

GRADUATE SCHOOL FAIR EXHIBIT PROSPECTUS



Walter E. Washington DC Convention Center, Washington, DC
November 15-18, 2014 (Exhibit Dates)
1:00 – 3:00 pm (11/15), 12:00-2:00 pm (11/16-18)

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 school and program opportunities.

The character of the exhibits is 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 August 29. See Terms of Payment for further instruction.

Email company information to NDP@sfn.org or mail to:

SfN

Attention: Kim Joyce
Graduate School Fair
1121 14th Street, NW Suite 1010
Washington, DC 20005

Exhibit Dates and Hours

Saturday, November 15, 1:00pm – 3:00 pm

Sunday, November 16 - Tuesday, November 18, 12:00 – 2:00 pm

Badges - Each exhibiting individual/organization is entitled to 4 exhibitor badges per booth space. Exhibitors may pick up their badges at the exhibitor registration desk located in Concourse B beginning Saturday, November 15 beginning at 7:00 a.m. Badges must be worn at all times while in the exhibit area.

EXHIBIT FEE INFORMATION - Applications including full payment must be received by August 29. Payment will be made through CDS on July 29. CDS will send a notification for payment – contact them directly to pay for exhibit space. A registration

form must be submitted to ndp@sfn.org to be contacted for payment. Exhibit space will be based on both submission of Registration Forms and timely payment.

Contract for Space - Exhibitors agree to accept and comply with the policies, rules, and regulations contained in this Exhibit Prospectus 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 an application by the Society and the deposit for rental charges constitute a contract.

Booth Fee - \$300 for IP Members and \$500 for non-IP members for 2 day exhibit space (Saturday and Sunday, November 15-16) or \$400 for IP Members and \$700 for non-IP members for 4 day exhibit space (Saturday through Tuesday, November 15-18). 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.

The Monday and Tuesday session of the Graduate School Fair is contingent upon a determined number of registered programs. If SfN does not reach this number, the second half of the Fair will not run. If the latter portion does not run, programs that signed up for the second session will be notified. SfN will notify registered programs of this decision by the opening of payment, July 29, 2014.

Terms of Payment – Beginning **July 29**, CDS will send a notification to exhibitors to provide payment. If exhibitors do not receive this notification, they are encouraged to call the CDS Call Center at 508.743.0141 and reference the Graduate School Fair to provide payment. A Registration Form must be submitted to ndp@sfn.org in advance to be contacted for payment. Exhibit space will be based on both submission of Registration Forms and timely payment.

Payment types accepted: VISA, MasterCard, American Express, Discover, and Check

Society's Tax ID # 52-0895843

Credit Card payment:

To pay by credit card, you will receive an email message from CDS beginning **July 29** with instructions on how to make the payment through the CDS call center. This payment process provides a more secure avenue for our exhibitors.

Check payment:

SfN
Attention: Graduate School Fair 2014
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 29** and **August 29** will result in a charge equal to 50 percent of the total cost of the canceled space. Refunds will not be granted after **August 29**.

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 Saturday, November 16 or Tuesday, November 18
- 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, Walter E. Washington Convention Center, 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, Walter E. Washington Convention Center, and The Expo Group does 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 2014 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 Eastern 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 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 8' 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, and (1) wastebasket. Exhibit area is carpeted. A booth identification sign measuring 7" x 44" and showing only the company name will also be supplied in all booths.

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 15	9:30 – 11:30 pm
Dismantling Dates and Hours	Sunday, November 16 or Tuesday, November 18	2:00 – 4:00 pm

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 at 10:00 a.m., Saturday, November 15.

Teamsters Union - One individual from each exhibiting company 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. TEG 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 TEG. Rates for material handling services will be available in the online exhibitor service manual.

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 companies 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 or art of other exhibitors without their permission.

Photo and Video Release - By attending/exhibiting at Neuroscience 2014 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 2014 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, Walter E. Washington 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 Washington, DC Fire Department's 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.

Prohibited Practices – See appendix for prohibited practices.

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 name of the company shown on the application for space. On-site registrants must submit proof of affiliation with the exhibiting company. Exhibitors will only need a badge for exhibiting should they not be registered for Neuroscience 2014.

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 Walter E. Convention Center as additional insured.

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 2014.

- [Sample Certificate of Insurance \(Coming Soon\)](#)
- [Frequently Asked Questions \(Coming Soon\)](#)
- [Convention Center Claim Scenarios \(Coming Soon\)](#)

Exhibitors utilizing independent contractors must provide SfN with a certificate of insurance in full compliance with all provisions as stated below by **Aug. 29**. See [Exhibitor and Exhibitor Appointed Contractor Insurance Requirements](#):

INSTALLATION AND DISMANTLE

Online Exhibitor Service Manual - In the Society's effort to be environmentally friendly, 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 15	9:30 – 11:30 pm
Dismantling Dates and Hours	Sunday, November 16 or Tuesday, November 18	2:00 – 4:00 pm

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 at 10:00 a.m., Saturday, November 15.

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 - Display Installation & Dismantle

The installation and dismantling of prefabricated displays comes under the jurisdiction of the carpenters' union. However, two (2) full-time exhibiting company 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 (TEG).

Labor Rates

Current labor rates are:

\$88.50/\$126.43 per hour straight time
(Monday — Friday, 8 a.m. – 4:30 p.m., except holidays)

\$130.00/\$185.71 per hour overtime
(Monday — Friday, 4:30 p.m. – 8:30 p.m.; All Day Saturday)

\$170.00/\$242.86 per hour double time, (all day Sunday and holidays)

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.

Material Handling

Teamsters Union – One individual from each exhibiting company 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. TEG 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 TEG. Rates for material handling services will be provided in the online exhibitor service manual.

TEG shall be the sole authority on all matters in the dock area. This shall include by not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

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

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. Material handling fees are the responsibility of the exhibitor.

(Optional) Shipping Information - Shipping fees are the responsibility of the exhibitor. All exhibitors are urged to verify the delivery of their freight before arrival in Washington, D.C. 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.

(Optional) Shipping Instructions –Advance Warehousing is available to receive shipments on October 13. These shipments, which must be prepaid, are consigned to the warehouse and must arrive no later than Friday, November 7. Uncrated shipments will not be received at the warehouse. Crated advance shipments are to be consigned as follows:

Graduate School Fair 2014
Company Name/Booth#
Dates Exhibiting
The Expo Group
c/o YRC
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
5931 W. Campus Circle Dr.
Irving, TX 75063
Attention: Dana Lee
Phone: 972-580-9000 x 1440

Fax: 972-465-1196

E-mail: dlee@theexpogroup.com

(Optional) Direct to Convention Center - Receiving is available during exhibit setup beginning 8 a.m. on Thursday, November 13. Direct prepaid uncrated/crated shipments are to be consigned as follows:

Graduate School Fair 2014
c/o The Expo Group
Exhibiting Company Name/Booth Number
Dates Exhibiting
Walter E. Washington Convention Center
801 Mount Vernon Place, NW
Washington, DC 20001

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