DATES OF CONGRESS  June 25-28, 2015
DATES OF EXHIBITION  June 25-27, 2015

WEB SITES  Organization:  www.ippanetwork.org
            Congress:  www.ippanetwork.org/wcpp2015

LOCATION  Disney’s Coronado Springs Resort, 1000 West Buena Vista Drive,
           Lake Buena Vista, Florida 32830.
           Approximately 30-45 minutes from MCO, Orlando International Airport.

EXHIBITION HALL  Veracruz Exhibit Hall B & C, ground level

OPTIMAL EXHIBITORS  Optimal companies provide products and services to the
                    marketplace involving the science of well-being, the rigorous, empirical study of human
                    flourishing and evidence-based approaches to cultivating human strengths.
AUDIENCE DEMOGRAPHICS

Your partnership with IPPA opens the doors to a growing membership community of over 1,500 individuals and organizational members from 64 countries.

Supporting IPPA initiatives gives your organization effective marketing power and valuable exposure. Your organization will be recognized by researchers and practitioners of positive psychology worldwide.

OUR COMMUNITY PARTICIPANTS

- 16.8% are entrepreneurs developing products or services
- 24.4% apply positive psychology in a clinical or therapeutic context
- 25.6% are professional writers, speakers and/or trainers
- 26.5% offer consulting services based on positive psychology research
- 30.2% use positive psychology in their coaching practice
- 38.7% conduct basic research
- 41.8% teach positive psychology
- 45.1% apply positive psychology research or perspectives at their job
- 52.4% study positive psychology

A survey conducted during November 2014 revealed that our community (IPPA members and others with whom we are in contact) represents:

- Work and Organizations, 52%
- Basic Research, 50%
- Education, 49%
- Coaching, 44%
- Health, 42%
- Clinical/Therapeutic Settings, 35%
- Additional fields include fitness/wellness and non-profit/social impact fit the vast majority of members, with additional arenas including humanities, government/policy/law, and technology
MEMBERS’ SIGNIFICANT BUYING POWER IS BEST DESCRIBED AS PROFESSIONALS WITH ANNUAL BUDGETS OF SPENDING ON POSITIVE PSYCHOLOGY RELATED PRODUCTS:

Six in ten Members regularly purchase positive-psychology-related products and services while an additional one in four Members influence the purchasing decisions of others.

The following products are most likely on Members’ shopping list within the next year:

- positive psychology books, 86.4%
- journal subscriptions, 33.2%
- training exercises, 32.6%
- curriculum materials, 25.3%
- e-Learning platforms, 19.9% and
- survey software/tools, 19.3%

SEVEN OF EVERY TEN PARTICIPANTS PLAN TO ATTEND THE FOURTH WORLD CONGRESS IN LAKE BUENA VISTA, FL JUNE 25-28, 2015.

While there, participants want to see:

- research centers, 54.5%
- organizations offering educational tools/curricula, 49.4%
- publishers, 48.4%
- companies offering products or services based on positive psychology research, 52.2%

Attendees also want to visit with:

- higher education institutions, 42.7%
- funding organizations, 35.6%
- professional speakers/bureaus, 42%
- organizations offering certification programs, 29.6%
- companies offering business development or technology services, 19.4%
NEW & IMPROVED IN 2015

• Targeted exhibit hours to increase quality time with attendees

• Opening reception, lunch and breaks now served in the Exhibition Hall to increase traffic and improve your company’s networking opportunities

• PRESS KIT - Free to All Exhibitors: IPPA will receive your single press release and include in our Press Kit for potential media representative review. Send to info@ippanetwork.org no later than May 27, 2015.

BOOTH PRICES (PER 10X10)
COMMERCIAL: $1,150
NON-PROFIT OR PUBLISHER: $850

PROMOTIONAL PACKAGE

One 10x10 booth + One Full Page Advertisement $2,490 (regular price $3,150

BOOTH PRICES INCLUDE:

• Company name and/or logo on Congress web site
• Food offered in the Exhibition Hall
• A 7”x 44” identification sign
• One 6’ draped table, chair and wastebasket
• Access to main sessions **
• Pre-Congress direct mail registration list (email/phone not included)
• General cleaning of aisles
• 100-word company/product profile in the Final Program Exhibition Guide

If you are not interested in making use of the pipe and drape or the furniture, please indicate on the Sponsorship and Exhibition Booking Form.

PRESS KIT

Free to All Exhibitors: IPPA will receive your single press release and include in our Press Kit for potential media representative review. Due date will be announced.

ALLOCATION OF ITEMS / SPACES

Until January 30, 2015, priority choice of exhibit space / sponsorship items will be given to IPPA’s major supporters. Thereafter, all requests will be allocated on a first come, first serve basis upon receipt of a completed Sponsorship and Exhibition Booking Form. IPPA reserves the right to add or remove booths if necessary.
THURSDAY, JUNE 25, 2015:

Decorator Move-In, 7:00 am
Exhibitor Registration, 10:00 am – 7:00 pm
Exhibitor Set Up, 11:00 am – 4:00 pm
Poster Presenter Set Up, 12:00 noon – 4:00 pm
Congress Welcome Reception, 7:30 pm – 9:30 pm

FRIDAY, JUNE 26, 2015:
Continental Breakfast, 7:00 am – 8:00 am
Refreshments, 9:15 am – 9:45 am and 10:45 am – 11:00 am
Lunch, 12:00 – 1:30 pm
Poster Session I & Refreshments, 2:30 pm – 3:30 pm
Mental Break, 4:30 pm – 4:45 pm

SATURDAY, JUNE 27, 2015:
Continental Breakfast, 7:00 am – 8:00 am
Refreshments, 9:15 am – 9:45 am and 10:45 am – 11:00 am
Special Interest Groups Box Lunch Pick Up, 12:00 – 1:30 pm (Discussions start 12:30 pm)
Poster Session II & Refreshments, 2:30 pm – 3:30 pm
Exhibition Hall closes, 3:30 pm (dismantle until 7:00 pm)

EXHIBITOR REGISTRATION **

For every paid 10’x10’ booth space reserved, two complimentary badges are provided:

- One (1) exhibitor Full Congress badge with Full Congress access to all sessions (workshops and special events additional)
- One (1) Exhibit Hall Only exhibitor badge; food is included in the Exhibit Hall; access to workshops, sessions additional.

Additional exhibitor badge fee above two people is $150 each.

Exhibitors who wish to attend sessions, workshops or special events should register through regular registration.

Registration is required of all exhibitors. Badges display the staff member and company name.

*Subject to change. Please check website for updates: www.ippanetwork.org/wcpp2015
Exhibition Rules and Regulations

EXHIBITOR ELIGIBILITY

IPPA shall determine the eligibility of any company, product, or service. IPPA may reject application of any company whose display of goods or services is not compatible, in the sole opinion of IPPA, with the educational character and objectives of the exhibition. In the event an application is not accepted, any paid space rental fees or deposits will be returned. The agreement is binding upon receipt and acknowledgement by IPPA. Acknowledgement constitutes one or more of the following: IPPA exhibit space confirmation letter or e-mail exhibit space confirmation message to exhibitor.

FDA REGULATIONS

Exhibitors shall comply with all applicable U.S. Food and Drug Administration (FDA) regulations, including, without limitation, FDA restrictions on the promotion of investigational and preapproved drugs and devices and the FDA prohibition on promoting approved drugs and devices for unapproved uses. Any product not FDA-approved for a particular use or not commercially available in the U.S. may be exhibited only if accompanied by easily visible signs indicating the status of the product.

EXHIBIT SPECIFICATIONS AND RESTRICTIONS

IPPA provides the scientific and practice education at the Congress. To avoid conflicts with the program, IPPA educational representatives (e.g. speakers) may not make any scheduled, live presentations in exhibit booths or at exhibitor-organized functions during the program without IPPA’s approval.

Exhibits must conform to the usual requirements. Commercial exhibitors shall be restricted to those acceptable to IPPA. Acceptable exhibitors are companies whose products or services must be relevant professionally to the practice of pain and in good taste. No novelty items, including jewelry and T-shirts, may be sold from the exhibit booth. Exhibitors shall not sell or distribute merchandise from their booth.

Exhibits may not project sound or image beyond the space allotted. No exhibit will be permitted to span an aisle by ceiling or floor covering. Exposed or unfinished sides and/or exhibit backgrounds must be draped to present an attractive appearance. The exhibits will be inspected during the set-up time. The decorator, with IPPA’s approval, will provide draping deemed necessary and submit the charges to the exhibitor.

Aisles must be kept clear for traffic. Exhibitors’ activities, personnel, giveaways and equipment must be confined within the booth space. No loudspeakers, public address systems, lights, or other equipment that may be annoying to adjacent exhibitors shall be permitted in the booths. Sound leakage must not interfere with any other exhibitor.

Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floor or other parts of the building or furniture. IPPA and the venue must approve in advance any special
lighting or lighting trusses that must be secured to the ceiling. Distribution of promotional gummed stickers or labels is prohibited. Anything in connection therewith necessary or proper for protection of the building, equipment, or furniture will be at the expense of the exhibitor.

INFRINGEMENT

Interviews, demonstrations and the distribution of literature or samples must be made within the area assigned to the exhibitor. Canvassing or distributing of advertising matter outside the exhibitor’s own space will not be permitted.

EXHIBITION TERMS & CONDITIONS

The Terms and Conditions of exhibiting are included in the Prospectus and Technical Manual. Please note that signing of the Sponsor and Exhibition Reservation Form indicates acceptance of these Terms and Conditions. The Sponsorship and Exhibition Booking Form will be held as a valid liable contract by which both parties will be bound.

LIABILITY AND INSURANCE

Neither the Congress Organizer nor IPPA can accept liability for personal accidents or loss of or damage to private property of participants, either during or indirectly arising from the IPPA Congress. The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the IPPA, its sponsors and endorsers, the program committee, and congress managers as well as the Disney’s Coronado Springs Resort and its officers, employees and agents, harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney fees arising out of or caused by Exhibitor’s installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence, gross negligence or willful misconduct of the program committee, sponsors, endorsers, congress managers, and Disney’s Coronado Springs Resort, its employees and agents. Exhibitors knowledge the IPPA, its sponsors, and endorsers, the program committee, and/or congress managers and the Resort, Lake Buena Vista, Florida do not maintain insurance covering the exhibitor’s property and thus it is the sole responsibility and obligation of the exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

FIRE PROTECTION

All materials used in the exhibit area must be flame-proof and fire-resistant in order to conform to the local fire ordinances and in accordance with regulations established by the local Fire Department. Crepe paper or other paper is not to be used in crating merchandise. Display racks, signs, spotlights and special equipment must be approved before use, and all displays are subject to inspection by the Fire Prevention Bureau. Any exhibit or parts thereof found not to be fire-proof may be dismantled. All aisles and exits must be kept clear at all times. Fire stations and fire extinguisher
equipment are not to be covered or obstructed.

**PROTECTION OF THE HOTEL BUILDING**

Exhibitors will be held liable for any damage caused to the hotel property, and no material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the building or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor. If any controversy arises as to the need or propriety thereof, the Convention Service Manager of the Hotel will be the final judge thereof and his/her decision shall be binding on all parties concerned.

**TERMS AND CONDITIONS**

**DEFINITIONS**

An IPPA sponsorship or support or sponsorship is a mutually beneficial exchange or arrangement whereby the sponsor receives value in return for cash or goods- or services-in-kind provided to IPPA. A supporting relationship with IPPA requires a formal written agreement defining the terms of the sponsorship, including any recognition to be provided to the sponsor, and must be signed by an authorized member of the sponsor’s organization and by the Executive Director or designee of IPPA.

IPPA reserves the right to refuse any offer of sponsorship at its absolute discretion or to negotiate with the sponsor concerning any aspect of a proposed support program. IPPA has the right to refuse sponsorship provided by business entities that do not contribute value to its Mission, Members or marketplace.

**APPLICATION TO PARTICIPATE**

Application to participate will be considered only if submitted on the appropriate forms, duly completed. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded. In case of acceptance Sponsor/Exhibitor will be bound by the Terms and Conditions listed in the prospectus, web site and/or contractual agreement.

**ADVERTISING**

Advertising is subject to review. IPPA reserves the right to refuse advertising. Acceptance of advertising is not an endorsement of any product or service by IPPA.

We politely decline any advertising that we believe is false, libelous, exploitative, or hateful. IPPA is always appreciative of opportunities to help our industry grow and therefore please contact us as your advertising concepts come to life. Our readers are discerning enough to evaluate advertising
claims. IPPA, in its sole discretion, retains the right to discontinue posting of any advertisement previously accepted.

OBLIGATIONS AND RIGHTS OF THE EXHIBITOR/SPONSOR

Registration implies full acceptance by the Exhibitors/Sponsorship of the exhibition / sponsor regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the Congress without compensation or refund of sums already paid, and without prejudice to the Exhibitor/Sponsor.

By submitting an application to participate, the Exhibitor /Sponsor make a final and irrevocable commitment to occupy the space /items allocated and to maintain his/her installation until the date and time fixed for closure of the event.

The Exhibitor/Sponsor may only present on his/her booth or space the materials, products or services described in the application to participate.

No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.

OBLIGATION AND RIGHTS OF ORGANIZER

The Organizer undertakes to allocate exhibition space/sponsor items space as far as possible on the basis of the preference expressed by applicants. Application will be considered in order of receipt of application forms accompanied by payment.

The Organizer reserves the right, in case of absolute necessity, to modify the positioning of booths, with no obligation to provide compensation to Exhibitors/Sponsor. The Organizer reserves the right to offer to a different firm any booth, space or sponsorship item that has not been occupied by the event of the opening of the Congress, with no obligation to provide compensation to the defaulting Exhibitor / Sponsor.

LIABILITY INSURANCE

Equipment and all related display materials installed by Exhibitors / Sponsor are not insured by the Organizer, and the Organizer under no circumstances will be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitors / Sponsor. The Exhibitor / Sponsor agrees to be responsible for his property and person and for the property and persons of his employees and agents and for any third party who may visit his space. The Exhibitor/ Sponsor shall hold harmless the Organizer from any and all damages/claims including those usually covered by a fire and extended – coverage policy. The Sponsor will purchase insurance policies for the above listed damages.
EXHIBITION REGULATIONS

The Exhibition Manager, acting under direction of the Organizing Committee, has the final decision as to the acceptability of displays. Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager. The Organizer reserves the right to alter the general layout or limit the space allotted to each Exhibitor / Sponsor, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the Organizer will not be held liable for expenses incurred other than the cost of exhibit space rental fees.

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits. In standard booths, height is restricted to 246cm (8’). Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site. Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures. Proper “line of sight” must be maintained (the first five feet of a booth should be within 48” in height; maximum height if eight feet for the remainder of the booth area).

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and the dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour. It is the Exhibitor’s responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organizer will arrange for their removal at the Exhibitor’s risk and expenses. Exhibitors are obliged to ensure that their booths are permanently staffed during the exhibition opening hours.

Payment is to be made in accordance with the conditions of payment listed in the prospectus. Should the Exhibitor /Sponsor fail to make a payment on time, the Organizer is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the booth/ supporter items or seek compensation for non-fulfilment of contract. Participation by Exhibitors/ Sponsors is dependent upon compliance with all rules, regulations and conditions stated herein. Access to the exhibition is authorized on presentation of a badge issued by the Organizer. Exhibitors’ badges will be mailed in advance of the Congress.

The Organizer ensures daily cleaning of the aisles. Exhibitors /Sponsors are responsible for the cleaning of their booths. The provision of refreshments for the participants by Exhibitors is only permitted if the catering regulations of the exhibition building concerned are observed.

Exhibition areas and fittings made available to Exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the Exhibitor. Any special decoration or fittings must be submitted to the Organizer for prior authorization.

Advertising panels and display are not permitted outside the exhibition areas allotted to Exhibitors.
The Organizer will not approve booths, which do not comply with the accepted standards, until the necessary changes have been made. Booths of 10x20 and larger are required to provide a front elevation and footprint diagram for approval.

INDUSTRY CODES OF PRACTICE

All Exhibitors and sponsoring companies must comply with applicable national and international rules, regulations and industry standards regarding exhibition areas. Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the Rules and Regulations will not expose the Organizer to any suits, demands by the Sponsor/Exhibitor/any third party.

Upon receipt of this Technical Manual, you will be asked to acknowledge the receipt and understanding of this document via email. In doing so, you are acknowledging your company booth staff representatives have been informed of the content of this document.

QUESTIONS?

Contact Chris Brown CEM CMP, cbrown@ippanetwork.org or phone 888-389-9687