

SPONSORSHIP OPPORTUNITIES



INSTITUTE 2019

HGPS MISSION STATEMENT

HGPS is the organizational and professional voice for the multidisciplinary mental health community trained in the practice of group psychotherapy. While adhering to the highest standards of excellence, HGPS offers unique opportunities for educational growth and for expanding knowledge of the many facets of group psychotherapy from fundamental group concepts to advanced practice skills.

HGPS INSTITUTE 2019

The HGPS 2019 Institute, offers participants from diverse clinical disciplines the opportunity to advance their knowledge and skills in group psychotherapy and related fields. Outcomes derived from the Institute include: Promoting interest and knowledge about group psychotherapy among its members and in the community, providing a forum for the exchange of information, ideas, and experiences about group psychotherapy, providing training and high standards in the qualifications and practices of group psychotherapy, encouraging and promoting research in group psychotherapy, promoting social interaction and communication among group psychotherapists, promoting diversity in its membership and programs.

CONTACT

For more information regarding sponsorship opportunities go to www.hgps.org, or contact Guy Bender at 281-900-9161 or Amy Matthews at 281-704-2143 or by e-mail admin@hgps.org.

WHO SHOULD BE A SPONSOR/EXHIBITOR?

Clinical Service Providers – Patient treatment programs, private hospitals, managed care organizations, insurance companies, pharmaceutical companies.

Continuing Education – Mental health organizations, publishers, audio/video training tapes, training programs.

Financial Planning and Administration – Brokerage houses, insurance companies, computer supply companies, office design services.

SPONSOR/EXHIBITOR SCHEDULE


Optional Setup - Thursday, April 25, 2019
Exhibits setup time between 2 PM and 4 PM


Ethics (session is 6 to 9 pm) one EXCLUSIVE sponsor on site from 5:15 pm to 9:30 pm - (see sponsorship details)

Institute Day One - Friday, April 26, 2019
Setup for Exhibitors that haven't set starts at 7 AM. MUST BE FULLY SET UP BY 7:45 AM OR WAIT UNTIL 8:30 AM to avoid clutter in the registration area.

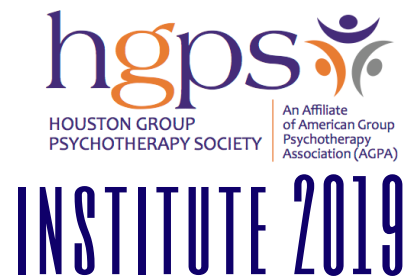
Institute Day Two Saturday, April 27, 2019
Breakdown anytime after 1:30 PM. Must be done no later than one hour after conference is over.

 **Gain Additional Exposure and Visibility for Your Organization with EXCLUSIVE Sponsorships**

 **Network with the top mental health professionals in the Houston Area.**

 **Ask us about all of the opportunities to reinforce your presence as a sponsor/exhibitor at the Institute**

SPONSORSHIP/EXHIBITOR OPPORTUNITIES



EXCLUSIVE HGPS HONORED PATRON - \$1,500

ONLY SWAG BAG & FRIDAY MORNING BREAKFAST SPONSOR

Your organization will be the ONLY sponsor with promotional materials handed out to participants by HGPS. You will also be the EXCLUSIVE Friday Morning Breakfast Sponsor and have the opportunity for the EXCLUSIVE Sponsor Opening Address (1-2 minutes max) at morning keynote. You will receive:

- Premium Exhibit space in lobby area of conference location
- Option to provide swag bags for all conference attendees that will be handed out at registration with your marketing materials (bags and materials to be provided to HGPS staff by April 15, 2019)
- Signage as the EXCLUSIVE Friday Breakfast Sponsor
- Your representative will be given 1-2 minutes for an opening address to the registered participants before the Friday morning keynote session.
- Recognition as an Honored Patron on the HGPS website, top logo position (with active links to your website where available) on any HGPS publications, websites, etc. for one year.
- Access to the list of all participants
- See HGPS Rules and Regulations for Sponsors/Exhibitors for more details

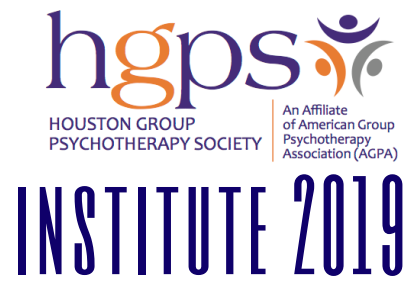
EXCLUSIVE - HGPS DISTINGUISHED UNDERWRITER - \$1,000

COFFEE BAR HOST THURSDAY ETHICS *ONLY REP ON SITE

Your organization will be the EXCLUSIVE host of Coffee Bar before the Ethics session begins Thursday evening and your representative will have the EXCLUSIVE opportunity for a 1-2 minute opening address before Ethics session. Other sponsor displays may be set up but you will be the EXCLUSIVE representative onsite Thursday evening.

- Exhibit space in lobby area of conference location April 25 - 27, 2019
- Signage as the EXCLUSIVE Coffee Bar Host Thursday Evening
- Your representative(s) will be the EXCLUSIVE HOST of Thursday night Coffee Bar and only sponsor rep onsite. You may have a representative at the bar to serve coffee if you like. HGPS will have volunteers to assist with set up, serving and clean up. HGPS will provide coffee and standard coffee cups. Sponsor can choose to bring branded cups, napkins, stir sticks, etc. HGPS will provide additional syrups and garnishes to make the coffee bar an attraction for maximum engagement.
- Your representative will have the EXCLUSIVE opportunity for a 1-2 minute opening address to the Ethics Session before it begins.
- Recognition as a Distinguished Underwriter on the HGPS website, logo with active links to your website where available on any HGPS publications, websites, etc. for one year.
- Access to the list of all participants
- See HGPS Rules and Regulations for Sponsors/Exhibitors for more details

SPONSORSHIP/EXHIBITOR OPPORTUNITIES



EXCLUSIVE HGPS DISTINGUISHED UNDERWRITER - \$1,000

FRIDAY LUNCH SPONSOR

Your organization will be the EXCLUSIVE host of Friday Lunch and your representative will have the opportunity for a 1-2 minute address before the start of the afternoon keynote session.

- Exhibit space in lobby area of conference location April 25 - 27, 2019
- Signage as the EXCLUSIVE Friday Lunch Sponsor
- Your representative will be given 1-2 minutes for an Address to the registered participants at the beginning of the Friday afternoon keynote session (note Ice Cream Social Sponsor will speak at this time too)
- Recognition as a Distinguished Underwriter on the HGPS website, logo with active links to your website where available on any HGPS publications, websites, etc. for one year.
- Access to the list of participants
- See HGPS Rules and Regulations for Sponsors/Exhibitors for more details

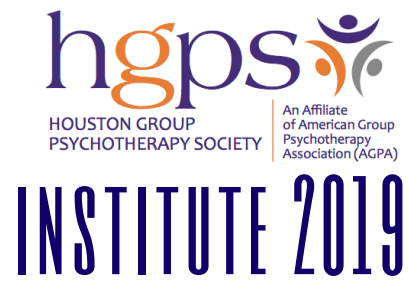
EXCLUSIVE HGPS DISTINGUISHED UNDERWRITER - \$1,000

FRIDAY ICE CREAM SOCIAL SPONSOR

Your organization will be the EXCLUSIVE host of Ice Cream Social during the Friday lunch hour. Your representative will have the opportunity for a 1-2 minute address to registered participants before the afternoon keynote session.

- Exhibit space in lobby area of conference location April 25 - 27, 2019
- Signage as the EXCLUSIVE host of the Ice Cream Social
- Your representative(s) will be the EXCLUSIVE HOST of the Ice Cream Social during the Friday lunch hour. You may have a representative at the ice cream social to serve ice cream or visit with participants if you like. HGPS will provide ice cream and standard bowls, spoons, toppings and volunteers to help set up, serve and clean up. Sponsor can choose to bring branded bowls, napkins, candy toppings, etc.
- Your representative will be given 1-2 minutes for an address to the registered participants at the beginning of the Saturday afternoon keynote session. (Note Saturday Lunch sponsor will speak at this time too)
- Recognition as a Distinguished Underwriter on the HGPS website, logo with active links to your website where available on any HGPS publications, websites, etc. for one year.
- Access to the list of participants
- See HGPS Rules and Regulations for Sponsors/Exhibitors for more details

SPONSORSHIP/EXHIBITOR OPPORTUNITIES



EXCLUSIVE - HGPS DISTINGUISHED UNDERWRITER - \$1,000

SATURDAY BREAKFAST SPONSOR

Your organization will be the EXCLUSIVE host of Saturday Breakfast and your representative will have the EXCLUSIVE opportunity for a 1-2 minute address before the start of the Saturday morning keynote session.

- Exhibit space in lobby area of conference location April 25 - 27, 2019
- Signage as the EXCLUSIVE Saturday Breakfast Sponsor
- Your representative will be given the EXCLUSIVE opportunity for a 1-2 address to the registered participants at the beginning of the morning keynote session.
- Recognition as a Distinguished Underwriter on the HGPS website, logo with active links to your website where available on any HGPS publications, websites, etc. for one year.
- Access to the list of participants
- See HGPS Rules and Regulations for Sponsors/Exhibitors for more details

EXCLUSIVE HGPS DISTINGUISHED UNDERWRITER - \$1,000

SATURDAY LUNCH SPONSOR

Your organization will be the EXCLUSIVE host of Saturday Lunch and your representative will have the opportunity for a 1-2 minute address before the start of the afternoon keynote session.

- Exhibit space in lobby area of conference location April 25 - 27, 2019
- Signage as the EXCLUSIVE Saturday Lunch Sponsor
- Your representative will be given the EXCLUSIVE opportunity for a 1-2 minute address to the registered participants at the beginning of the Saturday afternoon keynote session.
- Recognition as a Distinguished Underwriter on the HGPS website, logo with active links to your website where available on any HGPS publications, websites, etc. for one year.
- Access to the list of participants
- See HGPS Rules and Regulations for Sponsors/Exhibitors for more details

LIMITED AVAILABILITY HGPS PROGRAM EXHIBITOR - \$750

AT INSTITUTE ONLY APRIL 25-26, 2019

- Exhibit space in lobby area of conference location April 25 - 26, 2019
- Note that Exhibitors location is based on order of sign up and sponsorship level
- Recognition on HGPS website as an HGPS Program Exhibitor and recognition on various signage and flyers at the Institute.
- See HGPS Rules and Regulations for Sponsors/Exhibitors for more details

Location: The exhibit area will be located at the Institute event site at The Council on Recovery 303 Jackson Hill Street, Houston, TX, 77007

Display Space: Will be indoors. We will provide a 6' (or similar) table and chairs for exhibit space. You are responsible for bringing all of your signage, table clothes, displays, etc.

Application for Sponsorship: May be filled out online at www.hgps.org (follow prompt under events). If you plan to mail in sponsorship/exhibitor form with payment, please advise us at admin@hgps.org. This is especially important if you are selecting an exclusive sponsorship so that it won't be sold to someone else.

Payment: HGPS accepts payment via credit card or check at the time the sponsor/exhibitor paperwork is submitted. Sponsorship/exhibitor payment must be received by April 15, 2019 to guarantee inclusion on any HGPS printed materials.

Assignment of Sponsor/Exhibit Space: Space assignments are based on the order in which reservations are received and based on level of sponsorship. The assigned booth will be provided on site. HGPS reserves the right to adjust space assignment when necessary.

Cancellation of Sponsorship: All cancellations must be sent to Amy Matthews, HGPS Administrator, admin@hgps.org. If a cancellation is received on or before April 1, 2019 monies, less a \$100 service charge, will be refunded. Sponsors who cancel after April 1, 2019 will forfeit all monies paid. NO REFUND WILL BE MADE AFTER APRIL 1, 2019. Failure to occupy booth space does not release the sponsor/exhibitor from obligation to the sponsorship.

Installation: Pre-Institute optional setup Thursday, April 25, 2019, 2:00 PM - 4:00 PM. Thursday night sponsor will be the only rep onsite from 5 PM to 9 PM. We request that your display space be set up and all excess materials hidden away by 4 PM if you choose to set up Thursday afternoon. If a sponsor/exhibitor does not plan to be onsite during all display hours, please advise HGPS at admin@hgps.org. Once your display is set up, you may leave it in place for the duration of the Institute. If you do not set up until Saturday morning, booths must be set up with all excess materials put away no later than when registration begins (Between 7 AM 7:45 AM) HGPS does not provide personnel or volunteers to assist with setup. If you are not setup by 7:45 AM we will ask you to wait until 8:30 AM to keep the registration area clear.

Dismantle: Saturday, April 27, 2019, Sponsors/Exhibitors may not begin to dismantle their display before the lunch hour is over (approx. 1:30 PM) Boxes must be packed for removal from the exhibit area no later than one hour after the conclusion of the Institute. Should the exhibitor fail to remove their exhibit, removal will be arranged by HGPS at sponsor/exhibitor's expense.

Participant List: Participants are offered an opportunity to opt out of being listed as a participant. If they choose this option, we will respect their request of confidentiality and they will not be listed on the list of participants to sponsors.

Use of Sponsor/Exhibit Space: Exhibitors must confine all demonstrations or promotional activities to the limits of the exhibit booth. Sponsors/Exhibitors are responsible for keeping the aisle or aisles near their booths free of congestion due to demonstrations or other promotions. No exhibitor shall assign, sublet, or share space without the knowledge and consent of HGPS. Organizations or firms not assigned exhibit space will not be permitted to solicit business within the exhibit hall. Interference with the light and space of other exhibitors is prohibited. All sound equipment and other noises must be kept at a level low enough that it will not disturb other exhibitors. Public address systems, radio broadcasts, or any other devices used only to attract attention by sound are prohibited.

Security: Please DO NOT LEAVE ANY VALUABLES UNATTENDED at your booth at any time, HGPS, The Council on Recovery and no other entity (including any hired security) are responsible for any loss or damage to exhibitor property.

Liability Insurance: Sponsor/Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to exhibitor's displays, equipment, or other property brought upon the premises of the Council on Recovery, and agrees to indemnify, defend, and hold harmless the Houston Group Psychotherapy Society, The Council on Recovery, and its owners, servants, agents, members, and employees against all claims or expense for such losses, including reasonable attorney's fees, arising out of the use of The Council on Recovery premises excluding any liability caused by the negligence of the Houston Group Psychotherapy Society. The Sponsor/Exhibitor understands that neither the Houston Group Psychotherapy Society nor The Council on Recovery, maintains insurance covering the Sponsor/Exhibitor's property or lost revenue and it is the sole responsibility of the Sponsor/Exhibitor to obtain such insurance.

SPONSORSHIP FORM



INSTITUTE 2019

YEAR 2019 APPLICATION AND CONTRACT

April 25 – 27, 2019 HGPS Institute will be at The Council on Recovery at 303 Jackson Hill Street, Houston, TX, 77007

PLEASE CHECK YOUR PREFERRED SPONSORSHIP LEVEL

- | | |
|---|---|
| <input type="checkbox"/> EXCLUSIVE HGPS HONORED PATRON - \$1,500
ONLY SWAG BAG & FRIDAY MORNING BREAKFAST SPONSOR | <input type="checkbox"/> EXCLUSIVE - HGPS DISTINGUISHED UNDERWRITER - \$1,000
COFFEE BAR HOST THURSDAY ETHICS *ONLY REP ON SITE |
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FRIDAY LUNCH SPONSOR | <input type="checkbox"/> EXCLUSIVE HGPS DISTINGUISHED UNDERWRITER - \$1,000
FRIDAY ICE CREAM SOCIAL SPONSOR |
| <input type="checkbox"/> EXCLUSIVE - HGPS DISTINGUISHED UNDERWRITER - \$1,000
SATURDAY BREAKFAST SPONSOR | <input type="checkbox"/> EXCLUSIVE HGPS DISTINGUISHED UNDERWRITER - \$1,000
SATURDAY LUNCH SPONSOR |
| <input type="checkbox"/> LIMITED AVAILABILITY HGPS PROGRAM EXHIBITOR - \$750
AT INSTITUTE ONLY APRIL 25-26, 2019 | |

Name of the organization to be listed as a sponsor/exhibitor (please print clearly):

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ TELEPHONE: _____

As a representative of the organization listed above, I agree to abide by all the requirements, restrictions and obligations of the HGPS Institute 2019 as outlined in the INSTITUTE 2019 EXHIBITOR/SPONSOR RULES & REGULATIONS

Authorized: _____ Date: _____

Please list exhibit personnel: _____

Brief description of the exhibit and any plans you have for the exclusive sponsorships:

Sponsorship is not confirmed until we receive payment.
Please e-mail a vector or high res jpeg for advertising purposes to admin@hgps.org