

Arkansas Council for Behavioral Health

celebrates the

50th

Annual Arkansas Behavioral Health Institute

**Reflecting on the Past,
Imagining the Future**

Hot Springs, Arkansas
August 11-14, 2024

Call for Exhibitors



Arkansas Council for Behavioral Health
50th Annual Behavioral Health Institute

August 12-14, 2024

(Exhibit set-up August 11, 2024 @ 2:00 – 700pm)

Call for Exhibitors

Market

The Arkansas Behavioral Health Institute is an annual event bringing together over 500 mental health providers, and policy makers from Arkansas and surrounding states. The Institute is the mid-south's largest behavioral healthcare forum. Participants will gather to share the latest information pertaining to behavioral healthcare delivery to become informed about new treatment and service management technologies, and to enhance skills for effective diagnostic and treatment interventions.

Facilities & Schedules

Reservations for sleeping rooms are to be made directly with Hotel Hot Springs, by calling 1-877-623-6697 before July 12, 2024. Attendees must identify themselves as being part of the Behavioral Health Institute conference in order to receive the reduced rate. Also, reservations can be made on-line with Hotel Hot Springs at, <https://www.hotelhotsprings.org>, with the group code ACBH. Hotel reservations should be made by the exhibitors directly with the hotel.

Installation of Exhibits	6:00 pm - 8:00 pm	Sunday, August 11, 2024
Display of Exhibits	7:00 am - 5:00 pm	Monday, August 12, 2024
Display of Exhibits	7:00 am – 5:00 pm	Tuesday, August 13, 2024
Display of Exhibits	7:00 am - 3:30 pm	Tuesday, August 13, 2024
Dismantling of Exhibits	3:30 pm - 5:00 pm	Wednesday, August 14, 2024

When to Submit Contract

Exhibit contracts are due on or before **July 5, 2024** if you wish to be included in the Final Institute Program publication. We will continue to accept contracts and offer space until Sunday, August 11, 2024 at noon, with the understanding that you will not be listed in the final institute program and will have not printed signage for your exhibit space.

What to Submit with Contract

- Signed copy of the contract
- Description (50 words or less) of your organization or services for printing in the final program
- Check made payable to the Arkansas Council for Behavioral Health, or complete online registrations at www.arcouncil.org

Where to Submit Contract

Behavioral Health Council of Arkansas

P.O. Box 15003

Little Rock, AR 72231-5003

Phone: 501.372.7062

E-mail: joel@arcouncil.org or colette@arcouncil.org

Website: www.arcouncil.org

Who to Call for Questions or Concerns

Joel Landreneau, Executive Director

joel@arcouncil.org

501.372.7062

Colette Young, Office Manager

colette@arcouncil.org

CONTRACT FOR EXHIBITOR SPACE

Exhibitors' Space

The Contract for Exhibit Space constitutes a contract for the right to use the space allotted. In the event of fire, strikes, or other uncontrollable circumstances, this contract will not be binding.

Use of Space

All demonstrations and/or sales activities must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the knowledge or consent of ACBH. Aisles must be kept clear. To this end, exhibits should be so arranged so that sales personnel can be inside the rented space.

Exhibit Space

Each exhibitor is furnished a 10'x10' booth space with one draped table and two chairs or a 10'x20' booth space with two draped tables and four chairs. The exhibitor expressly agrees not to dismantle their exhibit or do any packing before the final closing of the exhibit hall on Wednesday, August 14, 2024, at 3:30 p.m. ***There are additional charges for electrical hookups and internet service and this should be arranged through the Hot Springs Convention Center, Micaelah Thompson, at mthompson@hotsprings.org.***

Liability

The exhibitor understands and agrees that the ACBH, their offices, agents, or employees shall not in any manner be responsible for the loss or damage to any goods, wares, chattels, or equipment exhibited upon the allotted space or placed thereon, or while in transit to or from the building. The exhibit and all personal property situated upon allotted space remains thereon at the sole risk of the exhibitor.

Fire Protection

Exhibitors shall exercise maximum care in the prevention of fire and to avoid loss of valuable properties. Exhibitors must conform to state and/or city fire prevention codes.

Insurance

Exhibitors wishing to insure their goods must do so at their own expense.

Exhibit Fee

Unless special arrangements have been made with ACBH, the exhibitor fee is due when the "Contract for Exhibit Space" is submitted. Contracts and fees are to be submitted prior to the July 5, 2024 deadline in order for the product/service description to be included in the Institute Program.

Awards Luncheon will be held on August 13, 2024, at noon. PLEASE register here with number attending luncheon so we have an accurate account (additional tickets can be purchased):

_____ **1**

_____ **2**

Advertising

Deadline for the receipt of the description to be printed in the Institute Program printing is July 5, 2024. Material may be mailed, e-mailed or faxed.

Shipping and Other Services

Please do not ship any materials to the Hotel Hot Springs. If you need to ship materials in advance or have items returned, or need other event rentals and services, please contact **Sunbelt Convention Services (501) 244.9955**.

Exhibitor Name (as it will appear on printed materials)

Booth Size: _____10'X10' at \$600 _____10'X20' at \$800

Exhibitor Representative Signature

Date

Contact Person & Title _____

Mailing Address _____

City, State, & Zip _____

Phone: _____

E-mail: _____

On-Line Registration Confirmation Number (if paying on-line):

Please attach a 50 word or less description of your organization as you would like to see it appear in the final program booklet.