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**2014 Graduate School Fair**Contract for Exhibition Space **Saturday, November 15 – Sunday, November 16/Tuesday, November 18
1:00 – 3:00 pm (11/15), 12:00-2:00 pm (11/16-18)
Walter E. Washington Convention Center**

**Exhibit Dates**
\_\_\_ Monday, November 17 (12:00-2:00 pm) – Tuesday, November 18 (12:00-2:00 pm)

**Exhibitor Information***Exhibitor information will be used for the online and printed Graduate School Fair guide.*
Exhibitor Name:
Address:
City:
State:
Zip:
Phone:
E-mail:
Web site:

**Primary Contact***Primary contact will receive all communications from SfN. Please list only one email address. If others need to receive this information, you will need to forward all information onto them.*
Full Name:
Address:
City:
State:
Zip:
Phone:
E-mail:

**Exhibitor Profile:**
*Limit 100 words. Exhibitor Profile will be used for the online and printed Graduate School Fair guide.*

**Booth Assignments:**
Applications for exhibit space are subject to approval by the Society for Neuroscience. Exhibit space is highly limited. Exhibitors are assigned space based on the date the application is received. **All booth assignments will be made by SfN.**

**Applications including full payment must be received by August 29.** Applications received after **August 29** may still obtain space, if available.

**Booth Fee:**

IP Members: $300 for 2-day exhibit space

Non-IP Members: $500 for 2-day exhibit space

**Terms of Payment:**Beginning July 29, you will need to contact CDS to provide payment once you have received exhibit confirmation from SfN. Please call CDS Call Center at **508.743.0141** and reference the Graduate School Fair and your booth number provided by SfN upon payment.

Full payment is due with CDS beginning **July 29.** Payment not received by **August 29** will forfeit exhibition space. Payment receipt date will be used as final exhibition guarantee of space.
**Payment types accepted:** VISA, MasterCard, American Express, and CheckSociety’s Tax ID # 52-0895843

**Check payment:**
SfN
Attention:  Graduate School Fair 2014
1121 14th Street, NW, Ste. 1010
Washington, DC  20005

**Cancellations:**
Cancellation of registration between the date the application is received and **July 29** will result in an administrative fee of $100. 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:**
Refunds will not be granted after **August 29**

**Agreement**:
I/We the undersigned hereby apply for space at the 2014 Graduate School Fair. We understand that booth assignments will be made by the Society in an impartial effort, based on the date applications are received and full payment completed. We agree to accept space according to the judgment of the Society.

As an authorized individual/organization named above, I have read and understand the Rules and Regulations outlined in the 2014 Graduate School Fair Exhibit Prospectus. I understand and agree to accept and comply with the policies, rules, and regulations contained in the 2014 Graduate School Fair Exhibit Prospectus and on the Society's Website, and all policies, rules, and regulations adopted after publication of the Prospectus. The acceptance of our application by the Society and full payment for rental charges constitute a contract.

Authorized By (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit form to ndp@sfn.org