EAPA 2021
CONFERENCE & EXPO
HILTON AMERICAS - HOUSTON
EXPO Dates: September 23-25
Conference Dates: September 24-26
Thank you to those who have previously sponsored the EAPA Conference & EXPO. Your continued support makes this possible.
“...what’s working, what are we learning, where do we go next?”
-Gregory P. DeLapp, CEO OF EAPA

Covid-19 Impact

National Institute of Drug Abuse (NIH)
“COVID-19: Potential Implications for Individuals with Substance Use Disorders”

World Health Organization (WHO)
“Mental Health and Psychosocial Considerations during the COVID-19 Outbreak”

Centers for Disease Control and Prevention (CDC)
“Daily Life and Coping”
Learn and network with attendees from 35 Countries

Join us for the largest single gathering of EA Professionals in the world.

The most intensive and comprehensive learning and networking opportunity dedicated to the growth of the employee assistance profession.

An annual event that brings EA leaders together.

Not an EAPA member? Join now to receive member only discounts, exclusive subscriptions, access to educational and research resources, and peer to peer connection.

https://www.eapassn.org/JoinRenew

STAY IN THE KNOW

Featuring:
1. Pre-conference training courses
2. Cutting edge keynotes
3. Breakout presentations

Keep informed about trends and developments in the EA profession around the globe.
EAPA EXPO Networking Events

Grand Opening Reception
Join fellow EA professionals and guests for this kick-off reception. Enjoy refreshments and beverages alongside industry leaders.

Continental Breakfasts
Reconnect with old friends and engage with new attendees.

Attendee Lunches
Come together with your fellow conference attendees to create valuable connections.

Networking Breaks and Prize Drawings
Opportunities to take place throughout the conference!
TOP 5 MOST POPULAR SEMINARS OF 2019

1. Are We Keeping Pace With Our Clientele?
2. Coaching Resilience and Mental Toughness in the Workplace
3. EAP Talks
5. The Evolution of Care: How EAPs Can Effectively Support Elder-Caregiving
TOP 5 INDUSTRIES OF EAPA 2019 CONFERENCE & EXPO ATTENDEES

24% EMPLOYEE ASSISTANCE
18% MENTAL HEALTHCARE
16% SUBSTANCE ABUSE REHABILITATION
14% HEALTHCARE
7% GOVERNMENT
EAPA EXPO EXHIBITOR BENEFITS
CLICK HERE FOR MORE INFORMATION

(2) Complimentary Full Conference Registrations
with access to all conference events & sessions*

(2) Exhibitor Staff Passes**
with access to food events in EAPA EXPO

Web Listing and Link
on the EAPA 2020 Conference & EXPO website

Complimentary Profile
In the final Conference Program (distributed online and print)

*Does not include registration and payment for pre-conference trainings

**Double Booth Purchase includes 2 additional Exhibitor Staff Passes
YOUR BOOTH SPACE RESERVATION INCLUDES

1. Carpeting
2. (1) 6’ table
3. (2) side chairs
4. (1) wastebasket
5. (1) 7” X 44” company identification sign
6. 8’ back wall drape
7. (2) 3’ draped side rails

Exhibitors are solely responsible for ordering any/all furniture accessories, signage, cleaning, electrical outlets, telephone, etc. they may need through the official show decorator contractor; such payments to be made directly to contractor.
EXHIBIT BOOTH RATES
Click here to see available booths on the EAPA 2021 EXPO Floor Plan!

<table>
<thead>
<tr>
<th>RECEIVE:</th>
<th>EARLY BIRD SALES</th>
<th>REGULAR SALES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SINGLE BOOTH (8x10)</td>
<td>$2,295.00</td>
<td>$2,645.00</td>
</tr>
<tr>
<td>DOUBLE BOOTH (8x20)</td>
<td>$3,295.00</td>
<td>$3,645.00</td>
</tr>
<tr>
<td>*Limited Availability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PREMIUM SINGLE BOOTH (8x10)*</td>
<td>$2,395.00</td>
<td>$2,745.00</td>
</tr>
<tr>
<td>*Limited Availability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PREMIUM DOUBLE BOOTH (8x20)*</td>
<td>$3,495.00</td>
<td>$3,845.00</td>
</tr>
<tr>
<td>*Limited Availability</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Premium Booths noted with ‘P’ on Floor Plan
SPONSORSHIP OPPORTUNITIES AVAILABLE SOON

REACH TOP EA DECISION MAKERS AND EA PROFESSIONALS FROM AROUND THE GLOBE
Gain a unique opportunity that will establish your brand in the EA industry.

Sponsorship benefits create on-site visibility, off-site marketing, and give your organization post-conference benefits.
ON-SITE VISIBILITY

- Opportunities for sponsor brand name and logo to be displayed on:
  - Entrance of general session ballroom and all session room signage
  - Entrance to EAPA EXPO
  - Prominent Signage at the sponsored event
  - IMAG screens throughout Conference
  - Registration and lanyards
  - Custom hotel room keycards
  - Conference photo slideshow
  - Phone charging kiosk at your booth
  - Coffee Stations and Networking Breaks
  - Official Conference Water Bottles
  - Official Conference Pens
  - Official Conference Mobile App
  - Attendee Message Board at Conference Registration Desk
Opportunities for distribution of sponsor provided promotional item(s)/literature on:
- EAPA Table
- All attendee conference bags
- At the sponsored event

Opportunities for recognition and thank you from the podium at:
- Conference keynote addresses
- Networking Lunchees
- Global Attendee Reception
- EAPA EXPO Grand Opening Reception
- CEAP Recognition Ceremony
- All general sessions
OFF-SITE MARKETING

- Opportunities for online recognition via:
  - Sponsor brand name and logo displayed on Online EAPA EXPO Floor Plan
  - Link to sponsor website in Online Sponsor and Exhibitor Directory
  - EAPA Social Media
- Opportunity for advertising in the final 2021 Conference Program
POST-CONFERENCE BENEFITS

▪ Opportunities to receive:
  ▫ Electronic conference attendee mailing list
  ▫ Priority registration for 2022 EAPA Conference & EXPO sponsorships

▪ Opportunities for EAPA advertising via:
  ▫ Banner ad on the EAPA website
  ▫ Journal of Employee Assistance - 1st Quarter 2022
MEET THE STAFF

GREG DELAPP, CEAP, CEO

CINDY CHAO, DEVELOPMENT MANAGER

CHRIS DRAKE, SENIOR DIRECTOR, FINANCE AND OPERATIONS

CELINE CHASSAGNEUX, CREDENTIALING & MEMBERSHIP ADMINISTRATOR

DEBBIE MORI, MANAGER, ASSOCIATION SERVICES

LARNITA DAY, ACCOUNTING ADMINISTRATOR

JULIE ROCHESTER, PROFESSIONAL DEVELOPMENT COORDINATOR

SHIRLEY SPRINGFLOAT, CREDENTIALING STAFF

NOT PICTURED HERE
THANK YOU, STAY SAFE, STAY HEALTHY, AND THRIVE IN PLACE

Have questions? Interested in a custom opportunity? We’re here to help.

To start the conversation, please reach out to our Development Manager, Cindy Chao.

Email: c.chao@eapassn.org
Cell: (303) 242-2046

Special thanks to SlidesCarnival
EAPA 2019 Conference & EXPO Photographs by Alex Shukoff
EAPA 2021 Conference & EXPO  
Hilton Americas - Houston  
Pre-Conference Training: September 22-23  
EXPO Dates: September 23-25  
DOT/SAP Post Conference Training: September 27-28

**Company Information:** This information will appear on the EAPA Website and in the Final Program.

Company Name: ____________________________

Street Address: __________________________________________________________________________

City, State, Zip: __________________________________________________________________________

Website URL: ____________________________________________________________________________

Phone: ____________________________ Email: ____________________________

**Company Contact Information:** This is where all exhibit information/correspondence will be sent!

Primary Contact’s Name: ____________________________

Phone: ____________________________ Email: ____________________________

**Circle Exhibit Booth Fee and Write Preferred Booth Space Location Below:**

<table>
<thead>
<tr>
<th>Received:</th>
<th>EARLY BIRD SALES On or Before 06/30/2021</th>
<th>REGULAR SALES On or After 07/01/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Booth (8x10)</td>
<td>$2295</td>
<td>$2645</td>
</tr>
<tr>
<td>Double (8x20)</td>
<td>$3295</td>
<td>$3645</td>
</tr>
<tr>
<td><em>Limited Availability</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Preferred Booth Space #:

**Premium Booths (marked ‘P’ on Floor Plan): Add $100.00 for single booth; $200 for a double.**

**Payment Information:** Full payment is required to make reservation. Make checks payable to EAPA. 
Note: If no booth space number is listed above, EAPA staff will assign booth space. Email development@eapassn.org for questions regarding booth selection.

Amount Authorized: $ _______________ Payment Type: ___Visa ___MC ___AMEX ___Disc ___Check

Card number: ____________________________ Exp Date: ____________________________

Name on Card: ____________________________ Signature: ____________________________

**Signature and Agreement:** As an authorized representative of the above company, I have read and agree to abide by the EAPA Exhibitor Rules and Regulations. Specifically, I commit to staff our exhibit booth space during all scheduled EAPA EXPO events and to avoid any packing up of booth materials or dismantling of booth items prior to EAPA EXPO closing. I understand early tear-down is monitored and results in financial and other consequences related to future show participation.

Authorized Signature: ____________________________ Date: ____________________________
PAYMENT TERMS

A. All reservation fees are drawn in U.S. dollars. Payment can be made by credit card (Amex, MC, Visa, or Discover) or by check drawn in U.S. dollars and mailed to the above address.

B. The booth space reservation fee includes carpeting, (1) 6’ table, (2) side chairs, (1) wastebasket, (1) 7” X 44” company identification sign, an 8’ back wall drape, and (2) 3’ draped side rails. Exhibitors are solely responsible for ordering any/all furniture accessories, signage, cleaning, electrical outlets, telephone, etc. they may need through the official show decorator contractor; such payments to be made directly to contractor.

C. Exhibitors receive the following benefits: (2) Full Conference Registrations, (2) Exhibitor Booth Staff Registrations, web listing and link from EAPA’s conference website, complimentary listing in Conference Preview and Final Program (dependent on print deadlines), and exclusive exhibit hall hours and events.

D. Payment in full expected at time of booth contract submission. A minimum 50% deposit is required to reserve booth space. Balances must be paid by July 1, 2021. If a balance remains on July 1, 2021, the booth space will be released for resale and all deposits made will be retained by EAPA. If the exhibiting company chooses another space and pays the remaining balance for the new space, deposits made previously will be applied to the new space.
   a. SPECIAL NOTE REGARDING PRESALE BOOTHS FROM EAPA 2019: If the 2021 booth space was reserved while onsite at the EAPA 2019 Conference & EXPO at the special onsite rate, a 50% deposit is required to reserve the rate. Specific booth space will be determined in late November 2019. Payment in full is due by December 31, 2019 for this special rate. If an exhibiting company has not made full payment on the special booth rate by that date, the booth reservation will be cancelled and all deposits retained by EAPA. If the exhibiting company wishes to reinstate their 2021 booth reservation, all deposits can be applied to their new booth reservations at the current booth prices.

CANCELLATION OF EXHIBIT SPACE

Cancellations must be made in writing and received via email to development@eapassn.org or at the EAPA office in Arlington, Virginia. No refunds are available to exhibitors who reserve booth space during on-site Pre-Sales for the following year.

A. RECEIVED ON OR BEFORE MARCH 31, 2021 75% REFUND
B. RECEIVED BETWEEN APRIL 1, 2021 AND JUNE 30, 2021 50% REFUND
C. RECEIVED ON OR AFTER JULY 1, 2021 NO REFUND

"NO SHOWS" RECEIVE NO REFUND AND RISK NOT BEING INVITED TO PARTICIPATE IN FUTURE EAPA CONFERENCES & EXPOS.

EXHIBIT SPACE ASSIGNMENT

EAPA will assign space on a “first come, first served” basis (EAPA reserves the right to relocate booth spaces for the benefit of the exhibitor or for the betterment of the exhibition). In the event all requested spaces are occupied, or if no booth space is selected/requested when booth contract is received, EAPA will assign the first available space as applicable.

ACCEPTANCE OF EXHIBITS

EAPA shall have the sole right and authority to approve the tone, general content, and subject matter of exhibits so that nothing may be offensive to attendees or other participating exhibitors. EAPA reserves the right to cancel any exhibit contract that does not comply with the official EAPA rules and regulations governing exhibits.

STAFFING OF BOOTHS

Exhibits must be staffed during all EAPA EXPO events.
INSTALLATION OF EXHIBITS AND DISPLAYS

A. All displays must be erected and completely arranged for viewing by the date and hour officially announced for the opening of the exhibition. Space not occupied by the close of the exhibitor move-in period, as specified by EAPA management, will be forfeited. The space may then be resold, reassigned, or used by EAPA without refund, unless prior approval is obtained in writing from EAPA management. If the exhibit or materials are on hand, EAPA reserves the right, with no liability whatsoever for damage, spoilage, or loss, to setup any display that is not in the process of being erected by the given move-in deadline or to order such work to be done at the sole expense of the exhibitor.

B. Noisy or unsightly work in any exhibitor’s booth area is prohibited during show hours.

C. Goods received after the opening of the exhibition must be delivered to the booth and arranged at times other than the official show hours.

REMOVAL OF EXHIBITS AND DISPLAYS

A. Any exhibitor who tears down (dismantles booth and/or booth display) prior to the official close of the show will be in violation of their contract and will be subject to an additional deposit ($200) and other consequences for future show participation. Early dismantling will affect invitation to future EAPA shows or assignment in future EAPA exhibitions.

B. The deadline for clearance of all materials from the exhibit area will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified, and cleared for shipment by the end of move out hours.

C. EAPA reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store, or clear from the premises, any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the above requirement, or to order such work to be done at the sole expense of the exhibitor.

USE OF DISPLAY SPACE AND OPERATING RESTRICTIONS

A. No exhibitor shall assign, sublet, or share the booth space without consent of EAPA management.

B. All demonstrations, sales and/or promotional activities, and distribution of merchandise, circulars, and promotion materials must be confined to the exhibitor’s booth space.

C. No firm or organization not assigned space in the exposition will be permitted to solicit business on the premises.

D. Exhibits that include any sound-generating equipment must be operated so that the sound resulting there from will not annoy or disturb neighboring exhibitors or their patrons.

E. At no time can an exhibitor’s display extend beyond the border of the booth space(s) reserved.

F. The back half of the side wall/draping may extend to the height of the back wall/draping (eight feet), but the front half of the side wall/draping must be open to permit side viewing through the booth.

G. EAPA promotes professionalism in the appearance of the exhibition. Any part of an exhibitor’s display that does not lend itself to an attractive and professional appearance, such as unfinished sides or end panels will be draped at the exhibitor’s expense. Management reserves the right, with no liability whatsoever for damage, spoilage, or loss, to order such work to be done at the sole expense of the exhibitor.

UNION INFORMATION

A. Material handling – Please Refer to the Exhibitor Service Manual for material handling information and regulations.

B. Exhibit set up and dismantle – Please Refer to the Exhibitor Service Manual for any show site work rules.

C. Flameproofing – all electrical wiring must conform to national electric code safety rules. In addition, all draperies, decorations and materials must be flame proofed in accordance with local fire codes. Materials may be inspected and/or tested by the local fire marshal at any time.

SECURITY

Exhibitors are solely responsible for their own exhibit materials and should insure the exhibit against loss or damage from theft, accident, vandalism, fire, or other causes. All property of an Exhibitor is understood to remain in the exhibitor’s care, custody, and control in transit to, from, or within the confines of the Exhibit Hall.
CARE OF EXHIBIT AREA AND EQUIPMENT

Exhibitors and their agents shall not injure, or otherwise cause harm or damage to any part of the exhibit area, or to booth materials, or equipment of another exhibitor. If such damage occurs, the exhibitor causing such damage is liable to the owner of the property so damaged.

PUBLIC POLICY

A. Exhibitors agree to be in compliance with all federal, state, and local laws, ordinances, and regulations pertaining to health, fire prevention, electrical safety codes, public safety, and to the sale of merchandise to the public.
B. All booth decorations must be flame-proof and all hangings must clear the floor.
C. If during booth inspection, non-compliance with these rules and regulations is found, or if the exhibit presents a fire hazard/danger or a danger to public safety, EAPA management, with no liability whatsoever for damage, spoilage, or loss, may cancel all or such part of a display as may be suspect, and effect the removal of same at the exhibitor’s expense.
D. There is no exemption from sales tax for sales made by exhibitors at trade shows sponsored by tax-exempt organizations. EAPA bears no responsibility for the collection of sales tax on sales made by exhibitors. The exhibitors are required to assess and collect all required sales taxes on all sales of taxable items made to organizations not exempt from sales tax. Sales tax exemption identification numbers should be requested from exempt organizations by the exhibitors in order to properly document the waiving of sales tax.

EXHIBITOR’S AUTHORIZED REPRESENTATIVES

Each exhibitor shall provide EAPA show management, in advance, with the name and title of the person(s) who will be in attendance at the exhibition and responsible for the installations, operations, and removal of the exhibit. Said representative(s) shall be authorized to enter into such service contract(s) as may be necessary, for which the exhibitor shall be responsible.

LIABILITY AND INSURANCE

A. The Employee Assistance Professionals Association, Inc. (EAPA), its service contractors, any officers, staff members, or directors of any of the same will not be responsible for any loss, injury, or damage, including that by fire, theft, flood, and labor disputes, which may occur to an exhibitor, or to his/her agents, employees, guests, or customers, or to his/her or their property or wares, arising from any cause whatsoever, prior to, during, or subsequent to the period of this exhibit.
B. Each exhibitor by signing the contract to exhibit expressly understands that he/she releases EAPA from, and agrees to indemnify it against any and all claims for any such loss, injury, or damage.
C. The exhibitor assumes all responsibility for any and all loss, theft, or damage to exhibitor’s displays, equipment and or property while on hotel premises and hereby waives any claim or demand it may have against hotel arising from such loss, theft, or damage.
D. It is the sole responsibility of the exhibitor to carry insurance protection covering damage and loss to exhibitor’s property and to obtain business interruption and public liability insurance against the injury to the person and property of others.

(Initial)_________________________