

GRADUATE SCHOOL FAIR EXHIBIT PROSPECTUS



Walter E. Washington DC Convention Center, Washington, DC

November 11-15 (Meeting & Exhibit Dates)

TERMS FOR EXHIBITING in the GRADUATE SCHOOL FAIR

Please see Appendix for additional information.

Eligibility for Exhibiting

The purpose of the Graduate School Fair is to provide prospective students and graduate schools with an opportunity to meet face-to-face during the meeting. Exhibits must emphasize graduate programs and opportunities. The character of the exhibition space and program are subject to approval by the Society. SfN reserves the right even after a registration form is received to refuse applications not meeting standards required or expected, as well as the right to curtail or to close exhibits or parts of exhibits that reflect unfavorably on the character of the meeting. **This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.**

Exhibit Space Assignments

Registration forms for exhibit space are subject to approval by the Society for Neuroscience. Exhibit space is limited. **Registration and payment reserves an exhibiting program's booth at the Graduate School Fair. All booth assignments will be made by SfN.**

Registration forms and full payment must be received by July 28. See Terms of Payment for further instruction.

The registration form can be found on the [graduate school fair website](#).

Exhibit Dates and Hours

Saturday, November 11, 1:00pm – 3:00pm

Sunday, November 12 - Tuesday, November 14, 12:00pm – 2:00pm

Badges

Each exhibiting individual/organization is entitled to four exhibitor badges per booth space. Exhibitors may pick up exhibitor badges at the exhibitor registration desk located in Concourse B beginning **Friday, November 10** at 7:00am. Badges must be worn at all times while in the exhibit area. **Exhibitor Badges are necessary to access the Graduate School Fair exhibit space for booth installation.**

EXHIBIT FEE INFORMATION- Registration forms and full payment must be received by July 28.

Contract for Space

Exhibitors agree to accept and comply with the policies, rules, and regulations contained in this Exhibit Prospectus, the appendix, and on the Society's Web site, and all policies, rules, and regulations adopted after publication of the Prospectus. Furthermore, exhibitor agrees to abide by all conditions stipulated by the Walter E. Washington Convention Center. The acceptance of the completed registration form by the Society and the payment for rental charges constitute a contract.

Booth Fee

\$360 for IP Members and \$745 for non-IP members for 2 day exhibit space (Saturday and Sunday, November 11-12 OR Monday and Tuesday, November 13-14) or \$565 for IP Members and \$945 for non-IP members for 4 day exhibit space (Saturday through Tuesday, November 11-14). Fee includes an ACORD 25 policy. ACORD 25 is Sfn's approved insurance program for exhibitors. The fee also includes four exhibitor badges per booth space and carpeting for exhibit area.

Terms of Payment

Full payment is due with the registration form by July 28, 2017. **No registration form will be processed without remittance of the payment. Payment receipt date will be used as the registration submission date.**

Society's Tax ID # 52-0895843

Credit Card payment:

To pay by credit card, indicate your payment preference on the registration form and you will be immediately directed to the online payment portal. Payment types accepted: VISA, MasterCard, American Express, Discover and Check

Check payment:

Society for Neuroscience
Attention: Graduate School Fair 2017
1121 14th Street, NW, Ste. 1010
Washington, DC 20005

Cancellations

Cancellation of exhibit space between the date the registration form is received and **July 28** will result in an administrative fee of \$50. Cancellation of space between **July 28** and **August 31** will result in a charge equal to 50 percent of the total cost of the canceled space. Refunds will not be granted after **August 31**.

Failure to Occupy Space

Any exhibitor failing to occupy space is not relieved of the obligation to pay full rental price for space. The Society will have the right to use exhibit space as it sees fit, provided the space is not occupied one hour prior to the scheduled exhibit hall opening.

CONTRACTUAL CONSIDERATIONS

Violations - As a condition for exhibiting, each exhibitor will agree to observe all Society policies, inclusive of, but not limited to the following:

- No tearing down **prior to 2:00pm, Sunday, November 12 or Tuesday, November 14**
- No exceeding the height limit
- No obstructing the view of a neighbor's booth

Cancellation of Meeting and Exhibition

It is mutually agreed that in the event Neuroscience 2017 is canceled due to acts of God, war, strikes, government regulation or advisory (including travel advisory warnings by the government or World Health Organization), civil disturbance, terrorism, or threats of terrorism in Washington, DC and/or the East Region of the United States, as substantiated by governmental warnings or advisory notices, curtailment of transportation, epidemics, disaster, fire, earthquakes, hurricanes, unseasonable extreme inclement weather, shortages or disruption of the electrical power supply causing blackouts or rolling blackouts in Washington, DC, or any other comparable conditions or circumstances occurring either in the location of SfN's meeting or in the countries/states of origin of at least 30 percent of the attendees or along their routes of travel, making it commercially impracticable, illegal, or impossible and therefore the registration form and contract for exhibit space will be terminated. In such an event, the affected party shall not be liable to the other for delay or failure to perform its obligations, except there shall be a prorated reduction of any fees payable or otherwise due under this agreement and/or refund of any deposits paid.

Americans with Disabilities Act

Exhibitors shall be responsible for compliance with the Americans with Disabilities Act of 1992 with regard to their exhibit space, including, but not limited to wheelchair access. Further information regarding ADA compliance is available via phone at (800) 514 -0301 or at www.usdoj.gov/crt/ada/infoline.htm

Booth Layouts

Each 10' x 10' space will have 8' high white back drape and 36" high white side rail defining the confines of the space, one (1) 6' x 42" draped table and two (2) stools, (1) 500W electrical drop and (1) wastebasket. Exhibit area is carpeted. A booth identification sign measuring 7" x 44" and showing only the exhibitor name will also be supplied in all booths.

Please remember to supply your own methods to hang display material in the booths (eg. binder clips to secure signs to hanging drape).

Standard Booths

All display material is restricted to a maximum height of 48" except for the back wall of the display, which is limited to 8' in height. No obstructions in the front half of the booth above the height of 48" will be permitted.

Installation Dates and Hours – Saturday, November 11 or Monday, November 13: 9:00am – 11:00am

Dismantling Dates and Hours – Sunday, November 12 or Tuesday, November 14: 2:00pm – 4:00pm

Exhibit Set-up

There are two options available to exhibitors to have their displays set-up and taken down at the Walter E. Washington Convention Center. Exhibitors can either set-up / dismantle their display with their own employees, or the exhibitor can hire union labor. The guidelines for booth options are detailed below. If exhibit materials will be shipped to the convention center, material handling fees will apply. See appendix.

BOOTH ACTIVITIES

Booth Staffing - As a courtesy to meeting attendees and your fellow exhibitors, exhibitors must open their exhibit on time and staff it throughout the day. Exhibiting programs are urged to have at least one staff member in their booth at all times. Exhibit personnel shall conduct themselves and wear attire consistent with the professional decorum of the meeting.

Operation of Exhibits and Conduct

SfN reserves the right to restrict exhibits that become objectionable due to sound, method of operation, materials, content, or any other reason, and prohibit or evict any exhibit that, in the opinion of Exhibit Management, may detract from the general character of the exhibits as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character Exhibit Management determines is objectionable to the exhibit. In the event of such restriction or eviction, the Society is not liable for any refunds or rentals of other exhibit expenses.

Photographs

An exhibitor may not photograph or videotape the exhibits of other exhibitors without their permission.

Photo and Video Release

By attending/exhibiting at Neuroscience 2017 or its associated events, you hereby understand that you may be photographed, videotaped, or digitally recorded, as may be your voice, and hereby waive any objection, condition, limit, or right you may have to the photographs or recordings.

By attending/exhibiting at Neuroscience 2017 or its associated events, you hereby authorize SfN to use any such photographs, videotapes or other recordings of yourself and your guests for any promotional purposes and to license other relevant people/organizations to use them. You hereby indemnify and hold the Society harmless for any such licensed or unlicensed use.

Security

Do not store anything of value in crates going into storage or leave any items of value unattended. Security will not be provided. The Society for Neuroscience, the Washington Convention & Sports Authority, and The Expo Group are not responsible for loss or damage to exhibitor property.

Fire Regulations

No volatile or flammable fluids, substances, or materials of any nature prohibited by local ordinances, the District of Columbia Fire Prevention Bureau or insurance carriers, may be used in any booth. The use of any type of crepe or corrugated paper is prohibited. Details will also be included in the Online Exhibitor Service Manual.

Parking at the Convention Center

The Walter E. Washington Convention Center address is 801 Mt. Vernon Place, NW, Washington, DC 20001 - Transportation [Information](#) (includes maps of Convention Center area)

Appendix

Badges

Supplementing SfN badges with business cards, ribbons, or company logos is not permitted. Exhibitor badges will be made out only in the names provided by the program. On-site registrants must submit proof of affiliation with the exhibiting program.

Badge Reprints

Attendees and Exhibitors will incur a \$25 fee for badge reprints. Identification will be required to receive badge reprints.

Insurance Requirements

Insurance is included in your booth fee.

Exhibitor Appointed Contractor (EAC)

Exhibitors who plan to use the services of anyone other than the official service contractor must notify The Expo Group on or before **October 9** in writing. Exhibitor Appointed Contractors must:

- provide The Expo Group with an original Certificate of Insurance by **October 9** (see below for specific requirements)
- perform services in accordance with exhibition rules and regulations
- not solicit business on the exhibit floor

Note: SfN is required to provide the similar proof of our insurance including automobile liability, to the convention center.

INSTALLATION AND DISMANTLE

Online Exhibitor Service Manual

The Online Exhibitor Service Manual containing a complete set of service forms will be available July 17.

Convention Center Rules and Regulations

Exhibitor compliance with the Walter E. Washington Convention Center is mandatory.

Gratuities

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for service rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has 15-minute paid breaks. Meal breaks are one half hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to The Expo Group's show-site manager.

Please refer to the Online Exhibitor Service Manual for complete guidelines.

Floor Load and General Lighting

The exhibit floor load of Walter E. Washington Convention Center is 350 lbs. per square foot. For heavy machinery or displays, contact The Expo Group. 50 percent of lighting is provided during move-in and move-out. Lighting one (1) hour prior to show opening each day will be 100 percent. At the close of the show each day, lighting will be reduced to 50 percent.

Service Desk

The Exhibitor Service Desk will be open during installation to assist exhibitors with verification and adjustments of their orders for labor, furniture, and other auxiliary services. The Service Desk will be staffed throughout the meeting.

Worker Passes

All pre-approved exhibitor-designated contractors must obtain work passes for all personnel at the exhibitor registration desk during the hours of registration. Work passes must be visible at all times while on the premises of the convention center. Work passes are valid during installation and dismantle only.

In the interest of safety, only those individuals directly responsible for the installation and the dismantling of the booth will be permitted in the exhibit hall during move-in and move-out times. Under no circumstances will children or guests be allowed within the exhibit area until the official opening of the exhibits at 9:30 a.m., Sunday, Nov. 12.

Safety

Standing on chairs, tables, or other rental furniture is prohibited. Rental furniture is not engineered to support standing weight. The Expo Group cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in the assembly/dismantle of your booth, please order labor in advance using the forms that will be provided in the Online Exhibitor Service Manual.

Union Regulations

To assist you in planning for your participation in the forthcoming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the various union jurisdictions in the Washington, DC area, we ask you to read the following.

Decorators Union

Display Installation & Dismantle

The installation and dismantling of prefabricated displays comes under the jurisdiction of the carpenters' union. However, two (2) full-time exhibiting program employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of union labor. Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or The Expo Group.

Material Handling

Teamsters

One individual from each exhibiting program is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is not permitted. The Expo Group will control access to the trade show floor which includes access from the loading docks and/ or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by The Expo Group. Rates for material handling services are enclosed in this exhibitor service manual. The Expo Group shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

Labor Rates

Straight time - \$108.42/\$140.94
Monday – Friday 8:00am - 4:30pm

Over time - \$159.26/\$207.03
Monday - Friday 4:30pm – 8:30pm, Saturday 8:00am – 4:30pm

Double time - \$208.26/\$270.73
Monday - Friday 8:30pm – 8:00am, Saturday After 4:30pm, All day Sunday and Holidays

Note: Saturday, November 11 is Veteran's Day

The Expo Group will receive shipments at the Walter E. Washington Convention Center dock; delivery to the exhibitor's booth; removal, storage, and return of empty crates and containers; and removal of packed shipments from the booth and transferring to the outgoing carriers at the Walter E. Washington Convention Center dock. Exhibitors are urged to ensure that all materials are delivered to booths on setup days because deliveries cannot be made during exhibit hours.

Shipping Information

All exhibitors are urged to verify the delivery of their freight before arrival in Washington, DC. Many shipments cannot be traced or delivered on the weekend.

USPS, UPS, and Federal Express packages going to the Walter E. Washington Convention Center must be sent directly to The Expo Group, they will then be delivered to the exhibitor's booth.

Shipping Instructions

Advance Warehousing is available to receive shipments on **October 9**. These shipments, which must be prepaid, are consigned to the warehouse and must arrive no later than **Friday, November 3**. Crated advance shipments are to be consigned as follows:

Graduate School Fair 2017

Company Name

Booth #

YRC

c/o The Expo Group

7600 Preston Drive

Landover MD 20785

A copy of the bill of lading for motor freight and air shipments should be forwarded to:

The Expo Group

Attention: Dana Trimble

5931 W. Campus Circle Dr.

Irving, TX 75063

Phone: 972-751-9440/ Fax: 972-465-1196

E-mail: dtrimble@theexpogroup.com

Uncrated shipments will not be received at the warehouse.

Direct to Convention Center receiving is available during exhibit setup beginning 8 a.m. on **Thursday, November 9**.
Direct **prepaid** uncrated/crated shipments are to be consigned as follows:

Graduate School Fair 2017
c/o The Expo Group
Exhibiting Company Name
Booth #
Walter E. Washington Convention Center
Hall E
801 Mount Vernon Place, NW
Washington, DC 20001

Note: Any freight arriving directly at Walter E. Washington Convention Center before **Thursday, November 9**, that has not been confirmed as an early target move-in by The Expo Group, will be refused and returned to the exhibitor.

A copy of the bill of lading showing the number of pieces, weight, classification, carrier, and routing are to be sent to:

The Expo Group
5931 W. Campus Circle Dr.
Irving, TX 75063
Attention: Dana Trimble
Phone: 972-751-9440/ Fax: 972-465-1196
Email: dtrimble@theexpogroup.com

Crate Storage

Empty crates, boxes, and cartons must be ready for removal from the exhibit area by 6 p.m., **Friday, November 10**. These materials should be nested as much as possible. "Empty" stickers, which must be placed on all containers to be stored and returned at the close of the exhibit, will be available at the exhibit service desk. Containers or skids without the "empty" stickers will be considered refuse and disposed of accordingly. Crates, boxes, and cartons may not be stored behind booth backgrounds

Note: Nothing may be stored behind booths. All packing containers, wrapping materials, carrying cases, etc., must be stored off the exhibit floor. Walter E. Washington Convention Center inspects all exhibits to ensure compliance.

Return Shipping: Please note that exhibitors are responsible for all return shipping. A business center is located in the convention center for your convenience.

Prohibited Practices

The prohibited practices below apply to exhibitors and non-exhibitors:

- Distributing giveaway items that do not comply with stated policy
- Distributing or using stick-on decals and/or similar adhesive - backed promotional items in the Walter E. Washington Convention Center
- Canvassing or distributing any materials or product samples outside the exhibitor's own space, the convention center and any SfN contracted hotel unless approved through an official SfN support or advertising opportunity
- Advertisements including, but not limited to; billboards, displays of signs, promotional items, or any form of technology outside the exhibit space, the convention center and any SfN contracted hotel unless approved through an official SfN support or advertising opportunity
- Publicizing and/or maintaining any extracurricular activities, inducements, demonstrations, or displays away from the exhibit area
- Hanging signs or banners from the ceiling
- Entering another exhibitor's space without permission
- Photographing or examining another exhibitor's display without permission
- Taking of photographs and/or recording any scientific session
- Wearing buttons, unofficial badges, company name plates, etc., in lieu of the official SfN exhibitor badge
- Use of minors as models
- Noisy electrical or mechanical apparatus interfering with other exhibitors
- The use of the Society's name is forbidden on signs inside or outside the exhibit area and on descriptive product literature
- No subletting or sharing of exhibit space
- Using helium balloons or glitter products
- Selling and/or otherwise distributing demographic information obtained by scanning attendees name badges that visit their booth with lead retrieval devices
- Exhibitors or their agents may not negotiate blocks of hotel rooms directly with contracted SfN participating hotels
- Tipping contracted labor