

GRADUATE SCHOOL FAIR EXHIBIT PROSPECTUS



**San Diego Convention Center, San Diego, CA
November 12-15 (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 an application 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 - Applications for exhibit space are subject to approval by the Society for Neuroscience. Exhibit space is limited. Exhibitors are assigned space based on the date the application is received. **All booth assignments will be made by SfN on a first-come, first-served basis. Space is limited.**

Applications including full payment must be received by July 29. See Terms of Payment for further instruction.

Email program information via registration form to NDP@sfn.org.

Exhibit Dates and Hours

Saturday, November 12, 1:00pm – 3:00pm

Sunday, November 13 - Tuesday, November 15, 12:00pm – 2:00pm

Badges

Each exhibiting organization is entitled to 4 exhibitor badges per booth space. Exhibitors may pick up their badges at the exhibitor registration desk located in Lobby D beginning **Friday, November 11** 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 in Sails Pavilion for booth installation.**

EXHIBIT FEE INFORMATION - Applications including full payment must be received by July 29.

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 San Diego Convention Center. The acceptance of an application by the Society and the payment for rental charges constitute a contract.

Booth Fee - \$340 for IP Members and \$700 for non-IP members for 2 day exhibit space (Saturday and Sunday, November 12-13 OR Monday and Tuesday, November 14-15) or \$530 for IP Members and \$890 for non-IP members for 4 day exhibit space (Saturday through Tuesday, November 12-15). Fee includes a ShowGuard® policy.

ShowGuard® is SfN's approved insurance program for exhibitors. For additional information on ShowGuard®, see appendix. The fee also includes four exhibitor badges per booth space and carpeting for exhibit area.

Terms of Payment - Full payment is due with application by **July 29, 2016**. **No application will be processed without remittance of the payment. Payment receipt date will be used as the application submission date.**

Society's Tax ID # 52-0895843

Credit Card payment:

To pay by credit card, please indicate so on your application. Once the application has been approved, you will receive an email message from SfN with instructions on how to make the payment. This payment process provides a more secure avenue for our exhibitors. Payment types accepted: VISA, MasterCard, American Express, Discover and Check

Check payment: Society for Neuroscience
Attention: Graduate School Fair 2016
1121 14th Street, NW, Ste. 1010
Washington, DC 20005

Cancellations - Cancellation of exhibit space between the date the application is received and **July 29** will result in an administrative fee of \$50. Cancellation of space between **July 30** 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 13 or Tuesday, November 15**
- No exceeding the height limit
- No obstructing the view of a neighbor's booth

Limitations of Liability - The exhibitor assumes full responsibility and liability for the actions of its employees, officers, directors, contractors, subcontractors and agents at the event and also agrees to indemnify and hold the Society for Neuroscience, the San Diego Convention Center Corporation, Inc., City of San Diego, San Diego Unified Port District, The Expo Group, their agents, directors, officers, employees, and members harmless from any liability, loss, cost, expense, claim, or damage, including reasonable attorney fees, caused by or resulting from any act, omission or negligence of the exhibitor, its agents, or its employees. In addition, the exhibitor acknowledges that the Society for Neuroscience, the San Diego Convention Center Corporation, Inc., City of San Diego, San Diego Unified Port District, and The Expo Group do not maintain insurance covering exhibitor's property, and that it is the sole responsibility of the exhibitor to obtain business interruption and property insurance as in their judgment may be required. SfN shall in no event be liable to an exhibitor for any lost business opportunities or for any other type of direct or consequential damages alleged to be due from a breach of this contract. It is understood and agreed that the sole liability of SfN to the exhibitor for any breach of this contract shall be for the refund of all amounts paid by the exhibitor to SfN only pursuant to the application and contract, as an exclusive remedy.

Cancellation of Meeting and Exhibition - It is mutually agreed that in the event Neuroscience 2016 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 San Diego, CA and/or the Western 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 San Diego, CA , 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 application 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.

BOOTH INFORMATION

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 12 or Monday, November 14: 9:00am – 11:00am

Dismantling Dates and Hours – Sunday, November 13 or Tuesday, November 15: 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 San Diego 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. Exhibitors 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 2016 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 2016 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 San Diego Convention Center, 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 City of San Diego 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 San Diego Convention Center address is 111 W. Harbor Drive, San Diego, CA 92101 - Transportation [Information](#) (includes maps of Convention Center area)

Prohibited Practices – See Appendix for prohibited practices.

Appendix

Badges - Supplementing SfN badges with business cards, ribbons, or company logos is not permitted. Exhibitor badges will be made out only in the name of the company shown on the application for space. On-site registrants must submit proof of affiliation with the exhibiting company.

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

Insurance Requirements - Insurance requirements will be fulfilled as part of your exhibit fee through Show Guard. ShowGuard® is SfN's approved online insurance program for exhibitors. The ShowGuard® premium of \$75 will meet all CGL and Automobile Liability requirements providing coverage for the dates of the show from move in to move out and including the Society for Neuroscience and The San Diego Convention Center as additional insured. Enrolling in ShowGuard® is quick and easy. If you have any questions, please feel free to call the Novick Group, Inc. at 301-917-6599 and advise the operator that you are calling with regard to the Graduate School Fair 2016.

Exhibitor Appointed Contractors - Exhibitors utilizing independent contractors must provide SfN with a certificate of insurance in full compliance with all provisions as stated below by **October 10**. See [Exhibitor and Exhibitor Appointed Contractor Insurance](#) Requirements.

INSTALLATION AND DISMANTLE

Online Exhibitor Service Manual - The Online Exhibitor Service Manual containing a complete set of service forms will be available online in late June. Exhibitors wishing to receive a hard copy of the Online Exhibitor Service Manual must submit a request in writing to exhibits@sfn.org. Please allow 10 business days for delivery.

Installation Dates and Hours – Saturday, November 12 or Monday, November 14: 9:00am – 11:00am

Dismantling Dates and Hours – Sunday, November 13 or Tuesday, November 15: 2:00pm – 4:00pm

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 area 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 on **Saturday, November 12**.

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.

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 San Diego area, we ask you to read the following.

Decorators Union: Display Installation & Dismantle - Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one full-time employee can accomplish the task in less than one (1) hour without the use of tools.

If your exhibit preparation, installation or dismantling requires more than one (1) hour, you must use union personnel supplied by The Expo Group. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in San Diego on a one-to-one basis.

Material Handling: Teamsters - Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

Any conflicts or disagreements regarding the union jurisdiction or interpretations thereof should be resolved with representatives of TEG and Show Management

Labor Rates

Straight time - \$105/\$136.50

Monday – Friday 8:00am - 4:30pm

Over time - \$157.50/\$204.75

Monday - Friday 4:30pm – 8:30pm, Saturday 8:00am – 4:30pm

Double time - \$210/\$273

Monday - Friday 8:30pm – 8:00am, Saturday after 4:30pm, all day Sunday and **Holidays**

Note: Friday, November 11 is Veteran's Day

The Expo Group will receive shipments at the San Diego 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 San Diego 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.** Material handling fees are the responsibility of the exhibitor.

Shipping Information - Shipping fees are the responsibility of the exhibitor. All exhibitors are urged to verify the delivery of their freight before arrival in San Diego, CA. Many shipments cannot be traced or delivered on the weekend.

USPS, UPS, and Federal Express packages going to the San Diego Convention Center must be sent directly to The ExpoGroup, they will then be delivered to the exhibitor's booth.

Shipping Instructions –Advance Warehousing is available to receive shipments starting on **October 10**. These shipments, which must be prepaid, are consigned to the warehouse and must arrive no later than **November 4**. Uncrated shipments will not be received at the warehouse. Crated advance shipments are to be consigned as follows:

Graduate School Fair 2016

Company Name

Booth#

The Expo Group

c/o YRC
9525 Padgett Street
San Diego, CA 92126

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

The Expo Group
Attention: Dana Trimble
E-mail: dtrimble@theexpogroup.com
5931 W. Campus Circle Dr.
Irving, TX 75063
Phone: 972-580-9000 x 1440
Fax: 972-465-1196

(Optional) Direct to Convention Center - Receiving is available during exhibit setup beginning **8am on Thursday, November 10**. Direct prepaid uncrated/crated shipments are to be consigned as follows:

Graduate School Fair 2016
c/o The Expo Group
Exhibiting Company Name
Booth#
The San Diego Convention Center
111 West Harbor Drive San Diego, CA 92101

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 San Diego 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