



ALABAMA PSYCHIATRIC PHYSICIANS ASSOCIATION

A District Branch of the American Psychiatric Association

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LETTER OF REQUEST

The Alabama Psychiatric Physicians Association requests your attendance as a vendor at our 2018 conferences:

April 20-21, 2018, Birmingham Marriott, Grandview Parkway

Exhibitor Registration Fee: \$1,800 Deadline: March 21, 2018

Room Rate is \$129 per night. Room block closes on March 29, 2018. Call (888) 426-5171 or (251) 338-2000 for reservations or reserve online at www.marriott.com/bhmmc. Ask for the Alabama Psychiatric Physicians Association room block.

October 26-27, 2018, The Battle House Renaissance Mobile Hotel & Spa

Exhibitor Registration Fee: \$1,200 Deadline: Sept. 26, 2018

Reception is on Friday night, conference is on Saturday. Room Rate is \$159 per night. Room block closes on Sept. 14, 2018. Call (866) 316-5957 and ask for the Alabama Psychiatric Physicians Association room block.

Note: Receive a \$250 discount for attendance at both meetings.

APPA staff expect between 60 and 80 attendees. The target audience is psychiatrists, psychologists and ancillary providers who practice in these fields. The exhibitor registration fee includes a display table, two chairs and a wastebasket. Should you need power or internet access, however, please designate that on the registration form. Set up and take down times, agenda and shipping information will be sent one month prior to the meeting dates. Your representatives are also encouraged to attend all meals and the reception.

Expand your brand outside the exhibit hall by sponsoring an event or item with your company logo! All sponsors receive priority booth placement. Sponsorships are available on a first come first serve basis. See the Exhibitor Registration form for details

Credit card payment is welcome, or send a check payable to APPA to:

Attention: Jill Smith
Alabama Psychiatric Physicians Association
19 South Jackson Street
Montgomery, AL 36104

Please let me know if you need additional information. We understand that submission of this letter does not constitute a commitment for your company to support this activity. We greatly appreciate your support.

Sincerely,

Jill Smith
APPA Exhibit Coordinator



ALABAMA PSYCHIATRIC PHYSICIANS ASSOCIATION

A District Branch of the American Psychiatric Association

2018 Exhibitor Opportunities

Spring Conference

April 20-21, 2018

Birmingham Marriott, Grandview Parkway

Fall Conference

October 26-27, 2018

The Battle House Renaissance Mobile Hotel & Spa

APPA

**19 S. Jackson Street
Montgomery, Ala. 36104**

(334) 954-2500

Fax (334) 269-5200

www.alabamapsych.org


About APPA...

The Alabama Psychiatric Physicians Association is a district branch of the American Psychiatric Association and is the only association representing psychiatrists in Alabama. APPA's goals include:

- ▶ Promoting professional values and ethics in the practice of psychiatry;
- ▶ Improving patient access to quality mental health care;
- ▶ Encouraging an environment of lifelong learning and professional development; and
- ▶ Supporting education and advocacy for our profession, our patients and their families.

The association's members gather for continuing medical education at our annual Spring and Fall conferences. During the conferences, companies may exhibit and/or sponsor events, such as breaks, lunch and receptions. Companies that exhibit at both conferences have a pay-one-price option, *with a discount*, for both events.

Participation from our corporate partners allows our members to learn more about products and services available in Alabama.

NEW All company representatives of exhibiting companies may attend conference sessions and earn free CME! 

Exhibitor Guidelines...

Meeting Dates and Locations

Spring Conference - April 20-21, 2018

Birmingham Marriott, Grandview Parkway

Room Rate is \$129 per night. Room block closes on March 29, 2018. Call (888) 426-5171 or (251) 338-2000 for reservations or reserve online at www.marriott.com/bhmmc. Ask for the Alabama Psychiatric Physicians Association room block.

Fall Conference - October 26-27, 2018

The Battle House Renaissance Mobile Hotel & Spa

Reception is on Friday night, conference is on Saturday. Room Rate is \$159 per night. Room block closes on Sept. 14, 2018. Call (866) 316-5957 and ask for the Alabama Psychiatric Physicians Association room block.

Exhibit Setup and Break Down

Exhibit space includes one six-foot display table, two chairs and trash can. Pipe and drape is not available. Exhibitors may use stand-alone or table-top exhibits. Set up and take down times, agenda and shipping information will be sent one month prior to the meeting dates.

Special Requests

If you have a special request for booth placement in the Exhibit Hall to accommodate pop-up displays or other media, please let us know. We are happy to fulfill requests if we are able. **Please indicate on the reservation form if you need access to electrical or Internet service.** If you have questions regarding the exhibit hall, please contact **Jill Smith** at (334) 596-0663 or by e-mail at jsmith@alamedical.org.

Company Recognition

In order to ensure your company's recognition in printed meeting materials, your completed registration form and payment must be received no later than Sept. 9, 2018, for the Fall Conference.

Exhibit Staff and Event Attendance

Exhibit registration includes attendance for up to **two representatives**, display time, meals and receptions. Please update us if your attendee changes. Additional representatives are welcome for an additional fee of \$250 per representative.

Concurrent Events

No exhibitor may hold any event at the same time as any APPA-sponsored event. However, there are no restrictions on exhibitors that would like to provide dinners and events – on-site or off-site – during “free” times.

Booth Sharing

No subletting or sharing exhibit space by more than one company or organization will be permitted. Two companies who desire to exhibit together must pay for two booths. Upon request, APPA staff will make every effort to place companies next to each other in the exhibit hall.

Shipping Booth and Exhibit Materials


Exhibitors should make arrangements with host hotels for receiving and shipping of exhibit materials. Prior to the meeting, APPA staff will send shipping and dryage information to all confirmed exhibitors. **APPA staff will not be liable for storing, transporting or retrieving any exhibitor materials to or from the hotel or other facility.**

At the end of the event, please make sure you have made arrangements for your booth materials before you leave the venue. APPA will not be responsible for anything left in the Exhibit Hall at the end of the day.

Cancellation Policy

The deadline to cancel exhibit space is **30 days prior** to the date of the event. Cancellations must be in writing by mail or e-mail and will not be accepted by telephone. If a company fails to cancel by the 30-day cut-off, it will be listed as a “No show” and the company will not receive a refund.

Suitcasing Policy

Suitcasing is the action of soliciting business during the APPA conference, including another company's booth or the conference facility lobby. Please note that while all meeting attendees are invited to the Exhibit Hall, any person who HAS NOT paid for an Exhibit Booth at the conference that is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or is in violation of any portion of the Exhibit Policy, will be asked to leave immediately. Additional penalties may be applied. 

2018 APPA Exhibitor Registration Form (page 1)

COMPANY INFORMATION *PLEASE PRINT CLEARLY*

Exhibiting Company Name to appear on promotions: _____

Company Contact: _____ E-mail _____ Business Type: _____

Primary Phone: Office Cell _____ Alternate Phone: Office Cell _____ Fax: _____

Company Address: _____

City/State/Zip: _____

EXHIBITOR OPPORTUNITIES

Registration deadline for Spring Conference (April 20-21, 2018) is March 21, 2018 \$1,800

First Attending Rep's Name: _____ E-mail: _____

Second Attending Rep's Name: _____ E-mail: _____

Additional representatives are welcome for \$250 each.

Third Attending Rep's Name _____ E-mail _____ \$250

Fourth Attending Rep's Name _____ E-mail _____ \$250

Registration deadline for the Fall Conference (Oct. 26-27, 2018) is Sept. 26, 2018 \$1,200

First Attending Rep's Name: _____ E-mail: _____

Second Attending Rep's Name: _____ E-mail: _____

Additional representatives are welcome for \$250 each.

Third Attending Rep's Name _____ E-mail _____ \$250

Fourth Attending Rep's Name _____ E-mail _____ \$250

Register for Both Events and save \$250 \$2,750

SPONSORSHIP OPPORTUNITIES

Expand your brand outside the exhibit hall by sponsoring any of the following events:

- Spring Meeting** Friday Welcome Reception \$1,000 Saturday Breakfast \$500 Saturday Break \$250
NEW Hotel Room Key Cards with company logo \$1,000 **NEW** Program Jump Drives with company logo \$1,000
NEW Lighted Company Logo GoBo Projection at Friday Reception \$1,000
NEW Conference Attendee Bags with company logo \$2,000
NEW Hotel Room Drop (Company promotional items placed in attendee rooms) on Friday night \$2,000

- Fall Meeting** Friday Welcome Reception \$1,000 Breakfast \$500 Lunch \$500 Break \$250
NEW Hotel Room Key Cards with company logo \$1,000 **NEW** Program Jump Drives with company logo \$1,000
NEW Lighted Company Logo GoBo Projection at Friday Reception \$1,000
NEW Conference Attendee Bags with company logo \$2,000

Grand Total Due (Exhibit Fee and Sponsorships) \$ _____

See payment information on next page.

Exhibit space allows for a 6-foot table and two chairs.

Check here if you need additional space for a large display or equipment. Our staff will contact you for details.

Will you need electricity? Yes No Will you need Internet? Yes No

Will you donate a door prize? Yes No

List competitors not to be located near. _____

2018 APPA Exhibitor Registration Form (page 2)

Company Name _____

METHOD OF PAYMENT

VISA MasterCard American Express Check made payable to APPA

Cardholder Name: _____

Billing Address: _____

City, State, ZIP: _____

Card Number: _____ Exp. Date: _____ Security Code: _____

Signature: _____ Amount: \$ _____ Billing Zip Code: _____

Your signature acknowledges your understanding that exhibitors assume all responsibilities and agree to protect against all claims, losses and damages to persons or property; and guarantees payment in full as indicated on this form. APPA and the Medical Association of the State of Alabama shall not be held responsible for any claims, losses and/or damages to persons or property. APPA reserves the right to reject a company or agency as an exhibitor without explanation.

Signature: _____ Date: _____

INSTRUCTIONS

Return signed form (**both pages**) with your payment to Jill Smith, P.O. Box 1900, Montgomery, AL 36102. Or, to pre-reserve your booth (recommended), fax this form to (334) 269-5200 or e-mail it to jsmith@alamedical.org and note that payment will follow under a separate cover.

APPA Tax ID#: 63-1006292

For office use only.

Request for Taxpayer Identification Number and Certification

Give form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return) Alabama Psychiatric Physicians Association	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.) 19 S Jackson Street	Requester's name and address (optional)
City, state, and ZIP code Montgomery, Alabama 36104	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number
63 : 1006292

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶ 1/4/18
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,