

**Southeastern Symposium on Mental Health 2018**  
**Mental Health Collaborations: Diversity and Inclusion - Integrating Research, Education and Practice**  
**Greenville Health System Department of Psychiatry**

**EXHIBITOR AGREEMENT FORM**  
**(Fax Completed and Signed Form ASAP to Fax # 864-455-4540)**

**Company Name** (please print exactly the way it should appear in the brochure):

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**Primary Company Representative:**

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Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Please list other representatives that may be attending:

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**Exhibitor Options**

**Please note that the exhibitor space is located in a separate room from the lectures or within the hallway area, outside of the lecture rooms. If a company representative is also a registrant attending the symposium lectures, the company representative will be asked to remove their name badge and to refrain from asking any questions during the lecture time and Q & A.**

**Exhibit Booth/Table Description- Please check one:**

\_\_\_\_\_ 10 x 10 Premium Booth with Pipe and Drape and a 6' table with 4 chairs. The Prime Booths will be located in the highest traffic areas and nearest to the break beverages. - (\$5,000)

\_\_\_\_\_ 8 x 8 Booth with Pipe and Drape and 6' table with 2 chairs - (\$3,500.00)

\_\_\_\_\_ Table space (6') –Table placed against wall area with 2 chairs - (\$2,500)

**Payment method for exhibit space (Please check one):**

**GHS Department of Psychiatry**  
**Attn: Dr. Sharon M. Holder**  
**Southeastern Symposium on Mental Health**  
**P. O. Box 8563**  
**Greenville, SC 29604**

\_\_\_\_\_ **Payment-in-full enclosed**

\_\_\_\_\_ Will call with Credit Card Information: (Please call 864-455-7808 for Dr. Sharon Holder)  
**Tax ID #47-4930671**

**Statement of Purpose:** This program is for scientific and educational purposes only and will not promote the company's products, directly or indirectly.

**Control of Content:** Sponsor (GHS) is responsible for control of content and selection of presenters and moderators. The Company and its agents agree not to direct the content of the program in any way or to influence any speakers regarding content of their lectures. Company Representatives will be allowed to attend lectures in the back of the room but are not allowed to wear name badges or ask question.

**Disclosure of Financial Relationships:** Sponsor (GHS) will ensure meaningful disclosure to the audience, at the time of the program, of (a) Company funding and (b) any significant relationship between the Sponsor and Company (e.g. grant recipient) or between individual speakers or moderators and the Company.

**Objectivity & Balance:** Sponsor (GHS) will make every effort to ensure that data regarding the company's products (or competing products) are objectively presented, with favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.

**Compliance:** Both Exhibiting Company and Sponsor (GHS) agree to abide by all requirements of the SCMA Standards for Commercial Support of Continuing Medical Education (appended). Upon request, Sponsor will furnish Company with a report concerning the expenditure of the funds provided.

**Acceptance of Support:** GHS Policy provides that support provided by commercial interests must be approved by the CME Activity Planners and/or Department Chair. GHS is not obligated to provide opportunities to supporters at GHS-sponsored CME activities.

- I have read, understand, and agree with the above statements and the attached "Exhibitor Policies" for Southeastern Symposium on Mental Health. **(Please sign below.)**

X \_\_\_\_\_ **Company Representative Signature**

X \_\_\_\_\_  
**Please Print Name (Signed Above)**

X \_\_\_\_\_  
**Company Name**

X \_\_\_\_\_  
**Date**



## Southeastern Symposium on Mental Health 2018

**Mental Health Collaborations: Diversity and Inclusion - Integrating Research, Education and Practice**

Greenville Health System Department of Psychiatry

### EXHIBITOR POLICIES

Please read the following policies that apply to any company exhibiting at the *Southeastern Symposium on Mental Health 2018* held at the Hyatt Regency Hotel:

1. **On the day of set-up, Thursday, May 17, 2018 (set-up time start Thursday May 17<sup>th</sup> after 6:00 pm) please come by or designate your company representative to come by to sign-in at the Symposium registration desk and pick up your envelope with Symposium particulars. Extra event tickets are at an additional cost and must be paid for two weeks in advance.**
2. **Exhibits are not to be removed until after lunch on the last exhibit day, Saturday, 05/19/18.**
3. Exhibit spaces will be 3' x 6' tables in the Exhibit Hall of the Hyatt Regency, and booths will be situated throughout the Exhibit Hall (See diagram). One table and 2 chairs will be provided for each booth space and at least 1 chair for each exhibit table space. The Hyatt Regency will provide tablecloths. (If your company has a tablecloth preferable, that will be acceptable.) The Greenville Health System will provide a sign indicating Exhibitor name for each booth/table. (If you have a sign of your own and wish to use it, you may.)
4. **For Exhibitors, a signed Supporter/Exhibitor Agreement Form is required to reserve a booth or table space. Payment can be made by check or credit card. Exhibit spaces are not guaranteed until the requested Exhibitor Form is completed and returned. Balances for exhibit spaces are due no later than 2 weeks prior to the Symposium. Exhibit space reservations will be assigned on a first-come, first-serve basis. In the case of dire circumstances and by written request, refunds minus a \$100 Administration fee will be granted to Exhibitors (Only) prior to May 11, 2018. No refunds will be granted after May 11, 2018. If a company fails to show at the Symposium, that company is still committed to the full cost of the booth or table reserved.**
5. Exhibitors are allowed to bring snacks and candies (individually wrapped) to their booth for distribution. **NO prepared food from another caterer/establishment can be brought in, nor can any hot drinks be prepared on site; the ban includes the use of appliances for food preparation/warming, such as popcorn machines, espresso machines, coffee or hot water dispensing machines or thermos, etc.**
6. Please avoid any equipment that may emit loud noises that could distract the lectures and other participants.
7. Please conduct any company business with Symposium attendee within your exhibit space. Do not interfere with another company's exhibit space.
8. Equipment or any items that require shipping should be sent to the Hyatt Regency Hotel, Downton Greenville, South Carolina. Please label shipped items with (1) **"Southeastern Symposium on Mental Health 2018"** and (2) with "your company name, the company representative's name, 1 of 2 boxes then 2 of 2 boxes, and oversize and fragile labels" listed somewhere on the item shipped, so that the hotel will be able to readily identify who sent the packages or display cases. **Do not ship any items before 3 days prior to the Symposium.**
9. Two electrical outlets will be provided at each booth or table. If more is needed or voltage requirements vary from the norm, please let us know at least 4 weeks prior to the Symposium.
10. **An Exhibitor may have one drawing for a door prize from their booth area during the 2-day Symposium, if they wish. Door prize should not exceed \$100. Exhibitors will be held responsible for notification of the winner. We will have a dry erase board available for you to use to inform the participants who won from your drawing.**