

GENERAL INFORMATION

HEALTH & SAFETY CONSIDERATIONS

The safety of everyone attending our Annual Meeting is our priority. To this end, we're planning to follow industry-wide health and safety standards, as well as the stricter of any requirements from federal, state, and local authorities. APA also reserves the right to require additional precautions prior to and during the in-person event.

Check the [APA Meeting Website](#) for details and updated COVID guidelines.

EXHIBITOR ACCESS

Registered booth personnel will have access to the exhibit floor during move-in, show and move-out hours. **All exhibit personnel must wear their badge at all times.** Badge swapping is not permitted.

MOVE-IN HOURS

Wednesday, May 14	8:00 am – 5:00 pm	(Targeted Move-in)
Thursday, May 15	8:00 am – 5:00 pm	
Friday, May 16	8:00 am – 5:00 pm	
Saturday, May 17	8:00 am – 10:00 am*	

***All booths must be set by 10:00 am or they will be considered abandoned and will be furnished as lounges. No setup may take place after 10:00 am on Saturday, May 17.**

SHOW HOURS

Saturday, May 17	Noon – 4:00 pm
Sunday, May 18	9:15 am – 4:00 pm
Monday, May 19	9:15 am – 4:00 pm
Tuesday, May 20	9:15 am – 1:30 pm

MOVE-OUT HOURS

Tuesday, May 20	1:30 pm – 11:00 pm
Wednesday, May 21	8:00 am – 5:00 pm

Any materials left on the exhibit hall floor after move-out begins are not the responsibility of the APA, GES, or the Los Angeles Convention Center. All exhibitor materials must be removed from the exhibit facility by Wednesday, May 21, no later than 5:00 pm.

All carriers must be checked in by 1:00 pm on Wednesday, May 21 to ensure that all exhibitor materials are removed from the convention center by the Exhibitor Move-out deadline.



RULES AND REGULATIONS

Exhibitors should read and be familiar with the APA Rules and Regulations. If you have any questions regarding the established policies, please contact Kate McCullough at kmccullough@psych.org.

BOOTH INFORMATION

Standard booth equipment is furnished to each exhibitor and consists of **black** 8' high drapery backgrounds and **black** 3' high drapery partitions. Aisle carpeting will be **pepper/tuxedo** in the Commercial Exhibits and **blue jay** in the Publishers Book Fair and Career Fair.

BOOTH & HANGING SIGN HEIGHT RESTRICTIONS

The maximum height for an in-line booth is 8'. Hanging signs are not permitted over in-line booths. The maximum height for island booths is 20'. The maximum height for hanging signs is 20' from floor to top of banner.

BOOTH SPECIFICATIONS

Booth renderings/schematics are required and must be approved by Exhibit Manager no later than **March 28, 2025**.

FLOOR COVERING & FURNISHINGS

Carpeting or a similar floor covering is required for all booths. It is the responsibility of the exhibitor to provide adequate floor covering. Furnishings are not included in the cost of the exhibit booth.

UTILITIES AND BOOTH SERVICES

Telephone and internet services will be provided by SmartCity and GES will provide electricity. Lead Retrieval is provided by CDS, and catering needs are provided by Levy. Order information for these services is located in the GES Service Kit under the Facility/Other Contractor Section.

Wi-Fi is not provided within the Exhibit Hall.

EXHIBIT SHIPMENTS

Do not send advance exhibit shipments or packages to the Convention Center. They have no facilities to receive or deliver them to your booth. Shipments to the Convention Center will be the exhibitor's responsibility. Approved shipping dates are provided in the GES portion of the Service Kit.

GENERAL REMOVAL, STORAGE AND RETURN OF EMPTIES

Crates, boxes, and packaging materials, when properly labeled for storage, will be removed from your booth and stored at the owner's risk during the show. Storage tags are available from the Service Desk. Please remember, all crates cannot be returned immediately at the closing; a minimum of six (6) hours is required to return all crates to the booths.

SECURITY

The **APA** will provide general exhibit hall security during set up, the exhibit days and dismantle. However, while all care possible will be exercised by the **APA** and its agents, you are responsible for ensuring the safety of your personal property and exhibit materials from theft, damage, accident, fire and other causes.



EXHIBITOR APPOINTED CONTRACTORS (EAC)

Exhibitor Appointed Contractors are companies or individuals who are not full-time employees of the exhibiting firm. They are hired to provide services to your booth and do not represent any of the official contractors.

Any exhibitor that plans to use a contractor not listed on the Official Contractors List must complete and return the Notice of Intent to Use an Exhibitor Appointed Contractor. **See the “Exhibitor-Appointed Contractors (EACs) and Third Parties” section of the GES Service Kit for details.**

These documents must be received before approval to access the exhibit floor is granted. Additionally, all EACs are required to adhere to the APA Exhibitor Rules & Regulations. Lastly, EACs are required to obtain the proper credentials to access the exhibit hall.

UNION JURISDICTIONS

Because much of the labor required for the APA Annual Meeting falls under various union jurisdictions in the Los Angeles Convention Center facilities, it is important that you, as well as your contractors and producers, understand these functional roles so that appropriate labor can be provided. Refer to the [LACC Planning Guide](#) for more information.

EXHIBIT LABOR

Full-time employees of exhibiting companies may set their own exhibits provided that one person can accomplish the task in less than one-half (1/2) hour without the use of tools and the exhibit space does not exceed 10' in any given direction.

If the exhibit preparation, installation, or dismantling does not meet the above criteria, exhibitors must use personnel supplied by the skilled union labor. However, please note that when union labor is required, exhibitors may provide one full-time company employee to supervise work with the union crew. Any full-time company personnel involved should be prepared to produce some type of company identification when engaged in these activities.

INSURANCE & LIABILITY

The Exhibitor must maintain required worker's compensation insurance (COI) on all employees onsite at the 2025 Annual Meeting and must maintain public liability insurance naming the following as additional insureds:

American Psychiatric Association, Global Experience Specialists (GES); AEG Management LACC, LLC; City of Los Angeles; and all directors, partners, members, shareholders, officers, agents, employees, representatives, affiliates, successors and assigns, and subsidiaries of each of the above.

Exhibitors not using EACs must submit proof of insurance to APA no later than **March 28, 2025.**

Completed forms can be uploaded within the **Exhibitor Dashboard**, emailed to APAExhibits@psych.org or mailed to:

Attn: Exhibits Team
American Psychiatric Association
800 Maine Avenue, SW, Suite 900
Washington, DC 20024
apaexhibits@psych.org



Rainprotection.Net is the official provider of coverage for the Annual Meeting exhibition. You can access the Certificate of Insurance (COI) form under the Insurance section in the Exhibitor Service Kit.

You are not required to use the suggested provider, but you ARE required to provide proof of insurance. It is advisable for exhibitors to have insurance coverage on their products and exhibits. Such coverage can usually be provided by requesting a rider to your company's existing policy.

STATE OF CALIFORNIA TAX REQUIREMENTS

Exhibitors excluding Publishing Companies **are not** permitted to conduct direct sales transactions on the show floor. *However, The State of California requires that **all** participating exhibitors comply with all State requirements regarding such activity. Additional Information about California's requirements can be found within the [Guide to Sales Tax in California](#).*

EDUCATIONAL ACTIVITIES

The APA prohibits educational activities in the exhibit area which appear to compete with the Scientific Program. This includes, but is not limited to, displaying posters or other promotional materials that summarize research results, promoting meeting faculty, directing meeting attendees to research posters or sessions, or distributing APA meeting materials such as product theater or therapeutic update syllabi, slides, handouts, or invitations.

IN-BOOTH EVENTS

Exhibitors are welcome to do demonstrations and other activities in your booth during the open show hours if they do not interfere with or are a distraction to your neighboring exhibitors or for the event as a whole

We are happy to assist you in making this the best possible exhibiting experience and look forward to seeing you in Los Angeles!