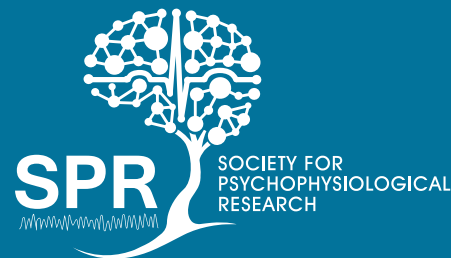




59TH SPR ANNUAL MEETING  
*Washington, DC*  
Hyatt Regency Washington on Capitol Hill  
September 25 to September 29, 2019  
[www.sprweb.org](http://www.sprweb.org)



# Society for Psychophysiological Research

Meeting Dates: September 25-29, 2019  
Tabletop Exhibit Dates: September 25-27, 2019  
Hyatt Regency on Capitol Hill  
Washington, DC

## Tabletop Exhibit Hours

### Wednesday, September 25

7:00 p.m.-9:00 p.m.

### Thursday, September 26

10:00 a.m.-8:00 p.m.

### Friday, September 27

10:00 a.m.-8:00 p.m.

### Installation of Exhibits

Wednesday, September 25 • 2:00 p.m.-6:30 p.m.

### Dismantling of Exhibits

Friday, September 27 • 8:00 p.m.-10:00 p.m.

## Tabletop Exhibit Rates

8' x 10' Exhibit Space: \$1,175  
Book Exhibit (per title): \$300

The tabletop exhibit space will consist of one 6' x 30" skirted table, two chairs, a wastebasket, and a 7" x 44" identification sign. Any additional services or equipment will need to be ordered and paid for by the exhibiting company.

## Audience

The Society for Psychophysiological Research is an international society with a worldwide membership. Its 1,000 members span disciplines such as psychology, neuroscience, medicine, biology, and engineering, and are united by an interest in the interrelationships between the physiological and psychological aspects of behavior. Our Annual Meeting typically draws 500-700 attendees and includes presentations of new theory and methods of research in a variety of formats, including invited addresses, symposia, paper sessions, and poster sessions.

## Benefits of Exhibiting

Why should your company choose to exhibit at the SPR 58th Annual Meeting?

- Exposure to over 550+ professionals in fields related to neuroscience and psychology. Place your company name in front of this specialty audience of buyers!
- Each exhibiting company's promotional listing will be included free of charge on SPR's website. This will include a listing of your company website if that information is provided in the contract application.
- Poster sessions and breaks will be held adjacent to the tabletop exhibit area, providing your company with uninterrupted time to visit with attendees.
- The economical and effective atmosphere of a trade show allows you to make many more contacts than personal sales calls.

## Annual Meeting Attendance

2018	593	Québec City, Québec
2017	733	Vienna, Austria
2016	487	Minneapolis, Minnesota
2015	590	Seattle, Washington
2014	523	Atlanta, Georgia
2013	776	Florence, Italy
2012	731	New Orleans, Louisiana
2011	790	Boston, Massachusetts

## Contact

For further information, please contact:

Jane Shepard

Telephone: +1-608-443-2472, ext. 137

Email: [meetings@sprweb.org](mailto:meetings@sprweb.org)

Website: [www.sprweb.org](http://www.sprweb.org)

# Contract Application for Exhibiting

## Society for Psychophysiological Research • 59th Annual Meeting

Meeting Dates: September 25-29, 2019 • Tabletop Exhibit Dates: September 25-27, 2019

Hyatt Regency on Capitol Hill • Washington, DC

### List your company name as you would like it to appear on any promotions. (Please print or type.)

First Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Company Email: \_\_\_\_\_

Company Website Address: \_\_\_\_\_

Name of contact person: \_\_\_\_\_  
(person to whom all correspondence and exhibit kit should be sent)

Contact person's telephone: \_\_\_\_\_

Contact person's email address (required): \_\_\_\_\_  
\_\_\_\_\_

### Tabletop Exhibit Request

We will exhibit at the SPR Meeting \$1,175 USD

Number of booths \_\_\_\_ x \$1,175 USD = Payment \$ \_\_\_\_\_

### Tabletop Exhibit Space Preference

A floor plan will be sent to you at a later date to make your booth selections.

List competitors you do not wish to be near: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Promotional description of equipment, products, or services to be displayed (to be promoted on the SPR website - 40 words or less):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Book Exhibit (not applicable to companies renting booth space):

We will be exhibiting \_\_\_\_\_ title(s) at the SPR Book Exhibit. I understand that the cost for each book is \$300 USD. Listed below are the titles and authors of the book(s) that will be exhibited. (Include the entire fee with this application.)

1. \_\_\_\_\_

2. \_\_\_\_\_

### Payment

Check Please make checks payable in US funds only, drawn on a US bank to:

**Society for Psychophysiological Research**

Visa/MC Card Number \_\_\_\_\_

AmEx Exp. Date \_\_\_\_\_ CVV # \_\_\_\_\_

Amt. Authorized \$ \_\_\_\_\_

Card Holder Name \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

### Terms and Conditions

1. Enclose full payment for tabletop exhibit space request.
2. Make the check payable to SPR.
3. The SPR will have the right of interpretation and approval on all matters pertaining to the contract rules and regulations.

*This application is made with the understanding that the applicant agrees to abide by all guidelines and regulations issued by the SPR in connection with this exposition as outlined on page 3.*

*As a supporter of the 2019 SPR Annual Meeting you commit that you will not compete scientifically with any events in the SPR program. All social functions and other activities sponsored by exhibiting companies may not be held during open exhibit hours or conflict with any programming.*

\_\_\_\_\_  
Name of Authorizing Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorizing Officer

\_\_\_\_\_  
Date

### Sponsorship

Check here if we can contact you about sponsorship opportunities at the Annual Meeting.

### Cancellation Policy

Cancellations received before August 30, 2019, will be charged a \$100 USD administrative fee. Cancellations after August 30, 2019, will not receive a refund unless the booth space is resold.

Please sign and return with the fee to:

### Society for Psychophysiological Research

2424 American Lane

Madison, WI 53704-3102 USA

Phone: +1-608-443-2472, ext. 137

Fax: +1-608-443-2474

Email: meetings@sprweb.org

Website: http://www.sprweb.org



SPR use only:

Payment received \_\_\_\_\_

Confirmation \_\_\_\_\_

Booth(s) assigned \_\_\_\_\_

Service kit sent \_\_\_\_\_

# Exhibit Guidelines

## **Contract for Space**

This application for exhibit space and payment of the booth rental charges constitute a contract for the right to use the space. Applications must be accompanied by the full booth rental fee. No refund for space rental will be made after August 30, 2019, unless the space can be resold.

These guidelines have been formulated in the best interest of all concerned and become a part of the contract between the exhibitor and association. All matters and questions not covered by these regulations are subject to decision by show management.

Exhibitors submitting a contract agree to the guidelines and regulations set forth in this agreement, the rules and regulations of the facility, and all applicable federal, state, provincial, and local laws and ordinances.

## **Non-Compete with Program**

Exhibitors are prohibited from planning events or programming that compete with SPR Annual Meeting programming.

## **Booth Configuration and Location**

All exhibits must be arranged so as to not obstruct the general view or hide the exhibits of other companies. Exhibit components are limited to a height of eight (8) feet. No exhibit or advertising information will be allowed to extend beyond the space allotted to the exhibiting company.

Show management reserves the right to alter the location of exhibits or booths shown on the floor plan as it deems advisable. However, no change of location will be made without full discussion with the exhibitor affected by such change.

## **Installation and Dismantle**

Exhibitors must work within the times allocated for installation and dismantle. The exposition officially closes at 8:00 pm on Friday, September 27, 2019. No packing of equipment or literature or dismantling of exhibits or displays is permitted prior to the exhibit closing time.

## **Personnel**

Each exhibiting company is entitled to four exhibitor registrations per booth space reserved. Use of these registrations is restricted to booth personnel only. All personnel in the booth area must display the proper name badges throughout move-in, show hours, and move-out.

Exhibitors agree to interact respectfully and thoughtfully with all registrants in the exhibit area, educational sessions, and networking situations and respect the rights of other exhibitors to conduct business without interference or improper interventions.

## **Unclaimed Space**

Any space unclaimed by 7:00 p.m. on Wednesday, September 25, 2019, will be subject to reassignment. Show management will not be liable for any incurred expenses. If equipment has been shipped and is located in the booth, show management may order the exhibit to be set up and the exhibitor will be billed for those charges.

## **Union Labor**

Exhibitors are required to observe all union contracts in effect among show management, official contractors, facilities, and various labor organizations represented. Any labor required for installation or dismantle, decoration, or use of equipment must be ordered through the official service contractor.

## **Facilities**

Exhibitors shall not damage or deface walls, doors, floors, or columns of the facility, booths or the equipment/furnishing in the booth area. The exhibitor will be held liable for any such damage caused.

All space occupied by an exhibitor must be returned in the same condition as it was at the commencement of the occupation.

## **Use of Exhibit Space**

No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the consent of show management. No exhibitor is permitted to show goods other than those manufactured or handled by him/her in the

regular course of business. No firm or organization not assigned space in the exhibit hall will be permitted to solicit business in any manner within the exhibit area.

## **Noise Level**

Any demonstrations or presentations must be conducted at a low volume so as to not disturb other exhibiting companies.

## **Logos**

The association logo may not be used in any printed materials distributed by the exhibiting company.

## **Restrictions**

Show management reserves the right to restrict exhibits that because of noise, methods of operation, or for any reason become objectionable and also to prohibit or evict without refund any exhibit or person that in the opinion of the management may detract from the general character of the exposition or who interferes in any way with another exhibiting organization, their exhibit staff, or meeting attendees. No undignified manner of attracting attention will be permitted.

No display material exposing an unfinished surface to neighboring booths or an aisle will be permitted.

The association reserves the right to prohibit exhibition or advertisement of any product it deems unsuitable for the exposition.

## **Service Contractor**

Complete information, instructions, and schedules regarding shipping, drayage, labor, electrical, furniture, carpet, etc., will be included in the exhibitor service kit to be mailed four to six weeks prior to the meeting dates. All outside contractors must comply with the exhibition rules and provide a certificate of insurance for liability to show management 30 days in advance of move-in.

All exhibitor shipments are to be directed through the service contractor. The hotel does not provide any storage spaces for exhibitor freight. Crates or boxes will be stored by the service contractor.

## **Mailing List**

The association does not provide, rent, or sell its membership mailing list due to privacy concerns.

## **Insurance**

Each exhibiting company is to carry its own insurance. Neither the association nor facility can or will be responsible for damage to, loss, or theft of property belonging to any exhibitor, its agents, employees, business invitees, visitors, or guests. Show management may ask for certificates of insurance.

## **Security**

The association will provide security guards for hours when the exposition is closed. However, the association and facility will not be liable for loss or damage to property of the exhibitor, their representatives, or employees from theft, fire, accident, or any other cause beyond its controls. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability or personal injury. The exhibitor shall indemnify the association and facility against and hold it harmless from negligence of the exhibitor in connection with the exhibitor's use of space. Please take small articles of value, including laptops, with you at the end of the day.

## **Fire Regulations**

All materials used in the exhibit booths must be made of flame-proof materials and conform to all the fire department regulations.

## **Cancellation of Exposition**

In case the premises of the exposition are damaged or destroyed, or if access to the venue is prevented by reason of acts of God, emergencies declared by any government agency, or for any other reason, this contract may be terminated. In the event of such termination, the exhibitor waives any and all damages and claims for damages. Booth rental fees will be refunded minus any charges incurred on behalf of the exhibiting company.