

**Graduate School Fair** – **Registration Form &** Contract for Exhibition Space **Saturday, November 12th 1 – 3 pm**

**Sunday – Tuesday, November 13th – 15th 12 – 2 pm
San Diego, CA**

**Exhibit Dates and Booth Rental Fees (Select One ONLY):**

\_\_\_ Saturday, November 12 – Tuesday, November 15 (IP Members: $530; Non-IP Members: $890)

\_\_\_ Saturday, November 12 – Sunday, November 13 (IP Members: $340; Non-IP Members: $700)

\_\_\_ Monday, November 14 – Tuesday, November 15 (IP Members: $340; Non-IP Members: $700)

**Please indicate how you will be submitting payment: \*\***Please note that because exhibit booth reservations are not finalized until payment is received, *credit card payment is strongly preferred*\*\*

Credit Card Check

**Exhibitor Information***Exhibitor information will be used for the online and printed Graduate School Fair guide.*
Exhibitor Name:

SfN Member # (if applicable):

Address:

City, State & Zip:

Phone:

E-mail: Website:  **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 it 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.*

**Exhibit Fee includes (4) four Exhibitor Badges – these are necessary to access the Graduate School Fair exhibit space on the Exhibit Floor for booth installation.** List exhibitors below:

1.
2.

**Exhibitor registrations, including full payment, must be received by July 29.** Registrations and payments received after **July 29** may still obtain space, if available.

**Booth Rental Fees:**

* IP Members: $530; Non-IP Members: $890 | Saturday, November 12 – Tuesday, November 15
* IP Members: $340; Non-IP Members: $700 | Saturday, November 12 – Sunday, November 13
* IP Members: $340; Non-IP Members: $700 | Monday, November 14 – Tuesday, November 15

**Booth Assignments:**
Registrations for exhibit space are subject to approval by the Society for Neuroscience. Exhibit space is limited. Exhibitors are assigned space on a first-come, first-served basis on the date this registration form *AND* payment are received. **All booth assignments will be made by SfN.**

**Society’s Tax ID #** 52-0895843

**Terms of Payment

Full payment is due with registration form** **by July 29**. No registration will be processed without remittance of payment. Payment receipt date will be used as the registration submission date.
**Payment types accepted:** VISA, MasterCard, American Express, Discover and Check

**Credit Card payment:**
To pay by credit card, **please indicate so below**. Once the application has been approved, you will receive an email message from SfN with instructions on how to submit payment. This payment process provides a more secure avenue for our exhibitors.

 **Check payment:**
SfN
Attention:  Graduate School Fair 2016
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 $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.**

**Agreement**
I/We the undersigned hereby register for space at the Graduate School Fair 2016. I/We understand that booth assignments will be made by the Society in an impartial effort, based on the date registration forms and full payment are received by or before July 29. I/We agree to accept space according to the judgment of the Society. I/We understand that registration is not complete until full payment is received.

As an authorized individual/organization named above, I have read and understand the Rules and Regulations outlined in the Graduate School Fair 2016 Exhibit Prospectus found on the [SfN Graduate School Fair Website](https://www.sfn.org/careers-and-training/faculty-and-curriculum-tools/graduate-school-fair). I understand and agree to accept and comply with the policies, rules, and regulations contained in the [Graduate School Fair 2016 Exhibit Prospectus](http://www.sfn.org/am2011/siteobjects/published/0000BDF200000625010009EF7C643814/DE95C114DEEBF05F156550E4030CCB3F/file/Exhibit%20Prospectus_021411.pdf) 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