



2024 - 2025 ORGANIZATIONAL MEMBERSHIP APPLICATION/RENEWAL (All applications are subject to review and approval by ISSTD.)

Membership Packages

Base Bronze Silver Gold

Organization Type

For Profit Non- Profit College/University

If this is a renewal of your Organizational Membership, please provide any updated information below. If no information has changed, leave the section blank.

Organization/Institution

Membership Primary Contact Name Title

Phone Cell/Direct Line Email

Website:

Addresses

Mailing Address

City/State/Postal Code Country

Billing Address

City/State/Postal Code Country

Individual Memberships

Name Title

Phone Email

License Type/Number/State

Name Title

Phone Email

License Type/Number/State

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

License Type/Number/State \_\_\_\_\_

Please advise how you wish to use the points included in your membership:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Supporter/Exhibitor Information**

*To arrange for benefits of equal value in place of exhibit space at the ISSTD Annual Conference, please email Jasmine Butler at least 45 days before the start of the Annual Conference at [info@isst-d.org](mailto:info@isst-d.org). If you are unsure who will work your exhibit booth at this time, please write N/A and a staff member will contact the Primary Booth Contact in prior to the conference to obtain the name of that person.*

Primary Contact Name \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_

Comp Booth Attendee Onsite \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City/State/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

**Information on Exhibitor/Supporter Deadlines can be found on the Annual Conference Website at [annualconference.isst-d.org](http://annualconference.isst-d.org)**

All Take One Table and Tote Bag materials must be received in the ISSTD office at least two weeks prior to the start of the conference. After this time they must be shipped to the hotel. Additional instructions will be provided prior to the conference

## Payment Information

TOTAL FEES: \$ \_\_\_\_\_

- Check (US Bank Only) payable to: **ISSTD** Mail to: ISSTD, 4201 Wilson Blvd, 3<sup>rd</sup> Floor, Arlington, VA 22203
- Credit Card (Visa | MC | Amex | Disc)

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

\*By signing this contract, I agree to Terms & Conditions attached to this contract if applicable.

International Society for the Study of Trauma and Dissociation 4201 Wilson Blvd 3<sup>rd</sup> Floor  
Arlington, VA 22203

Phone: 844.994.7783 • Fax: 888.966.0310 • Email: [membership@isst-d.org](mailto:membership@isst-d.org)

### **THANK YOU FOR YOUR PARTICIPATION!** **ISSTD Supporter & Exhibitor Terms and Conditions**

Cancellation/Refund Policy: Memberships cannot be cancelled after the start date of the membership. If an individual who is a part of your organizational membership leave the company during the course of the membership year, they can be replaced by a new staff member by emailing the ISSTD office with the information for the new member and contact information for the departed staff member so they can be extended an offer to continue their membership as an individual.

Cancellations for additional exhibitor/supporter opportunities outside of the membership package must be received in writing via email to [mhanlin@isst-d.org](mailto:mhanlin@isst-d.org) or via fax to. Cancellations more than 14 days in advance of Regional Conferences and more than 60 days before the Annual Conference will receive a 50% refund of any payments made. Cancellations made after these dates will forfeit any payments made toward the conferences. Refunds on other supporter options will be handled on a case by case basis.

#### **Any request for refunds must be in writing to:**

ISSTD ATTN: Mary Pat Hanlin  
Mail: 4201 Wilson Blvd, 3<sup>rd</sup> Floor, Arlington, VA 22203  
Email: [membership@isst-d.org](mailto:membership@isst-d.org)  
Fax: 888-966-0310



1. The ISSTD (herein after called the "Management") and the Exhibitor agree that all displays must be fully set up and operational by opening. No cases or packing materials of any sort may be brought in or out of the exhibition hall during show hours. Exhibitor also agrees to be open and staffed during show hours.
2. Exhibitor agrees that displays will not visually or physically disturb aisles or adjacent exhibitors and exhibitor agrees that hard walls will not exceed 8' feet without prior approval of Management.
3. Exhibitor agrees to conform to all ISSTD, Local State and Federal Revenue rules and regulations.
4. Exhibitor agrees not to sublet exhibit space or exhibit any merchandise other than that specified in the show contract.
5. Exhibitor agrees that Management reserves the right to reject, modify or restrict any exhibit.
6. Exhibitor agrees that they are not a "sponsor" and will not use the term "sponsor" in any materials relating to the ISSTD Conference.
7. Exhibitor agrees that space assignments may be changed by Management.
8. Exhibitor agrees that electrical wiring or installation shall be done only by the electrical contractor approved by the facility or Management.
9. Exhibitor agrees that all belongings shall be removed from the Exhibit Hall. Any items not removed may be shipped to the office of the Exhibiting Company at Exhibitor's expense at close of show.
10. Exhibitor agrees that all staff members will be registered and will wear a name badge at all times while onsite.
11. Exhibitor agrees not to make undue noise, or odor, use bright or hazardous lights, cause damage to the building or booth equipment or act in any manner deemed inappropriate by Management.

12. Exhibitor agrees that no soliciting for business will be conducted in other exhibitor booths or within education sessions/workshop rooms.
13. Exhibitor agrees that no exhibitor shall have authority to incur cost or liability for or against the ISSTD or its agents. Exhibitor shall pay all costs pertaining to move in and move out. Exhibitor shall be liable for all damages which they may cause to the building, or otherwise in connection with their exhibit.
14. Exhibitor agrees to carry: Company Insurance policy and Certificate of Insurance to include workmen's compensation, comprehensive general liability including products and completed operations, independent contractors, personal injury and blanket contractual liability with a minimum amount of \$1,000,000 per occurrence listing The ISSTD as additionally insured. Company agrees provide a certificate of insurance if requested by ISSTD 30 days prior to the Conference.
15. Exhibitor agrees that in the event due to war, fire, strike, government regulation, terrorism, public enemy, Acts of God or other cause, the show or any part thereof is prevented from being held, is canceled by the Management, the Management, in its sole discretion, shall determine and refund to the applicant their proportionate share of unused funds.
16. Exhibitor agrees to assume all responsibility for loss, theft, or destruction of goods or for personal injuries to himself, his employees, agents, representatives, or visitors, and shall indemnify, defend and hold harmless the ISSTD, the conference hotel, or any of its agents from any and all liability in connection with any and all of the above.
17. Exhibitor agrees that the serving of alcoholic beverages and/or food by exhibitors is prohibited without prior permission of Management.
18. Exhibitor acknowledges and agrees that projections of attendance are estimates only, and that no guarantees regarding attendance are being made.
19. Exhibitor agrees that the failure of either party to enforce any provision of this Agreement shall not operate as a waiver by such party of its right to enforce the same or any other provision at any time.
20. Exhibitor agrees that, except as otherwise specifically provided herein, this Agreement constitutes the entire Agreement between the parties, and super cedes all proposals, promotional materials, negotiations and understandings of any nature whatsoever. This agreement may be amended only by written instrument signed by both parties.
21. Exhibitor agrees that this agreement shall be governed and construed in accordance with the laws of the State of Virginia, and any disputes between the parties shall be brought in the courts of the State of Virginia.

**By signing the Exhibitor Contract, I have read, and agree to, the Terms & Conditions above.**

**Direct all correspondence to: ISSTD 4201 Wilson Blvd, 3rd Floor, Arlington, VA 22203**

**Fax: 888.996.0310 Phone: 844.994.7783 Email: [membership@isst-d.org](mailto:membership@isst-d.org)**