**Division of Child & Adolescent Psychiatry**

**Pediatric Mental Health Symposium**

**Resource Fair**

**Packet**

**October 2, 2015**

Great Wolf Lodge

##### 2501 Great Wolf Drive • Mason, OH 45040

Tina Neltner

christina.neltner@cchmc.org

This program is a one-day comprehensive symposium being held to raise awareness of current mental health trends and their impact on mental health care.

**Passport**

To ensure maximum visitors to your table, we will be using an attendee passport. Please come prepared with stickers to stamp the passports. We will be raffling off a prize for those who complete their passport.

###### Table Assignments

Tables will be in the East Concourse, located immediately outside of the large conference space. Once registration and payment is received, a representative will contact you regarding table location. Tables will be reserved on a first-come, first-served basis (once registered and paid.)

###### Cancellation Policy

A written notice of requests for cancellation must be transmitted to:

Cincinnati Children’s c/o Tina Neltner

5642 Hamilton Avenue, MLC 6015

Cincinnati, OH 45224.

The following regulations apply:

1. Written cancellations received by August 28, 2015 will receive a refund of 80%.
2. Written cancellations received between August 28 and September 7, 2015 will receive a refund of 25%.
3. **No refunds will be issued for cancellations received after September 8, 2015.**

###### Assignment of Space

No table participant may assign, sublet, or apportion the whole or any part of the space allotted nor exhibit therein any goods other than those manufactured or sold in the regular course of the business by the table participant. Only one vendor may utilize each booth for the duration of the conference. Tables may not be shared.

###### Installation

Set-up starts at 6:45am with our Primary Care session registration beginning at 7;30am on October 2, 2015 in the Resource Fair area at Great Wolf Lodge (the hallway directly outside of the main conference room).

###### Parking

Complimentary parking is available at Great Wolf Lodge.

###### 'Fair' Opportunities:

Attendees will have the opportunity to visit resource fair tables in the morning, prior to the opening, during breaks and lunch.

###### Attendee Makeup:

The Pediatric Mental Health Symposium targets a diverse audience from the tri-state area. With attendees coming from as far as northern Ohio, southern Kentucky, Indiana and West Virginia, you will have the opportunity to speak with end users from multiple markets.

2011 attendance totaled: 306

2012 attendance: 355

2013 attendance: 300 (each day)

2014 attendance: 188

**101**

**102**

## Booth Location

**103**

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| **108** |
| **109** |
| **110** |

**111**

**112**

**104**

**105**

**106**

**113**

**114**

**REGISTER EARLY!**

– tables available on a first-come, first-serve basis.

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## Opportunities

### Resource Fair Table $600

###### A table includes the following:

* 6 ft. skirted display table (or equivalent space) with 2 chairs
* All tables listed and acknowledged (logo and services provided) in the conference handout
* Continental breakfast, lunch and breaks are provided for one table staff member for no additional fee
* One table staff member can attend the conference and receive continuing education credit hours for no additional fee

**Unrestricted Educational Grant**

*Definition: Funds* - *in any amount* - *donated to an educational provider that are granted without conditions for their use other than the limitation that the funds shall be used to advance a specific educational event.*

* Educational grantors will be acknowledged in the conference handout and PowerPoint slide shown during breaks
* To contribute via educational grant, contact cme@cchmc.org

**Resource Fair Registration Deadline is August 31, 2015**

Space is limited! Registration taken on a first come first serve basis



**Pediatric Mental Health Symposium Resource Fair Registration**

###### Deadline:

The deadline for registration is **August 31, 2015**

###### Online registration for the Resource Fair is required.

**To register:**

Please visit [www.cincinnatichildrens.org/cme](http://www.cincinnatichildrens.org/cme)

Please note: Payments by credit card and electronic check will be processed online during registration.

To pay by physical check for a resource booth, please register online as instructed above, complete the following form and remit your form and payment to the address below.

Make checks payable to Cincinnati Children’s and reference Mental Health Symposium in the memo line.

Cincinnati Children’s Hospital Medical Center Continuing Medical Education

3333 Burnet Avenue, MLC 3003

Cincinnati, OH 45229

**Confirmation**

If you register for a booth online, the registering Table Representative will receive confirmation via email after completing the application and submitting payment.

If you register for a table via postal mail, the Table Representative will receive confirmation via email no later than 2 weeks from the date CCHMC receives payment.

**Rules Governing Tables**

**Rules Governing Resource Fair Table Participants**

No combustible materials, such as crepe paper, tissue paper, cardboard, corrugated paper, shall be used at any time for construction or decoration. “Fireproofed” paper is not considered noncombustible as interpreted by fire inspectors. All muslin, velvet, silken or any other cloth decorations must stand a flame proof test as prescribed by fire ordinances. All materials and fluids which are flammable must be kept in safety containers. All displays, equipment and merchandise to be displayed must conform to the requirements of the Fire Department of Cincinnati.

1. Nothing will be tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, furniture or other properties of the building. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be

at the expense of the participant.

1. It is mutually agreed that it is the duty and responsibility of each participant to install and put his booth into place before the

show and to dismantle and remove his booth immediately after the close of the show. In addition, property shipped to or from the hall by the representative for installation or display at the meeting is at the sole risk of the representative.

1. Distribution by representative of any printed matter, souvenirs, or other articles shall be restricted to the space occupied by their booth. Booth attendants, manufacturer’s salesmen or representatives, including models or other supportive personnel, must remain within the space assigned him, and must be knowledgeable with the company’s products/services.
2. Booths must be staffed at all times during break and lunch hours.
3. Prizes, awards, lotteries, drawings or contests by booths are authorized only by CCHMC and must be approved prior to the conference.
4. Attendance/Registration: The booth area is limited to individuals, business firms, manufacturers, and dealers who have contracted and paid for booth space, and whose products are in keeping with the educational interests of Cincinnati Children’s. Representatives of non-exhibiting firms will not be allowed in the resource fair area, nor will they be permitted to display their products or services.
5. Booth participants are asked to wear their badges at all times.

###### Signage

Only professionally made signs are permitted. Advertising material may be distributed only from those firms who have engaged space. The use of nails, pins, staples, and tape adhesives, are not permitted. Adhesiveness (stickup) decals or similar items should not be distributed.

###### Removal of Booths

Representatives expressly agree not to begin packing or dismantling displays until after the official closing of the area at 3:00 PM. All booths must be broken down by 4:30 PM.

###### Cleaning

The meeting space vendor will provide general lighting, heat or air conditioning and daily cleaning of the aisles.

###### Liability

Booths must surrender space occupied in the same condition as it was at the time of the occupation.

###### Security

Representatives must make provisions for the safeguarding of goods, material, equipment and displays at all times. CCHMC does not guarantee or protect booths against loss or damage of any kind incurred by representatives.

###### Indemnification

Representative assumes all risks and responsibilities for accidents, injuries or damages to person or property and agrees to indemnify and hold harmless Cincinnati Children’s Hospital Medical Center, its officers, directors, trustees, employees, agents and contractors, from any and all claims, liabilities, losses, costs and expenses (including attorneys’ fees) arising from or in connection with the representative's participation in the Activity.