



Exhibitor Prospectus

Dear Industry Partner:

Each November, our ACLP membership eagerly gathers to learn and build connections, inspiring us to work toward transformation in our learners, patients, systems, and the profession. This has inspired the theme of this year's meeting: *Making Connections: Inspiring Transformation Through Education*.

We are hopeful for our first in-person gathering in three years this fall and look forward to re-connecting and learning together. The Academy invites you to exhibit at *Consultation-Liaison Psychiatry 2022*—the preeminent meeting for consultation-liaison psychiatrists—to be held at the Hilton Atlanta, Georgia, Nov 9-12. Exhibiting at this year's CLP event is your best opportunity to mix with the leaders from academia, industry, and government who are on the cutting edge of clinical application in this evolving subspecialty of psychiatry.

We anticipate 1,000 highly motivated physicians and policy-makers from across the country. Each participant looks forward to learning how your products and services can help them help their patients. The exhibits will be prominent in an area where refreshments breaks will be served to encourage attendees to meet your company's representative.

Due to space constraints at this year's meeting, only **ten (10) exhibitors** can be accepted. Spaces will be assigned on a first apply/first-served basis.

Should you have any questions about exhibiting at CLP 2022, please contact Kate Monkus at kmonkus@kellencompany.com or +1 847 686 2236.

I look forward to seeing you in Atlanta.



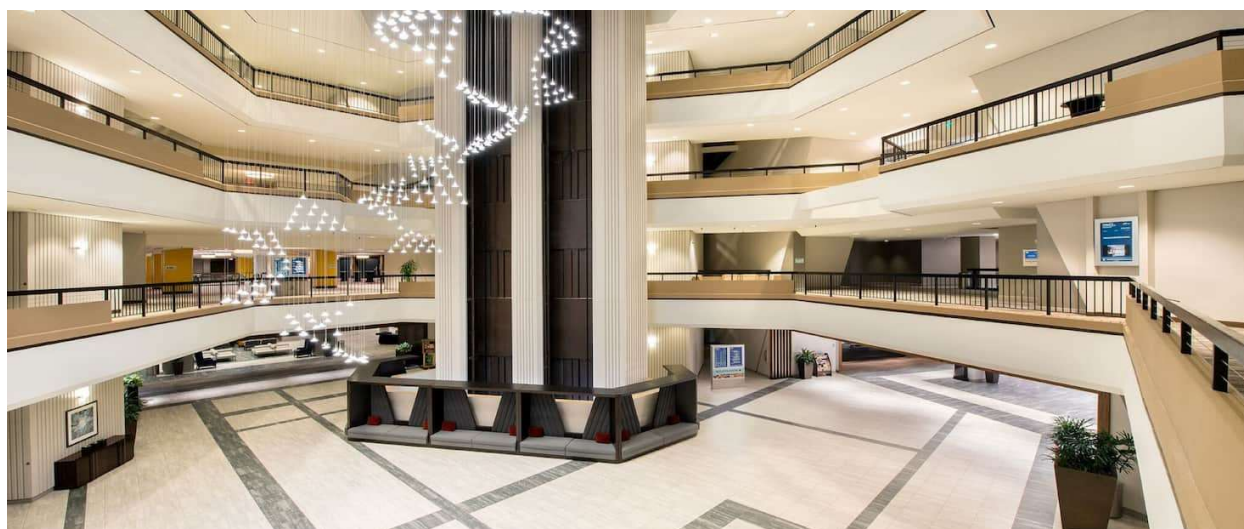
Sandra Rackley, MD, MAEdHD, FACL P
CLP 2022 Scientific Program Committee Chair

CLP 2022 EXHIBITOR INFORMATION

Conference Site

Hilton Atlanta
255 Courtland Street NE
Atlanta, GA 30303
+1 404 659 2000

Please see [this page of the conference website](#) for details on making hotel reservations



Scientific Exhibition Schedule (as of September 20, 2022, and subject to change)

Date	Time	Event
Wed, Nov 13	4:00 – 5:00 pm	Optional early set-up
Thu, Nov 14	7:30 – 8:30 am	Set-up*
	8:30 am – 5:00 pm	Exhibits open
Fri, Nov 15	8:30 am – 4:00 pm	Exhibits open
	4:00 – 6:00 pm	Dismantle*

*Special exceptions to the set-up/dismantle schedule may be made, but must be submitted to ACLP in writing and agreed to by both parties prior to the start of the meeting.



Categories & Fees

Exhibitor Type (for One [1] Exhibit Table)	Price Per Unit
Commercial Company	\$1,750 (see note below)
Book Sellers, Not-for-Profit Agencies & Societies	\$1,000

Note: Commercial companies providing unrestricted grants of more than \$1,750 receive a complimentary exhibition table.

Your Rental Includes

Two (2) complimentary registration badges for company staff (additional staff may register), listings on the ACLP meeting microsite and in the final program, and an exhibitor ribbon. Each table is 6-feet long, draped, with two chairs, and will be located near the function rooms for the meeting. ACLP will determine exhibitor location. For electrical or telecommunications services, or any additional equipment, you will need to contact Kate Monkus at kmonkus@kellencompany.com or +1 847 686 2236.

Badges

Each exhibit space includes 2-complimentary registration badges that allow entrance to all meeting sessions, the Thursday evening Welcome Reception, and any refreshment breaks. BADGES ARE NOT TRANSFERABLE. Additional badges for other representatives may be obtained by including them on the registration form for \$50 each.

Shipping Information

Complete shipping information will be sent to you in October after you have registered with ACLP and provided full payment.

Lodging

ACLP has reserved a block of rooms at the official meeting hotel for the duration of the meeting at a special rate of \$199 per night + tax/fees. Please see [this page of the conference website](#) for details on making your reservations.



CONDITIONS OF EXHIBITOR AGREEMENT

1. **Assignment of Space:** ACLP will determine exhibitor space assignment. Once space is approved, an exhibit may only be moved with the mutual consent of ACLP and exhibitor.
2. **Payment:** Payment in full is required with a completed application for exhibit space. A completed form and payment must be received by **October 24, 2022**, to ensure inclusion in the final program book. Exhibitors are responsible for special equipment and services.
3. **Cancellations:** Cancellations in writing to ACLP on or before **October 24, 2022**, will receive the entire exhibitor fee less a 20% administrative fee. No refunds will be made for cancellations received after October 24.
4. **Care of Exhibit Space:** Exhibitors must maintain and keep their exhibit space and the contracted space in good order, at their expense.
5. **Insurance:** In all cases, exhibitors wishing to insure their goods must do so at their own expense.
6. **Protection of Exhibit Space:** Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel without the permission of ACLP and/or a representative of the hotel. Packing, unpacking, and assembly of exhibits shall be done in designated areas and conform to instructions of ACLP or hotel representatives, where applicable.
7. **Default Occupancy:** An exhibitor who fails to occupy contracted space is not relieved of the obligation to pay for such space at the full rental price, and ACLP shall have the right to use that space.
8. **Use of Space:** Exhibits will only be permitted in the official exhibit area established by ACLP. Exhibitors shall not distribute printed matter, samples, or souvenirs, except from rented space. There shall be no sales of any kind, for neither cash nor credit, for immediate or future delivery, nor shall there be any order taking.
9. **Cancellation or Relocation of Meeting:** If cancellation or relocation of the meeting is due to circumstances within ACLP's control, ACLP's liability will be limited to a refund of fees to the exhibitor. If ACLP has no control over the cancellation or relocation, ACLP will have no liability of any kind, but may, at its discretion, refund any fees paid by the exhibitor.
10. **Liability:** ACLP does not assume any responsibility for the protection of property of the exhibitor or their representatives, or of the property used in connection with the exhibit, from theft, damage, or destruction. Small or easily portable articles shall be properly secured or removed after exhibit hours and placed in safekeeping by the exhibitor. The exhibitor agrees to hold ACLP harmless from all such claims and claims of liability of any kind arising from the activities of the exhibitors, its representatives, or from the display or use of property of the exhibitor. ACLP shall not be liable for failure to provide space to an exhibitor if non-delivery is due to destruction to the building or the exhibit space.

11. **Distribution of Printed Material:** Distribution of materials by exhibitors or their agents is limited to the area rented by the exhibitor. Flyers or other printed material may NOT be delivered to hotel rooms of ACLP registrants without advance permission from the hotel and ACLP. Any costs for such authorized distribution shall be the sole responsibility of the exhibitor. Other than the above, advertising circulars, brochures, etc. may only be distributed from exhibit tables and may not be placed in any meeting room or in the ACLP registration area.
12. **Exhibitor Seminars, Lectures, Food Functions, etc.:** As a condition of receiving exhibit space, the Exhibitor agrees not to conduct, sponsor, or promote any general seminars, lectures, or clinics in the same geographical area (within a radius of 50 miles) for a period of three days prior to or following the annual meeting.
13. **Food or Beverage in Exhibitor Booths:** No food, beverages or tobacco products of any type may be sold or distributed from an exhibitor table.
14. **Price List:** Advertisements, exhibit materials or promotion may include prices, but shall not make price comparisons with competitive products.
15. **Removal of Exhibits by ACLP:** ACLP has the right to prohibit, bar, prevent and remove any exhibit or proposed exhibit, or any part or portion thereof, which in the judgment of ACLP is unsuitable or inappropriate for the exhibition. Such right shall extend to, but shall not be limited to, all equipment, materials, displays, installations or other items or things consisting of, part of, or used or distributed in connection with such exhibit. Specific punitive actions may be taken against companies that are determined by ACLP to have violated any provision of these rules and regulations.
16. **Selling of Products or Services:** All transactions must be conducted in a manner consistent with the professional nature of the exhibits.
17. **Pre-meeting Mailings:** Mailings to ACLP members or meeting registrants may be undertaken only with the explicit permission of ACLP. Permission also is based on review and acceptance of specific proposals (materials) with rationale for pre-distribution and payment of an additional fee.
18. **Violation of Condition:** The following actions shall constitute a violation of Conditions of the Exhibitor Agreement: 1) violation of any municipal, state, or national laws, rules, or regulations, including safety codes; and 2) failure to follow procedures prescribed in this prospectus.
19. **Acceptance of Exhibit Contracts:** ACLP may refuse space to any company or individual whose products or services, in the judgment solely of ACLP, do not further the educational and/or scientific purposes of the annual meeting.

NOTE: Our experience has shown that often the person(s) who staffs a booth and the person(s) who did the coordinating for the booth are not the same. Please ensure that the representative on-site is aware of all the services that have been ordered (i.e.; phone & data lines, electrical, etc.) and has copies of all orders placed.