providing value in challenging times

Florida’s Premier Behavioral Health Annual Conference

Hosted by:

Rosen Centre Hotel, Orlando, Florida
GENERAL INFORMATION

Overview

The Florida Alcohol and Drug Abuse Association and the Florida Council for Community Mental Health in collaboration with the Florida Hospital Association invite you to sponsor, exhibit and advertise at Florida’s Premier Behavioral Health Annual Conference scheduled for August 10-12, 2016 at The Rosen Centre in Orlando.

The seventh annual Florida Behavioral Health Conference is the signature event of the year and is the largest behavioral health conference in Florida. The conference promises to bring together over 1,300 professionals and provide attendees an opportunity to learn, to apply the latest research and trends to their daily jobs, and to network with other professionals.

This popular event provides a unique and beneficial venue for your organization to build relationships, increase visibility, and elevate your image among substance abuse and mental health leaders. Sign up today for increased brand recognition and prestige before, during and after the conference.

Attendee Profile

We anticipate 1,300 professionals from Florida and adjacent states to participate in this year’s conference. The audience is primarily comprised of agency executives, program directors, law enforcement and corrections personnel, case managers, supervisors, clinicians, therapists, physicians and other front-line staff, stakeholders and providers of mental health and substance abuse services.

Sponsors, Exhibitors and Advertisers of Interest

The following list is a sampling of the types of organizations that have participated successfully in our past annual conferences.

Human Services Providers
Drug Testing Companies/Laboratories
Security System Companies
Financial/Investment Agencies
Training Institutes
Universities
Hospitals
Mental Health Services Providers
Community Anti-Drug Coalitions
Software Companies
Criminal Justice
Insurance Companies
Managed Care Companies
Pharmaceutical Companies
Publishing Companies
Professional Associations
Professional Journals
Office and Medical Suppliers
Support Groups
Prevention and Treatment Programs

Who Should Attend

Florida’s Premier Behavioral Health Annual Conference increased attendance by 30-percent from 2013 to 2015!

Attendees grew from 1000 attendees in 2013 to more than 1300 people in 2015.

bhcon.org
Hotel Accommodations

Rosen Centre Hotel
9840 International Drive
Orlando, Florida 32819
800-204-7234
www.rosencentre.com

$129 single/double - includes parking
(cut-off date for room rate is 7/8/16)

Mention Behavioral Health Conference 2016 through July 8, 2016 to receive the special rate while the room block remains available. This great rate is also available three days before and after our conference date based on availability. All sponsors, exhibitors and advertisers are responsible for making their own hotel reservations.

The Four Diamond hotel combines impressive meeting capabilities with resort-style luxury in a world-class destination. Hotel accommodations include 1,334 rooms with complimentary high-speed internet access. Need to workout during your stay? Check out the Spa at Rosen Centre with a state of the art 24-hour fitness center. Multiple dining options on site include the Everglades Restaurant, Cafe Gauguin, Banshoo Sushi, Red’s Deli, Smooth Java, and 98Forty Tapas and Tequila. Your stay during the conference will also include a free trolley pass for exploring dining, shopping, and attraction options on International Drive.

PROMOTIONAL OPPORTUNITIES

In the Spotlight

100 Sponsors and exhibitors in 2015.
Showcase your brand to C-level executives.
Tweet it out at : #BHCON2016.

Sponsors, exhibitors and advertisers include vendors, for- and non-profit groups as well as local and state agencies that support and provide products and services for substance abuse and mental health, including but not limited to: behavioral health treatment providers, integrated health services, educators, technology and software companies, healthcare and insurance plans, managed care organizations, criminal justice leaders and youth and family stakeholders.

Florida’s Premier Behavioral Health Annual Conference offers a variety of premium, standard and á la carte promotional packages. Don’t see exactly what you need? Call us and we can work with you to design a custom package that delivers optimum performance. Custom sponsorships must be approved through conference marketing staff to ensure hotel and contract compliance.
Platinum Lounge Sponsorship

$15,000  Platinum Lounge Primary Conference Sponsor............1 @ $15,000

- Set the stage for your customers with special seating and signage in a lounge area between the registration area and the Grand Ballroom
- Opportunity to introduce keynote speaker on Wednesday opening session
- Large carpeted area with side stanchions to define prime space
- Marquee Digital Logo rotating on Resort Screens
- Executive Meeting room available for specific date/time scheduling
- Prominent top tier display of company logo or name on signage and sponsor lists
- Recognition in podium announcements, program and conference website
- Company logo or name displayed in general session slide show
- Ten complimentary conference registrations (excludes pre-conference)
- Six luncheon tickets for non-conference attendees
- Optional reserved seats/table during luncheon
- One full page advertisement in conference program (inside front cover)
- Stationary logo placement on conference home page
- Pre- and post-event conference attendee mailing list (excludes email addresses)

Diamond Session Sponsorships

$10,000  General Session and Workshop Sponsor......................2 @ $10,000

- Special signage at the entrance of one of two conference general sessions
- :30 or :60 promotinal ad played at the beginning of your selected general session to all attendees
- Special signage at your choice of three selected workshops
- Prominent top tier display of company logo or name on signage and sponsor lists
- Recognition in podium announcements, program and conference website
- Company logo or name displayed in general session slide show and on signage at workshop
- Six complimentary conference registrations (excludes pre-conference)
- Four luncheon tickets for non-conference attendees
- Optional reserved seats/table during luncheon
- One premium exhibit booth package in pre-function area outside of exhibit hall
- One full page advertisement in conference program
- Stationary logo placement on conference home page
- Pre- and post-event conference attendee mailing list (excludes email addresses)
White Gold Technology Sponsorship

$10,000  White Gold Technology Sponsor...........................................1 @ $10,000

- Logo-branded cell-phone charging areas in exhibitor pre-function area for all attendees
- Two banners with your logo for charging area used by all attendees
- One premium exhibit booth package across from seated charging stations in pre-function area outside of exhibit hall
- 2nd level display of company logo or name on signage and sponsor lists
- Recognition in podium announcements, program and conference website
- Company logo or name displayed in general session slide show
- Five complimentary conference registrations (excludes pre-conference)
- Four luncheon tickets for non-conference attendees
- Optional reserved seats/table during luncheon
- Half-page advertisement in conference program
- Rotating logo placement on conference home page
- Pre- and post-event conference attendee mailing list (excludes email addresses)

Gold Luncheon Co-Sponsorships

$5,750  Luncheon Co-Sponsor..........................................................4 @ $5,750

- High profile sponsorship that offers access to all conference attendees during a sit-down awards luncheon
- 2nd level display of company logo or name on signage and sponsor lists
- Recognition in podium announcements, program and conference website
- Opportunity to briefly address conference attendees during the luncheon
- Opportunity to place promotional items at each table setting during luncheon
- Company logo or name displayed in luncheon and general session slide shows and on signage at luncheon entrance
- Four complimentary conference registrations (excludes pre-conference)
- Four luncheon tickets for non-conference attendees
- Optional reserved seats/table during luncheon
- One Premium exhibit booth package
- One half-page advertisement in conference program (facing back pages)
- Rotating logo placement on conference home page
- Pre- and post-event conference attendee mailing list (excludes email addresses)
**Silver Refreshment Break Co-Sponsorships**

$4,000  Refreshment Break Sponsor........................................................................4 @ $4,000

- Provide attendees with beverages and snacks during all conference breaks, not just one!
- Your logo is on EVERY break offering refreshments during the conference
- Company logo or name displayed on signage and sponsor lists
- Recognition in podium announcements, program and conference website
- Company logo or name displayed in general session slide show
- Three complimentary conference registrations (excludes pre-conference)
- One standard exhibit booth package
- One half-page advertisement in conference program
- Rotating logo placement on conference home page
- Pre- and post-event conference attendee mailing list (excludes email addresses)

**Providing Value in Challenging Times Workshop Sponsorships**

$1,100  Workshop Sponsor....................................................................................Multiple Available

- Special signage provided for you at workshop entrance and at workshop podium
- Select one, or select several workshops to coincide with brand recognition
- Opportunity to introduce workshop speaker/meet workshop attendees
- Recognition in program and on conference website
- Company logo or name displayed on signage and sponsor lists
- One complimentary conference registration (excludes pre-conference)
- 10% off any exhibit package or advertisement
- Pre- and post-event conference attendee mailing list (excludes email addresses)

**A La Carte Sponsorships**

**CONFERENCE BAG SPONSORSHIP**

<table>
<thead>
<tr>
<th>Membership</th>
<th>Sponsorship Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>FADAA/FCCMH/FHA Member</td>
<td>$4,800 (conference supplies bag)</td>
</tr>
<tr>
<td>Non-Member</td>
<td>$5,100 (conference supplies bag)</td>
</tr>
<tr>
<td>FADAA/FCCMH/FHA Member</td>
<td>$0 (BYOB - Bring Your Own Bags!)</td>
</tr>
<tr>
<td>Non-Member</td>
<td>$500 (BYOB - Bring Your Own Bags!)</td>
</tr>
</tbody>
</table>

All attendees receive quality conference-themed bags to carry their materials and personal belongings. Don't just be with them at the conference; have them take your bags home with them, too! Imprinting your company logo or name on our conference bags gives you a constant presence that travels back to the home offices of our participants. If you choose to provide your own bags for the conference, you must contribute 1300 bags.
A La Carte Sponsorships (Cont.)

**LANYARD SPONSORSHIP**

FADAA/FCCMH/FHA Member: $3,300  Non-Member: $3,600

Conference-themed lanyards are distributed to all attendees to hold their name badges. Collar prospective clients and promote your company long after the conference has ended by showcasing your company on this advantageous item.

**HOTEL ROOM KEY SPONSORSHIP**

FADAA/FCCMH/FHA Member: $3,300  Non-Member: $3,600

Place your company’s full color graphic on each attendee’s Rosen Centre Hotel’s electronic room key card, and you go everywhere they go! This unique option offers frequent exposure and unlocks unlimited potential for networking.

**RESERVED LUNCHEON TABLE – (3 AVAILABLE, SOME INCLUDED IN SPONSORSHIPS)**

FADAA/FCCMH/FHA Member: $1,000  Non-Member: $1,300

Give your invited guests, customers, and colleagues special attention with a reserved luncheon table during the annual awards luncheon and ceremony. Your company logo will be placed in a center ring for all to see. Your guests will know exactly where to meet through highly visible table signage. The awards luncheon is always well attended and draws some of the largest crowds of the conference.

**BUILD YOUR OWN SPONSORSHIP!**

You dream it, and we help you create it! Create a custom sponsorship package that best suits the needs of your company or organization. We’ll keep your plan under wraps until you’re ready to unveil it. All custom sponsorships must be pre-approved through FADAA or FCCMH in order to honor all current and/or previously planned custom packages and to ensure hotel and contract compliance.

Contact:

Rebecca Roberts at rroberts@fadaa.org | 850-878-2196
Kendra Salvatore at kendra@fccmh.org | 850-224-6048
**Exhibit Opportunities**

Exhibit space is limited. All exhibit spaces will be assigned on a first-come, first-purchased basis with the exception of exhibits held for premium sponsorships.

**EXHIBIT HALL FLOOR PLAN - JUNIOR BALLROOM AND PRE FUNCTION AREA**
**Exhibit Opportunities (Cont.)**

**EXHIBIT SCHEDULE**

The exhibit schedule has been developed to coincide with attendees' break times and to allow for the greatest traffic flow in the exhibit area.

<table>
<thead>
<tr>
<th>Exhibit Set-up</th>
<th>Exhibit Hours</th>
<th>Exhibit Break-down</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 9</td>
<td>Wednesday, August 10</td>
<td>Thursday, August 11</td>
</tr>
<tr>
<td>3:30 pm – 6:30 pm</td>
<td>7:30 am – 6:00 pm</td>
<td>Early Break-down: 5:00 pm</td>
</tr>
<tr>
<td>Thursday, August 11</td>
<td>7:30 am – 6:00 pm</td>
<td>Official Break-down: 6:00 pm – 7:00 pm</td>
</tr>
</tbody>
</table>

**PREMIUM EXHIBIT BOOTH PACKAGE**

- **FADAA/FCCMH/FHA Member Rate:** $1,485
- **Non-Member Rate:** $1,650 (Early Bird Rates thru 4/29/16)
- **FADAA/FCCMH/FHA Member Rate:** $1,625
- **Non-Member Rate:** $1,750

- Premium booth location in high traffic area
- One 8’ x 10’ pipe and drape booth, with 8’ back drape and 3’ side drape
- One 6’ x 2’ skirted table, two chairs and one wastebasket
- One exhibitor identification sign with company name and booth number
- Company listing in the conference program
- Link to company website on conference exhibit floor plan
- Two complimentary conference registrations for exhibit staff (excludes pre-conference)
- Two discounted conference registrations for exhibit staff (excludes pre-conference)
- Pre- and post-event conference attendee mailing list (excluding emails)

**STANDARD EXHIBIT BOOTH PACKAGE**

- **FADAA/FCCMH/FHA Member Rate:** $1,235
- **Non-Member Rate:** $1,400 (Early Bird Rates thru 4/29/16)
- **FADAA/FCCMH/FHA Member Rate:** $1,375
- **Non-Member Rate:** $1,595

- Exhibit booth location in a general traffic area
- One 8’ x 10’ pipe and drape booth, with 8’ back drape and 3’ side drape
- One 6’ x 2’ skirted table, two chairs and one wastebasket
- One exhibitor identification sign with company name and booth number
- Company listing in the conference program
- Link to company website on conference exhibit floor plan
- Two complimentary conference registrations for exhibit staff (excludes pre-conference)
- Two discounted conference registrations for exhibit staff (excludes pre-conference)
- Pre- and post-event conference attendee mailing list (excluding emails)
PREMIUM EXHIBIT TABLE TOP PACKAGE

FADAA/FCCMH/FHA Member Rate: $1,100  Non-Member Rate: $1,265 (Early Bird Rates thru 4/29/16)
FADAA/FCCMH/FHA Member Rate: $1,235  Non-Member Rate: $1,450

• Premium table-top location in high traffic area
• One 6’ x 2’ skirted table, two chairs and one wastebasket
• One exhibitor identification sign with company name and booth number
• Company listing in the conference program
• Link to company website on conference exhibit floor plan
• Two complimentary conference registrations for exhibit staff (excludes pre-conference)
• Two discounted conference registrations for exhibit staff (excludes pre-conference)
• Pre- and post-event conference attendee mailing list (excluding emails)

STANDARD EXHIBIT TABLE TOP PACKAGE

FADAA/FCCMH/FHA Member Rate: $925      Non-Member Rate: $1,100 (Early Bird Rates thru 4/29/16)
FADAA/FCCMH/FHA Member Rate: $1,125  Non-Member Rate: $1,290

• Standard table-top location in general traffic area
• One 6’ x 2’ skirted table, two chairs and one wastebasket
• One exhibitor identification sign with company name and booth number
• Company listing in the conference program
• Link to company website on conference exhibit floor plan
• Two complimentary conference registrations for exhibit staff (excludes pre-conference)
• Two discounted conference registrations for exhibit staff (excludes pre-conference)
• Pre- and post-event conference attendee mailing list (excluding emails)

$110 Additional Exhibit Staff Registrations
Exhibiting companies may choose to register two additional exhibit staff persons at a discounted rate. Each representative receives access to all conference amenities excluding pre-conference workshop(s). Any further participants should register as a conference attendee.

» Exhibitor Door Prizes
The conference will engage in a program to direct attendees to visit each exhibit booth and table. Attendees will be given cards by conference organizers with exhibitor names and booth numbers. Attendees take the cards to each exhibitor for signature. The door prizes will be on display at the back of the exhibit room and drawings will take place during the general sessions. Exhibitors may assist in presenting their door prize(s) to winners near the end of each session.
**Exhibitor Door Prizes (Cont.)**

Presenting the door prize in person will give you the opportunity to congratulate the winners and request a photo opportunity. Please provide door prizes to conference staff at the beginning of the conference for display and promotions. Make sure a BUSINESS CARD is securely attached to your prize. Attendee cards must be 85% complete to be eligible for a grand prize drawing.

Suggested door prize values are $25 or higher. Past door prizes included the following: a variety of electronics (GPS, iPod, Kindle, Wii, Droid tablet) gift cards ($25-$500: Visa, American Express, Best Buy, Amazon, Starbucks, etc.), Dockers briefcase, Brighton business card holder and gift baskets.

**Advertising Information**

Complete your marketing campaign with advertisements designed to reinforce your message, and improve the effectiveness of your exhibit or attendance at Florida's Premier Behavioral Health Annual Conference. Advertising should be an integral part of your company's multi-level marketing campaign. As an added benefit, all advertisers will receive a company listing in the event program as well as pre-and post-event attendee mailing lists (excluding email addresses).

**PROGRAM STUFFERS (5 Opportunities)**

<table>
<thead>
<tr>
<th>FADAA/FCCMH/FHA Member Rate</th>
<th>Non-Member Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500</td>
<td>$550</td>
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</table>

Your organization supplies printed fliers or cards to be added to attendee programs by conference staff. Program stuffers create an exclusive visual reminder about unique products and services.

**Specifications**

- Maximum size: 8.5” W x 11” H, single sheet
- Minimum size: 5” W x 7” H, single sheet
- Paper quality: Card/cover or glossy paper stock is preferred
- Quantity: 1,300

**PROGRAM ADVERTISEMENTS**

- Full Page FADAA/FCCMH Member Rate: $385 Non-Member Rate: $440
- Half Page FADAA/FCCMH Member Rate: $275 Non-Member Rate: $330
- Quarter Page FADAA/FCCMH Member Rate: $220 Non-Member Rate: $275

Reserve space for an advertisement in Florida’s Premier Behavioral Health Conference program. Advertising in the conference program provides a captive audience with visibility for your organization for the duration of the conference. The program contains the workshop schedule and special event details. Program ads provide a low-cost tangible presence at this important event.

**SPECIFICATIONS**

- Full Page: 8.5” W x 11” H, may bleed
- Half Page: 7.5” W x 4.5” H
- Quarter Page: 3.5” W x 4.5” H
- Color options: CMYK Color, Pantone© or black and white
- Preferred file formats: 300 ppi TIF, 300 ppi JPG, vector (EPS, AI) or high resolution PDF.
**Advertising Information (Cont.)**

**TAKE ONE MATERIALS** (3 Opportunities)
FADAA/FCCMH/FHA Member Rate: $275 Non-Member Rate: $325

Display your brochures, pamphlets, cards, giveaways or other promotional items on the Take One exhibit table. Conference staff will maintain and replenish your materials throughout the conference.

**Specifications**
Quantity: 1,300

**Deadlines**

**July 15, 2016**
Final artwork for banner and program advertisements and/or sponsor recognition should be received via email to Rebecca Roberts at rroberts@fadaa.org.

**July 29, 2016**
Program Stuffers and Take One Materials should be received at FADAA, Attn. Rebecca Roberts, 2868 Mahan Drive, Suite 1, Tallahassee, FL 32308.

**July 29, 2016**
All applications and related fees must be submitted in full. Checks should be made payable to the conference fiscal agent, FADAA, with the Memo Line: 2015 Behavioral Health Conference and mailed to FADAA, 2868 Mahan Drive, Suite 1, Tallahassee, FL 32308.

**CONTACT INFORMATION**

To discuss sponsorship, exhibit and advertising opportunities, contact:
FADAA: Rebecca Roberts – rroberts@fadaa.org | 850-878-2196
FCCMH: Kendra Salvatore– kendra@fccmh.org | 850-224-6048

Reserve your choice(s) immediately by completing the application and payment option online at:

**www.BHCon.org**
1. **Official Service Contractor:** Gulf Coast Expo is recognized as the official service contractor. Each participating exhibitor will receive an Exhibitor Service Kit from Gulf Coast Expo via email prior to the event. The guide contains complete information and order forms for all exhibit services. Amenities requested outside of the purchased exhibit package are offered at an additional cost and must be procured by submitting the appropriate order form and applicable payment to Gulf Coast Expo in advance of the event.

2. **Exhibit Space Rental:** Each 8’ x 10’ booth rental includes a pipe and drape of 8’ high in the rear and 3’ high on each side. Each exhibit space includes one 6’ x 2’ skirted table, two chairs, one identification sign with company name and booth number and one wastebasket. All exhibits must comply with the guidelines for display rules and regulations as required by the Rosen Centre Hotel.

3. **Exhibit Assignment:** FADAA/FCCMH does not guarantee any particular exhibit selection and reserves the right to (a) decline or prohibit any exhibit, product or service for any reason, with or without cause, which, in their sole judgment, is not suitable to or in keeping with the character of the exhibition, or (b) relocate exhibit assignment, with prior notice to the exhibitor, to develop a balance against congestion, to avoid confusion in firm names, to solve competition conditions or similar reasons. The final arrangement of the exhibit space will be determined by FADAA/FCCMH at their sole discretion. Special Exhibit space will be held for sponsorships and sponsorship packages. All other exhibit space will be assigned on a first-come, first-purchased basis; assignments are not guaranteed unless full payment has been received.

4. **Registration:** Name badges will be issued to paid-in-full event registrations only. Each firm’s contact person is responsible for registering its staff. The complimentary staffing allowance for sponsorship and exhibit packages is limited to the amount stated in the package benefits listed in the marketing prospectus.

5. **Advertising:** FADAA/FCCMH reserves the right to review/refuse any advertisement or promotion it deems inappropriate.

6. **Regulations and Standards:**
   a. Solicitation by non-registered exhibitors is strictly prohibited. Violators will be required to leave the exhibit area.
   b. Subletting space is prohibited. An exhibitor may not assign, sublet or share any part of the space allocated. Companies shall not exhibit nor permit to be exhibited any non-company merchandise unless granted permission from FADAA/FCCMH. An exhibitor may not permit any representative of any firm not exhibiting to solicit business or take orders in the exhibitor’s space. All business activities of the exhibitor must be confined to the booth space. Conducting business activities in aisles, lobbies or other areas is strictly prohibited. Exhibitors who violate this rule will suffer sanctions affecting their ability to exhibit at future FADAA/FCCMH events.
   c. Samples of products, catalogs, pamphlets, publications and souvenirs may be distributed in the exhibit area provided it is done in a dignified manner, does not create a nuisance and does not interfere with adjoining exhibits.
   d. Loudspeaker displays or other devices, that in the sole judgment of FADAA/FCCMH may be generally disruptive, are not permitted. If objections arise, the offending exhibitor may be required to discontinue the activity entirely.
   e. Exhibits should not be dismantled before the official close of the conference, nor may any part of the exhibit or equipment be prematurely removed, once it has been set up, except with the permission of FADAA/FCCMH. Failure to comply with this regulation may affect future exhibiting privileges.

7. **Setup Information:** All exhibit booth/table materials, particularly drapes, curtains, table covers, etc., must be flameproof and comply with federal, state and municipal fire laws, insurance underwriter and hotel safety regulations. Materials meeting these requirements are available to exhibitors through the official service contractor, Gulf Coast Expo. All packing containers, excelsior and similar materials must be removed from the exhibition area upon completion of the booth installation. FADAA/FCCMH will review exhibit setup to assure compliance with exhibit rules before the exhibit hall opens. If there are problems with an exhibit, the exhibitor will be notified and required to make the appropriate corrections.
8. **Shipping:** Advance shipments of materials can be received at the Gulf Coast Expo advance warehouse July 7 – August 5. The Rosen Centre CANNOT store advance direct shipments. Packages received by the hotel may be refused or experience delayed delivery to the exhibit area; packages will not be left at the exhibit unless payment has been confirmed and the exhibitor can accept the delivery in person. The shipper is responsible for all incurred costs and ensuring receipt of materials.

9. **Failure to occupy space:** Any exhibit space that is not set up by 7:00 a.m. on Wednesday, August 10, 2016, will be forfeited by the exhibitor unless arrangements for delayed occupancy have been received in writing to FADAA/FCCMH by July 22, 2016. Unless prior approval is granted by FADAA/FCCMH in writing, the rental payment for the unoccupied exhibit space also will be forfeited.

10. **Liability and Security:** The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising from personal injury, injury or damage to exhibitor’s displays, equipment and other property brought upon the premises of the hotel. The exhibitor shall indemnify and hold harmless FADAA/FCCMH, Gulf Coast Expo, Rosen Centre Hotel, its agents and employees from any and all losses, damages and claims. FADAA/FCCMH will not insure or indemnify exhibitors against loss of any kind. It is the exhibitor’s responsibility to secure exhibit and other property during the opened hours of the exhibit area. FADAA/FCCMH will cooperate fully, but cannot take responsibility for damage to exhibitor’s property, lost shipments either coming in or going out, or for moving costs. Any damage caused by inadequately packed property is the exhibitor’s own responsibility. If exhibit materials fail to arrive, the exhibitor remains responsible for exhibit rental and no refund will be made. Exhibitors are encouraged to carry insurance for these risks.

11. **By completing the online application,** the sponsor, exhibitor and/or advertiser agrees to abide by these Terms and Conditions and all amendments thereto, as well as all decisions of the Event Management.

12. **Department of Revenue Registration:** Exhibitors who sell non-exempt tangible personal property must register with the Florida Department of Revenue. It is the responsibility of each individual exhibitor to determine if he or she must register with the department. The Taxpayer Assistance Section of the department should be called at (800) 352-3671. Applications for registration are available, without cost, by writing to the Florida Department of Revenue, Supply Section, Tallahassee, FL 32399-0100.

13. **Cancellation or Reduction of Space:** Cancellation or reduction of sponsorship, exhibit space or advertisements must be submitted in writing to the conference fiscal agent, FADAA, with the Memo Line: 2016 Behavioral Health Conference and mailed to FADAA, 2868 Mahan Drive, Suite 1, Tallahassee, FL 32308.

14. **Payment Obligations and Refunds:** All cancellations or space reductions will be charged a $100 administrative fee. The notification must be postmarked on or before July 1, 2016 in order to receive a refund of paid-in-full fees, less the $100 administrative fee. If the request is postmarked after said date, the sponsor, exhibitor or advertiser is obligated to pay for the purchase in full. Refunds will not be provided for unfulfilled advertisements or recognition if the purchaser does not provide the required materials by the published deadlines.

15. **Cancellation of Event:** In the event the conference must be cancelled, postponed or relocated because of fire, strike, government, regulations, casualties, acts of God or other causes beyond the reasonable control of FADAA/FCCMH, the participating organization waives any and all damages and claims for damages. The participant agrees that the sole liability of FADAA/FCCMH will be to return each contribution.