

***International Association of Forensic Mental Health Services***

***Exhibitor Prospectus/Invitation to Publishers***

**We invite you to participate in the Book Exhibit, advertise in the Program or conference bags, or sponsor an event at the 2016 annual meeting of the International Association of Forensic Mental Health Services, at John Jay College, New York City. We anticipate approximately 500 participants, both domestic and international.**

**Why Exhibit/Advertise?** The members of IAFMHS represent a highly educated market that influences health care delivery, research, higher education, and law. They buy and develop the products and services you deliver. Psychologists, psychiatrists, social workers, nurses, and mental health professionals from around the world will attend this meeting. There will also be a large student population in attendance.

Exhibitors will have the option of choosing to have a display table for one, two, or all three days of the conference.

**Exhibit Hours** Tuesday, June 21<sup>st</sup> 9:00 AM - 5:00 PM  
Wednesday, June 22<sup>nd</sup> 9:00 AM – 5:00 PM  
Thursday, June 23<sup>rd</sup> 9:00 AM – 5:00 PM

**Installation of Exhibits** Tuesday, June 21<sup>st</sup> 7:00 am – 9:00 AM

**Assignments of Space** Applications for exhibit space must be made on the form enclosed. Exhibitors with affiliations to parent companies who desire space together should submit the applications together. *Priority of space assignment will be based on the date and time the application is received.* Exhibit booth payment can be made by check or credit card. A deposit of \$200 should be enclosed with application.

**Acceptance of Exhibits** The IAFMHS Local Organizing Committee will determine whether an exhibit is deemed appropriate. First time exhibitors should include a sample brochure. Unethical conduct or infraction of rules on the part of the exhibitor will subject the exhibitor to dismissal from the exhibition area, in which event it is agreed that no refund shall be made by IAFMHS, and, further, that no demand for redress will be made by the exhibitor.

<b>Exhibit Booth</b>	Table top booths (includes 6' table, 2 side chairs, wastebasket)
<b>Attendee Packets</b>	As a courtesy to our exhibitors, the normal fee will be waived for placing a flyer or other promotional material in each attendee's packet.
<b>Operating Exhibit</b>	<p>Soliciting or demonstrating by an exhibitor must be confined to the exhibitor's own booth/table. Exhibitors may not assign, sublet, or apportion any part of the space allotted to them.</p> <p>Order taking by exhibitors accepting checks or credit cards is permitted, provided all transactions are conducted in a manner consistent with the scholarly and professional nature of the meeting. Cash transactions are discouraged.</p>
<b>Liability</b>	The exhibitor/advertiser, upon contracting to exhibit/advertise, expressly releases IAFMHS or any of its officers, directors, employees, or committee members from any responsibility or liability for any injury, loss, or damage that may occur to the exhibitor or the exhibitor's employees during, or subsequent to the period covered by the contract.
<b>Cancellation/Refund</b>	Fifty percent refund for cancellations received prior to <b><i>April 1, 2016. No refunds after April 1, 2016.</i></b>
<b>Shipping</b>	Instructions for shipping your display to the College will be sent after reservations are made. Please do not send materials to the IAFMHS Central Office. For questions, contact Patricia Zapf: <a href="mailto:patricia.zapf@gmail.com">patricia.zapf@gmail.com</a> or by phone: 212-866-0608.
<b>Contractual Agreement</b>	It is agreed that the exhibitor will abide by the rules and regulations of the annual meeting of IAFMHS before, during, and after the exhibit, and by other reasonable rules considered necessary by the hotel, provided that these rules do not materially alter the exhibitor's contractual rights.

**Application for Exhibit Space**  
**IAFMHS Annual Conference**  
**June 21-23, 2016, John Jay College of Criminal Justice**  
**524 W. 59<sup>th</sup> Street, NYC, NY 10019**

Exhibit Booth/Table Space

1. Tabletop booth: **\$250 per booth full day (Tuesday, Wednesday, Thursday).**
2. Total number of booths requested: \_\_\_\_\_
3. Days booth requested (Tues/Wed/Thurs): \_\_\_\_\_
4. Company \_\_\_\_\_ City/State/Zip \_\_\_\_\_
5. Representative's contact info: \_\_\_\_\_
6. Principle products to be displayed (first time exhibitors, please enclose a sample brochure): \_\_\_\_\_

**B. Please provide a 40-word description of the exhibit (to appear in conference program)**

**C. Payment – Down payment of \$200 is enclosed for exhibits. Balance due by **April 1, 2016.****

1. Payments should be made out to IAFMHS and sent to: Kevin Douglas, IAFMHS, Department of Psychology, Simon Fraser University, 8888 University Drive, Burnaby, BC, Canada V5A 1S6. Fax form to 801-846-0608 or email to [patricia.zapf@gmail.com](mailto:patricia.zapf@gmail.com)

2. Credit card payment: Visa/MC/Discover/AMEX (circle one)

Account Number \_\_\_\_\_ Exp: \_\_\_\_\_ Sec Code \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Signature: \_\_\_\_\_

**D. Agreement and Signature**

In making this application we agree to conform to the exhibit regulations of the annual meeting of the International Association of Forensic Mental Health Services. It is mutually agreed that all regulations shall be interpreted by the IAFMHS Local Organizing Committee, and the parties hereto shall be bound by such interpretation.

**Name of Company:** \_\_\_\_\_

Name of contact authorized to sign: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip/Country: \_\_\_\_\_

Federal Tax ID# or SS#: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Web Address \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_

**For IAFMHS Use Only**

Cost of Exhibit \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_

Deposit Received \_\_\_\_\_

Date/Check # \_\_\_\_\_

Date/check # \_\_\_\_\_

Confirmation Sent: \_\_\_\_\_

## 2016 IAFMHS Conference Promotional Opportunities

**Take-One Brochure Table** – For the benefit of those who do not, or cannot, rent a booth exhibit, a Take-One Brochure Exhibit/Table for the distribution of free brochures and other material is available. Pamphlets, brochures, leaflets, cards, magazines, etc. will be displayed prominently so that those visiting can help themselves. This will be for paid Take-One Exhibitors ONLY. Other materials will be removed. A one-time fee of \$100 will be charged for this service. *Unused materials will not be returned.*

**Conference Program Advertising** - This year we will have space for business advertisements in our conference program, which will be given to all conference attendees. Below is the list of advertisement sizes and costs. Placement of ads will be given on an availability basis. If you want to place an advertisement in the IAFMHS Conference Program for the 2016 conference, please send your camera ready ad materials and payment to Patricia Zapf by April 30, 2016.

Back outside cover	\$1,000 USD
Front inside cover	\$ 750 USD
Back inside cover	\$ 650 USD
Full page (8 x 10.5 in.)	\$ 500 USD
Half page (8 x 5 in. horz.)	\$ 250 USD
Quarter page (4 x 5 in. vert.)	\$ 150 USD

**For more information, please contact:**

Patricia Zapf, PhD  
Conference Co-Chair  
5668 FishHawk Crossing Blvd, #306  
Lithia, FL 33547  
E-mail: [patricia.zapf@gmail.com](mailto:patricia.zapf@gmail.com)

**Attendee Packets** To place a flyer in an attendee's packet, please contact Patricia Zapf—[patricia.zapf@gmail.com](mailto:patricia.zapf@gmail.com). **Price is \$250 per item unless vendor is also advertising elsewhere.** If vendor is exhibiting (other than the Take-One table) or advertising in the program at the half page level or higher, **this fee is waived.**

**Sponsorship** We also welcome sponsorships to defray costs of meeting materials, catered events, audio-visual, etc. Please see the attached flyer for sponsorship options. Contact Patricia Zapf for details.

## Application for Program Advertising

June 21-23, 2016 – New York City

### IAFMHS Annual Conference

IAFMHS is hereby authorized to reserve space for advertisement in the IAFMHS conference program. Camera ready proofs due by **April 30, 2016**.

E. Take-One Exhibit/Table	\$100	_____
F. Program Advertising:		
Back outside cover	\$1,000	_____
Front inside cover	\$ 750	_____
Back inside cover	\$ 650	_____
Full page (8 x 10.5 in.)	\$ 500	_____
Half page (8 x 5 in. horz.)	\$ 250	_____
Quarter page (4 x 5 in. vert.)	\$ 150	_____
Leaflet Space (in packet) (Include Sample)	\$250 (unless advert.)	_____
	TOTAL	\$_____

G. Payment: Full fee enclosed for advertising.

1. Payment should be sent to: Kevin Douglas, IAFMHS, Department of Psychology, Simon Fraser University, 8888 University Drive, Burnaby, BC V5A 1S6 Canada. Fax form to 801-846-0608

2. Credit card payment: Visa/MC/Discover (circle one)

Account Number \_\_\_\_\_ Exp: \_\_\_\_\_ Sec Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Signature: \_\_\_\_\_

H. Agreement and Signature

In making this application we agree to conform to the advertising regulations of the annual meeting of the International Association of Forensic Mental Health Services. It is mutually agreed that the IAFMHS Local Organizing Committee shall interpret all regulations and the parties hereto shall be bound by such interpretation.

Name of Company: \_\_\_\_\_

Name of contact authorized to sign : \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip/Country: \_\_\_\_\_

Federal Tax ID# or SS#: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Web Address: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_

#### For IAFMHS Use Only

Cost of Space/Ad \$ \_\_\_\_\_ Date/check # \_\_\_\_\_

Payment Received \_\_\_\_\_ Confirmation Sent: \_\_\_\_\_