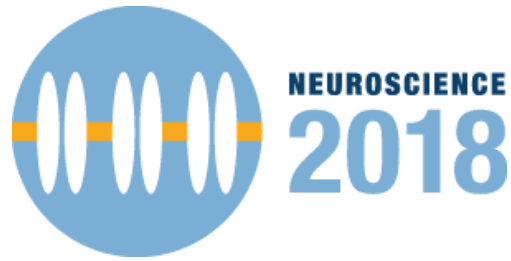


GRADUATE SCHOOL FAIR EXHIBIT PROSPECTUS



**San Diego Convention Center, San Diego, CA
November 3-7 (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. Applications and payment reserves an exhibiting program's booth at the Graduate School Fair. All booth assignments will be made by SfN.

Applications and full payment must be received by July 18. See Terms of Payment for further instruction.

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

Exhibit Dates and Hours

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

Sunday, November 4 - Tuesday, November 6, 12:00 pm – 2:00 pm

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 2 at 8:00am. 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 the Sails Pavilion for booth installation.

EXHIBIT FEE INFORMATION – Applications and full payment must be received by July 18.

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

\$385 for IP Members and \$790 for non-IP members for 2 day exhibit space (Saturday and Sunday, November 3-4 OR Monday and Tuesday, November 5-6) or \$600 for IP Members and \$1,005 for non-IP members for 4 day exhibit space (Saturday through Tuesday, November 3-6). 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 application by **July 18, 2018. 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, indicate your payment preference on the application and you will be immediately directed to the online payment portal. Payment types accepted: VISA, MasterCard, American Express, Discover, Check and Wire Transfer/AHC.

Check payment: Society for Neuroscience
Attention: Graduate School Fair 2018
1121 14th Street, NW, Ste. 1010
Washington, DC 20005

Wire transfer: PNC Bank
Society for Neuroscience: 5303779296
Wire Transfers: 031000053 ACH payments: ABA 054000030
SWIFT Code for International Wires: PNCCUS33

Cancellations or Space Reductions

Cancellation or reduction of space between the date the application is received and **July 18** will result in an administrative fee of \$50. Cancellation of space between **July 19** 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 2:00 pm, Sunday, November 4 or Tuesday, November 6**
- No exceeding the height limit
- No obstructing the view of a neighbor's booth
- No entering a competitor's booth space
- Distributing/posting advertising or literature outside the exhibitor's exhibit space

Insurance Requirements

Insurance is included in your booth fee.

Indemnification and Limitations of Liability

Indemnification - The exhibitor shall defend, indemnify and hold the Society for Neuroscience and San Diego Convention Center Corporation, Inc., The City of San Diego and San Diego Unified Port District, and the members, officers, directors, agents, and employees harmless from and against any loss, damage, liability, claim, demand, action, cost and expense (including reasonable attorneys' fees and costs) arising out of or relating to personal injury (including death), property damage or any other damage caused or alleged to be caused by the negligence, willful misconduct, bad faith, failure to obtain proper licensing, copyright violations, or fraud, by exhibitor or its employees, agents or subcontractors. In addition, the exhibitor acknowledges and understands that the Society for Neuroscience and San Diego Convention Center Corporation, Inc., The City of San Diego and San Diego Unified Port District do not maintain insurance that will cover Exhibitor's property, or any business interruption resulting from any injury or damages resulting from the exhibitor not being able to participate in any portion of the event, and that it is the sole responsibility of the exhibitor to obtain business interruption and property insurance as in their judgment may be required.

Cancellation of Meeting and Exhibition

It is mutually agreed that in the event Neuroscience 2018 is canceled due to the unavailability of the convention center for any reason, or due to acts of God, war, strikes, government regulation or advisory warnings (including travel advisory warnings by the government or World Health Organization), civil disturbance, terrorism, or threats of terrorism 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, 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, at the sole discretion of SfN, commercially impracticable, illegal, or impossible to operate the event. In the event is cancelled pursuant to this paragraph, that the application and contract for exhibit space will be terminated. In the event of such terminate neither party shall 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

Non-Contracted Exhibit Space

Any person, firm, or organization not having contracted with the Society for the occupancy of space in the exhibit hall will not be permitted to display or demonstrate any products, processes, or services; solicit orders; or distribute advertising materials in the San Diego Convention Center or in any hotel used by the Society to house registrants. Any noncompliance with this regulation will result in the prompt removal of the offending person and property from the area. No exhibit will be permitted in a hotel room.

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' exhibit space will have 8' high white back drape and 36" gold side rail defining the confines of the space, blue carpet will be provided in the Graduate School Fair exhibit area. A booth identification sign measuring 7" x 44" and showing only the university name will also be supplied in all linear 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. The booth height may be maintained up to 50 percent of the distance from the back wall toward the front of the space. No obstructions in the front half of the booth above the height of 48" will be permitted. No exhibit may span an aisle.

Installation Dates and Hours – Saturday, November 3 or Monday, November 5: 9:00 am – 11:00 am

Dismantling Dates and Hours – Sunday, November 4 or Tuesday, November 6: 2:00 pm – 4:00 pm

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. 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 application 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

Taking of photographs in the exhibition hall is strictly prohibited except for booth photography contracted through the official show photographer. An exhibitor may not photograph or videotape the exhibits or product of other exhibitors.

Photo and Video Release

By attending/exhibiting at Neuroscience 2018 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 2018 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 names provided by the program. 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.

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 10th in writing. Exhibitor Appointed Contractors must:

- Provide The Expo Group with an original Certificate of Insurance by October 10th (see below for specific requirements)
- Perform services in accordance with exhibition rules and regulations
- Not solicit business on the exhibit floor
- All EACs and contractors, suppliers and vendors who work in the facility must be identified with the WIS Badge or the credential issued by the **SDCCC**.

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

Online Exhibitor Service Manual

The Online Exhibitor Service Manual containing a complete set of service forms will be available July 16th.

Installation Dates and Hours – Saturday, November 3 or Monday, November 5: 9:00 am – 11:00 am

Dismantling Dates and Hours – Sunday, November 4 or Tuesday, November 6: 2:00 pm – 4:00 pm

Convention Center Rules and Regulations

Exhibitor compliance with the San Diego 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 San Diego 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 (Lobby D) 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 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 3.

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.

DECORATIONS 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.

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.

Cleaning/Porter Service

San Diego Convention Center is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors are allowed to perform these services.

Labor Rates

Straight time - \$123.82/\$160.97

Monday – Friday 8:00 am - 4:30 pm

Over time - \$185.73/\$241.45

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

Double time - \$247.64/\$321.93

Monday - Friday 8:30 pm – 8:00 am, Saturday After 4:30 pm, All day Sunday and Holidays

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.

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.

Tips

Our Work Rules prohibit the solicitation of tips by any of our employees. Our employees are paid excellent hourly wages denoting a professional status and we feel that tipping is not necessary. Should you be solicited for a tip, please report the incident to The Expo Group as soon as possible.

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 Expo Group, they will then be delivered to the exhibitor's booth.

Shipping Instructions

Advance Warehousing is available to receive shipments on **October 8**. These shipments, which must be prepaid, are consigned to the warehouse and must arrive no later than **Friday, November 2**. Crated advance shipments are to be consigned as follows:

Graduate School Fair 2018

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

5931 W. Campus Circle Dr.

Irving, TX 75063

Phone: 972-580-9000 x 1440 / Fax: 972-751-9540

E-mail: dtrimble@theexpogroup.com

Direct to Convention Center - Receiving is available during exhibit setup beginning 8:00 am on **Thursday, November 1**.

Direct **prepaid** uncrated/crated shipments are to be consigned as follows:

Graduate School Fair 2018

c/o The Expo Group

Exhibiting Company Name

Booth #

The San Diego Convention Center

111 West Harbor Drive San Diego, CA 92101

Note: Any freight arriving directly at San Diego Convention Center before **Thursday, November 1**, 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: 972-580-9000 x 1440 / Fax: 972-751-9540
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 2**. 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. The San Diego 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 San Diego Convention Center
- Suitcasing - 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, 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 (island booths only are permitted)
- entering another exhibitor's space without permission
- photographing or examining another exhibitor's equipment 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
- altering badges in anyway (i.e., ribbons or buttons)

- operating X-ray equipment
- 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