

# 2025 DCB CONFERENCE

## EXHIBITOR PROSPECTUS

### ABOUT THE DCB CONFERENCE

**Don't miss your opportunity to participate in DCBs conference.** The DCB Conference increases your organization's visibility and exposure to behavioral health professionals. As the leader in substance use, and behavioral health professional credentialing in Delaware, DCB's Conference attracts exhibitors including treatment programs, educational institutions, home study organizations, technology-based companies, and national behavioral health organizations.

**Who are the attendees?** Our attendees include treatment program managers and administrators, counselors, clinical supervisors, co-occurring disorders professionals, prevention specialists, criminal/juvenile justice professionals, case managers, ancillary workers, peer recovery specialists, and social workers. Increase your brand recognition, display your products and services and take advantage of multiple networking opportunities with attendees.

### BENEFITS OF EXHIBITING

All exhibitors who complete the exhibitor contract and fulfill payment by October 20, 2025, receive:

- Two complimentary exhibit-only badges for additional staff working at the exhibit
- A listing in the conference program booklet distributed virtually through email to all attendees
- Direct access to behavioral health professionals

### NETWORKING OPPORTUNITIES FOR EXHIBITORS

The exhibit area is set-up for maximum exposure of all spaces to the various events taking place in the exhibit area. These events include: continental breakfast buffet and lunch. Tables will be placed throughout the exhibit area making it comfortable and easy for conference attendees to network with exhibitors and other professionals throughout the conference.

### GENERAL INFORMATION

**Exhibit Space:** Exhibit space includes one (1), six (6) foot skirted table, and two chairs. Additionally, exhibit space includes two complimentary exhibit-only badges for additional company staff working at the exhibit.

**Cost:** \$250.00 for exhibitors completing the contract before October 20, 2025, and \$275.00 for exhibitors completing the contract after October 20, 2025. ***Space is limited. Reserve early to ensure available space and to secure a preferred location in the exhibit area.***

**Exhibitor Contract:** All exhibitors must complete the Exhibit Space Contract and return it with payment. Contracts will not be processed without payment. Exhibitors must name **one** individual as the authorized representative in charge of the exhibit. This representative will be responsible for satisfying all contractual obligations to DCB regarding exhibiting at the DCB Annual Conference. This individual will also act as the primary source of communication between the exhibitor and DCB.

# DCB Annual Conference | Exhibitor Contract

November 6, 2025 | New Castle, DE

Application to exhibit this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by and between hereinafter called "Exhibitor" and DCB. In accordance with the terms, conditions and regulations governing exhibits of the DCB Conference at Wilmington University in New Castle, DE, November 6, 2025, the undersigned hereby makes application for exhibit space which, when accepted by DCB, becomes a contract. Terms and conditions in the exhibitor prospectus are part of this contract. The undersigned agrees to abide by all rules, requirements, restrictions, and regulations as set forth in this agreement or as may be especially designated by DCB or Wilmington University. Failure to abide by such rules and regulations results in forfeiture of all monies paid to DCB under terms of this agreement.

**Cost:** \$250.00 for exhibitors that complete contract by October 20, 2025, and \$275.00 for exhibitors completing the exhibitor contract after October 20, 2025.

## EXHIBITOR INFORMATION

**Organization Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Special Requests or Electricity Needs:** Electricity is subject to additional charges to the Exhibitor.  
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## BOOTH ATTENDEES

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## Exhibitor Rules and Regulations

**Exhibit Space Assignment:** Exhibit space assignments will be on a first-come, first-served basis. Requests for exhibit space must include payment to be processed. DCB reserves the right to make changes to the floor plan as necessary.

**Security:** DCB does not provide security service. Exhibitors are solely responsible for exhibit material.

**Use of Space:** Exhibitors shall not assign, share, or sublet any space without written consent of DCB. Care must be taken that no display extends more than 8 feet above the floor or more than 8 feet in depth from the back wall of the space or interfere with the view of other exhibitors. No part of the display may exceed the height of the side walls.

**Liability:** DCB and Wilmington University will not be responsible for the safety of the property of the exhibitors from theft, fire, damages, accident or other causes. Exhibitor agrees to protect, save and hold DCB and the Wilmington University and all agents and employees thereof forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by negligence of the exhibitors or those holding under the exhibitor and further, exhibitor shall at all times protect, indemnify, save and hold harmless the indemnities against and from all losses, costs, damages, liability or expense arising from or out of or by any reason of accident of bodily injury or other occurrence to any person or persons, including the exhibitors, its agents, employees, and business invitees which arises from or out of by reason of said exhibitor's occupancy and use of the exhibit premises or a part thereof.

**Failure to Occupy Space:** The exhibitor, as specified in these rules and regulations, will forfeit space not occupied by the close of the exhibit set-up period. This space may be resold, reassigned or used by DCB in any manner deemed suitable. There will be no refund for space unoccupied.

**Cancellation:** If the conference or exhibit is cancelled due to circumstances beyond the control of DCB, DCB will not be held liable for any expenses incurred by the exhibitor beyond the rental cost of the space.

**Selection of Exhibitors:** Only organizations whose services are appropriately related to the purpose of DCB shall be permitted to exhibit. DCB reserves the right to decline or prohibit any exhibit which in its judgment is inappropriate, and applies to all persons, things, printed matter, products, and conduct.

**Exhibitor Description:** Attach a brief description (100-200 words) of services/products offered to be included in promotional materials when submitting this completed contract.

**By signing below, I agree to the DCB Exhibit Rules & Regulations:**

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Signature

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Date

### Payment Information

**Payment (check one):**  Check  VISA  MasterCard  Discover  American Express

*Checks made payable to DCB*

Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Sec. Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Billing address:

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Email address for receipt (*if paying by credit card only*): \_\_\_\_\_

### TO SUBMIT YOUR CONTRACT, CHOOSE ONE OF THE FOLLOWING:

**Mail:** DCB, 298 S. Progress Avenue | Harrisburg, PA 17109

**Email:** [dhaas@decertboard.org](mailto:dhaas@decertboard.org)

*NOTE: Only PDFs are acceptable. DCB does not accept photos of contracts.*

**Please allow 5-10 business days for review and processing of your contract.**

To confirm receipt, or check on the status, you must email [dhaas@decertboard.org](mailto:dhaas@decertboard.org)