, appropriate action will be taken to remove any unauthorized weapons or firearms from the premises.

Electrical Equipment: Electrical equipment must meet applicable National Electrical Codes. Electrical fixtures and fittings must be U.L. listed, 14-gauge wire or better is required for all connections. All extension cords must be 3-wire grounded. Only Orange County Convention Center staff and authorized service partners are authorized to move the Center's electrical equipment. Utility panels and mechanical equipment rooms may not be blocked under any circumstances.

X-Ray Equipment: The use of x-ray equipment and other radiated materials are prohibited in the APA exhibit hall.

Noise: Objectionable sound devices may not be operated. Engines or any other kind of equipment may be operated only with the consent of the Director, Convention and Meeting Services. Exhibitors should be considerate of neighboring exhibitors when operating any sound system.

Animals: Animals are not permitted on the Orange County Convention Center's (OCCC) premises except in conjunction with an approved exhibit or as service animals for the physically challenged. Animals that are approved to be on OCCC's premises must be on a leash, within a pen, or under similar control. The owner will be fully responsible for their animal(s).

Fire Regulations: Exhibitors must comply with all federal, state, and local fire and building codes that apply to places of public assembly (see Chapters 5, 8, and 31 of the prevailing N.F.P.A. Life Safety Code 101; Orange County Fire Rescue Department's Conventions, Trade Shows and Exhibits #6005; and Orange County Fire Rescue Department's Tent Standard #6000). All curtains, bunting, draping, etc., must be made of flame retardant materials. Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes. All emergency exits, hallways and aisles leading from the Orange County Convention Center (OCCC) must be kept clear and unobstructed. Loading dock fire lanes must remain clear at all times. Welding and/or cutting equipment is prohibited in the OCCC except as part of an exhibit and must be approved by the Orange County Fire Rescue Services Department through the OCCC Event Management section.

Literature on display shall be limited to reasonable quantities (a one day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner free and clear of electrical cables or junction boxes. Storage of any kind is prohibited behind back drapes, display walls, or inside the display area. All cartons, crates, fiberglass cases, containers, packing materials, etc., which are necessary for repacking will need to be tagged with an "Empty" sticker for removal from the show floor. Information concerning accessible storage onsite will be included in the Online Exhibitor Service Kit available in May.

Smoking Policy: Per the Florida Clean Indoor Air Act (FCIAA), smoking is prohibited inside the facility at either building. Smoking is also strictly prohibited during any show move-in or move out activity. Exterior smoking areas have been designated for those exhibitors who require dock access for smoking. In addition, there are designated smoking areas located outside the buildings, at various locations.

Destruction of Property: All property destroyed or damaged by an exhibitor must be replaced in the original condition by the exhibitor or at the exhibitor's expense. Nothing may be taped, nailed, tacked, or otherwise affixed to ceilings, painted surfaces, fire sprinklers, columns, fabric, or decorative walls.

Subletting Space: Exhibitors may not assign, sublet, or apportion all or any part of the space allotted to them. Any materials other than those manufactured or distributed by the exhibitor in the regular course of business may not be exhibited by the exhibitor or be allowed by the exhibitor to be exhibited by other persons or firms without the written consent of the Director, Convention and Meeting Services.

DECORATION & DRAYAGE SERVICES

The official exhibit show decorator and drayage firm is:

Brede National Exposition Services
6801 Mid Cities Avenue
Beltsville, MD 20705
Phone: (301) 937-8600
Fax: (301) 937-2952

Exhibitor Service Kit: Approximately 90 days prior to the meeting, each exhibitor will receive an Online Exhibitor Service Kit containing order forms; rental costs of booth furniture, additional draping, accessories, special work (such as carpentry, painting, additional signs, electrical work, floral decoration, audio-visual equipment rental, and so forth); labor regulations; and payment terms. In addition, information concerning shipping your materials to Orlando, FL will be included in the Online Exhibitor Service Kit available in May.

Shipping: All freight shipments must be consigned to Brede National Exposition Services. ALL SHIPMENTS MUST BE SENT PREPAID.

All shipments may be sent to the advance warehouse and should be scheduled to arrive in Orlando, FL no later than Friday, July 20, 2012.

ADVANCE WAREHOUSE SHIPMENTS ARE TO BE CONSIGNED TO:

Exhibitor Name/Booth Number

American Psychological Association Annual Meeting
Brede National Exposition Services c/o Brede/Allied
2502 Lake Orange Dr.
Orlando, FL 32837
Phone: (410) 796-8800

To verify or confirm receipt of advance warehouse shipments contact Johnny Bryant, Brede Exposition, (301) 937-8600, ext. 29.

Exhibitors not utilizing the advance warehouse should send shipments directly to the show site. *These shipments should be sent for arrival on-site NO EARLIER AND NO LATER than Wednesday, August 1, 2012.*

DIRECT TO SHOW SITE: Exhibitors not utilizing the advance warehouse should send shipments directly to the show site. **These shipments can only arrive on Wednesday, August 1, 2012.**

Exhibitor Name/ Booth Number

120th American Psychological Association Annual Meeting
c/o Brede National Exposition Services
Orange County Convention Center
9800 International Dr., West Bldg.—Halls A4, B1, B2, and B3
Phone: (301) 937-8600

Freight Deliveries: The Convention Center will not accept delivery of show materials or freight. Freight carriers should deliver freight to the attention of show management's official service contractor. Delivery address should reference the name of the event location (i.e., hall or meeting room) and show contact name. Direct to show site freight will only be accepted Wednesday, August 1, 2012.

Freight Handling: Labor Unions claim jurisdiction over all unloading and reloading of freight, exhibit materials, product, empty containers, and related equipment. They also have jurisdiction over all material handling equipment including but not limited to forklifts, towmotors, dollies, pallet jacks, etc.

Exhibitor Hand-Carry Procedures: Exhibitors may hand-carry their materials only once into the exhibit facility. The use or rental of dollies, flat trucks, and other mechanical equipment, however, is not permitted. Brede National Exposition Services will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by Brede National Exposition Services.

Carpeting: Individual booths are not carpeted by APA (except for Employer booths). Carpeting for individual booths can be ordered through the show decorator at an additional cost. Information on ordering carpeting will be included in the Online Exhibitor Service Kit available in May.

Utility Services Information: Utility Services, provided by the OCCC Event Utilities section, are an exclusive service provided by the Orange County Convention Center. Temporary utility service can be arranged for the following options:

- Compressed Air
- Electric
- Natural Gas*
- Plumbing
- Steam*
- Water*

*Please Note: Exceptions regarding location and/or availability may occur.

The installation/removal of any and all electric, gas, plumbing, steam, and water, either into or out of any OCCC venue connectors by non-Event Utilities section personnel, is strictly prohibited. Utility service order forms will be included in the Online Exhibitor Service Kit available in May.

Hanging Items: Overhead hanging signs are allowed by APA provided you have an island booth configuration. The hanging of any overhead sign is also contingent on rigging policy within the Orange County Convention Center and is subject to mandatory approval by the Center, APA Convention Management and the Orange County Convention Center require blueprints or sketches be forwarded for approval prior to the Convention. The maximum height of a hanging sign is 16 feet.

Internet and Telecommunications: Smart City is proud to partner with the Orange County Convention Center as its exclusive provider of the following exhibitor services below:

- High Speed Internet Access
- T-1 and other Special Data Circuits
- Voice Networking and Telecommunications
- Webcasting
- EventPath™
- Temporary LAN/WAN/VPN construction
- Point-to-Point Networking
- Smart Spots
- Video Conference
- DNS Services
- Wireless Buyout and Marketing Opportunities

Refer to ordering information in the Online Exhibitor Service Kit available in May.

Cleaning Services: Booth cleaning is not included in the cost of booth space. Complimentary cleaning of standard show aisles will be provided. Interior booth cleaning and trash removal is a chargeable cost to the exhibitor. Booth cleaning personnel will not clean the interior of exhibit booths without a written order. Booth cleaning order forms will be included in the Online Exhibitor Service Kit available in May.

Union Jurisdiction & Labor: Currently, APA's general contractor, Brede National Exposition Services, has an agreement with the Local International Alliance of Theatrical and Stage Employees (IATSE) to provide labor for display installation and dismantling. Full-time employees of the exhibit companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by the union. More information will be available on your Online Exhibitor Service Kit mailed in May.

Escalators, Passenger Elevators and Moving Sidewalks: Escalators, moving sidewalks, and passenger elevators are provided for use by the general public and may not be blocked or used to transport equipment or freight. The Orange County Convention Center (OCCC) has multiple freight elevators located throughout the facility that should be utilized when transporting freight and equipment in accordance with posted weight restrictions.

Gratuities: The Orange County Convention Center (OCCC) policy prohibits any OCCC employee from accepting gifts, gratuities, or any other favors from parties doing business with OCCC pursuant to the Orange County Personnel Policy Manual, Code of Conduct.

Personal Transport Devices: Personal transport equipment such as rollerblades, Razor scooters, skates, and skateboards are not permitted on the Orange County Convention Center (OCCC) premises. Electric wheelchairs and Segways® are permitted to operate on OCCC premises. Prior approval from the Director, Convention Services, is required for operation of Segways® on the show floor. Safe operating practices shall be used at all times in the operation of Segways® and electric wheelchairs. Segways® and electric scooter-style wheelchairs are currently the only personal transport equipment with rubber wheels allowed in OCCC concourses, lobbies, and registration areas. Non-gasoline powered motorized vehicles, such as electric carts and bicycles, may be operated in OCCC's exhibition halls during move-in and move-out days only. Bicycles must be walked, not ridden, across any OCCC concourse, lobby, or registration area. All vehicles, transport devices, and equipment must be operated in a safe manner. Motorized vehicles, such as personnel carts, forklifts, pallet jacks, and other related motorized vehicles with steel and/or hard metallic wheels are not permitted on OCCC's concourses, lobbies, and registration areas. Lifts or other wheeled vehicles approved for use in carpeted areas shall have non-marking tires, or tires that are covered with carpet tape or heavy-duty polyethylene sheeting.

Parking Information: The Orange County Convention Center (OCCC) charges a parking fee per entry to all users of its parking areas at the prevailing rate on move-in, show, and move-out days. Exhibitors receive daily in/out privileges with a valid parking receipt and exhibitor badge. Overnight parking on OCCC property is prohibited. Recreational vehicles (RVs) may use the OCCC parking area for parking purposes only. Parking in the loading dock basin or on dock ramps is prohibited and violators will be towed at the owner's expense.

Personal Protective Equipment (PPE): All exhibitors, service providers, and show management personnel working on the show floor during move-in and move-out periods are required to wear approved protective footwear.

Tips to Help Exhibitors Go Green:

- Use recycled or consumable products as giveaways
- Do not have gift items made from endangered or threatened species
- Use soy-based ink and recycled paper to produce the materials
- Avoid bringing large quantities of collateral materials—send them on request
- Purchase supplies that have minimal packaging
- Use displays made from sustainable or reusable materials or designed in an environmentally friendly way
- Recycle cardboard, freight boxes, plastic wrappings
- Incorporate indoor air quality principles into displays
- Find out if the organizers have a collection system for leftover food or flowers for the homeless or hospitals
- Ensure you use recycling bins when they are provided
- Use electronic scanners to obtain attendee profiles
- Encourage your display builder to incorporate their own responsible policies when building display

Source: IMEX

LIABILITY AND INSURANCE

The exhibitor, upon contracting to exhibit, expressly releases the APA or any of its officers, directors, employees, or committee members, or the Board of Convention Affairs, or the owners, employees, or representatives of the Orange County Convention Center (hereafter collectively referred to as the APA and the Center) from any responsibility or liability for any injury, loss, or damage that may occur to the exhibitor or to the exhibitor's employees or property prior to, during, or subsequent to the period covered by the exhibitor's contract, including, but not limited to, any responsibility or liability for negligently caused injury, loss, or damage; and further, the exhibitor agrees to hold harmless and indemnify the APA and the Center against any and all claims made against the APA and/or the Center by any person and arising out of the exhibitor's acts or omissions.

BOOTH CANCELLATIONS/REFUND POLICY

Because of the many advance preparations in connection with the APA Exhibit, the cancellation deadlines are as follows:

- Full refund for cancellations received prior to **March 2, 2012.**
- 50% refund for cancellations received from **March 3–April 2, 2012.**
- 25% refund for cancellations received from **April 3 – June 1, 2012.**
- No refund for cancellations received after **June 1, 2012.**

If the Convention Exhibit is canceled due to circumstances beyond the control of the American Psychological Association or the Orange County Convention Center, all payments connected with booth rental will be refunded.

CONTRACTUAL AGREEMENT

It is agreed that the exhibitor will abide by the rules and regulations cited above before, during, and after the exhibit, and by other reasonable rules considered necessary by the American Psychological Association or Orange County Convention Center, provided that these rules do not materially alter the exhibitor's contractual rights.

All matters and questions not covered by these regulations are at the decision of Convention Management. These regulations may be amended at any time by Convention Management, and all amendments that may be so made shall be equally binding upon publication on all parties affected by them, as are the original regulations.

The application to exhibit at this APA Annual Convention and any agreement incorporated in it shall be governed by the laws of the city of Orlando, FL.