



HAPS 33rd Annual Conference May 22 - May 26, 2019 *Exhibitor Opportunities*

**Oregon Convention Center
Portland, Oregon**

The Human Anatomy & Physiology Society (HAPS) cordially invites you to attend and exhibit at our 33rd HAPS Annual Conference in Portland, OR. The exhibits portion of the conference is May 23-24 at the Columbus Convention Center and the workshops portion of the conference is May 25-26 at the University of Portland. All paid staff registered as exhibitors are invited to attend both portions of the conference.

The HAPS Annual Conference concentrates A&P instructional faculty in a way that no other conference does, regardless of size. HAPS ensures that exhibitors have plenty of time to interact with attendees and generate actionable leads. This is your one chance each year to interact with so many A&P instructors.

Key information:

- The HAPS Annual Conference brings in between 500-600 attendees. All attendees teach anatomy and/or physiology, most at the undergraduate level. Most attendees also teach an array of other courses in the biological sciences including general intro biology, neurobiology, microbiology, and genetics.
- Set-up is scheduled for Wednesday, May 22nd from 8:00 AM to 5:00 PM. Exhibits are open to attendees on Thursday, May 23rd and Friday, May 24th. Typically exhibit hours are from 7:30 AM to 5:00 PM. Tables/bulk space not set up by 5:00 PM, Wednesday, May 22nd, will be considered vacant and space may be assigned to waiting list companies (unless prior arrangements are made with the HAPS Business Manager). If you have a travel delay, please send a note to info@hpsconnect.org.
- Tear down is scheduled for Friday, May 24th starting at 4:00 PM. ***Note: Any exhibitor tearing down prior to 4:00 PM on Monday will incur a \$500 fine and may be excluded from participating in future conferences.***

Deadline to guarantee space is January 18, 2019
Full payment is required to guarantee space.

Even if it is not possible for you to attend the conference, please see the enclosed information on alternative opportunities to showcase your products and services.

CONFERENCE OVERVIEW

- | | |
|--|------------------------------|
| • Exhibit Hall set-up: Oregon Convention Center | Wednesday, May 22 |
| • Welcome reception site: Oregon Convention Center | Wednesday, May 22 |
| • Exhibit Hall site: Oregon Convention Center | Thursday & Friday, May 23-24 |
| • Update seminars site: Oregon Convention Center | Thursday & Friday, May 23-24 |
| • Closing reception site: Oregon Convention Center | Friday, May 24 |
| • Exhibit Hall tear-down: Oregon Convention Center | Friday, May 24 |
| • Workshops site: University of Portland | Saturday & Sunday, May 25-26 |

KEY DATES ASSOCIATED WITH HAPS 2019 IN PORTLAND, OR

January 18

- Completed forms and full payment must be submitted by this day to guarantee space in the exhibit hall.

February 15

- Deadline to submit a workshop or poster presentation. Registered exhibitors may apply to teach a workshop or present a poster. Any workshop or poster that focuses on a single product or institution will be considered a “sponsored” workshop or poster requires an additional fee of \$150 per workshop session or \$75 per poster session. Presentations will be scheduled at the discretion of the Conference Committee. **Note: Exhibitors are limited to one sponsored workshop.** Exhibitors are invited to discuss proposals for workshops that are co-sponsored with HAPS. Such workshops must substantially focus on a specific aspect of HAPS that is of particular interest to HAPS members. If approved, these workshops would be submitted using the normal process, will not count against the one workshop limit, and will not incur a fee.

April 1

- Deadline for advertisements to be placed in the conference book.
- Deadline to coordinate hotel-based advertising with HAPS.

May 1

- Deadline for submitting App Ads.
- Deadline to coordinate additional activities (focus groups, etc.) with HAPS.
- Deadline for Exhibitor Personnel Badge Request Form.

KEY CHANGES FOR 2019

- The registered attendee list will be distributed to all exhibitors on May 15th. Sponsors will receive the list earlier, based on their sponsorship level. (see pg. 6)
- Lead Retrieval: To provide lead retrieval at the Annual Conference, HAPS needs at least 10 participating companies. The fee to participate is \$300. If you are interested, please contact the HAPS Office and we will add you to the participation list. If HAPS receives at least 10 companies total by March 30th, we will then invoice you for the fee.
- Each exhibiting company will receive one membership per purchased table. Please send the name and email address for the designated member(s) from your company to broberts@hpsconnect.org.
- A charge may be applied for any bulk trash items left on the show floor after move-out. Be sure to remove any and all bulk trash items before vacating the premises.
- Exhibitor door prizes should not conflict with the HAPS door prize drawing. As such, all exhibitor sponsored door prizes must be completed before 4:00 PM on Friday, May 24th. Anyone in violation of this may incur a fee.

2018 HAPS Annual Conference Attendance Distribution by Geographic Area

The 2018 Annual Conference was hosted in Columbus, Ohio.

Attendance by Region:

Central Region: 212
Eastern Region: 113
Southern Region: 138
Western Region: 92
Outside of North America: 11

Attendance by Registration:

Member - Full Conference: 297
Non-Member - Full Conference: 82
Undergrad - Full Conference: 19
Grad - Full Conference: 34
Post-Doc - Full Conference: 2
Member – Update Seminar: 40
Non-member – Update Seminar: 5
Graduate – Update Seminar: 3
Member – Workshop: 38
Non-Member Workshop: 13
Grad – Workshop: 2
Guest: 31
First Time Attendees: 189
Second Time Attendees: 83



Attendance by Membership:

Regular (Full-time Faculty and Conference Members): 348
Contingent Faculty: 28
High School Faculty: 7
Retired Faculty/Emeritus: 9
Undergrad Students: 10
Grad Students: 17
Post-Doc: 12
Non-Member (includes Full-time, Contingent, and High School Faculty and Students): 135

REGISTER TO BE AN EXHIBITOR (May 22-24)

10x10 booth space:

- Includes one 6 ft. table, 2 chairs, a wastebasket, and registration for two staff members.....\$1100

20'x20' booth space:

- Includes four 6 ft. tables, 8 chairs, a wastebasket, and registration for five staff members.....\$4200

Each additional staff member\$200

Please note: Each exhibiting company will receive one membership per purchased table. Please send the name and email address for the designated member(s) from your company to broberts@hpsconnect.org.

Exhibit rental does not include installation of any booth-related equipment including electrical power, water, gas, audio-visual equipment, furniture or decoration. Rental also does not include any receiving, storage, packing, shipping, or security and cleaning services. Additionally, please be sure to remove any bulk trash from your space during tear-down. Any bulk trash left after vacating the premises may result in a charge to your company. Since the HAPS Conference is being held in a convention center, exhibitors will be required to use the selected tradeshow contractor, Triumph Expo & Events Inc., for securing the above needs. The Exhibitor kit will be sent to participating companies on February 1, 2019.

SPACE ASSIGNMENT

Tables/bulk space will be assigned in the following order for all exhibitors who submit the completed application and provide full payment by January 18, 2019. All Priority Points are based on participation as an exhibitor or sponsor in past Annual Conferences and Regional Meetings. (See below for more details.)

1. Reservations will start on February 1, 2019.
2. Reservations will be based on the number of booths orders and priority points. If two companies with the same number of booths also has the same number of priority points, the company that submitted their application first will be given priority.
3. After January 18th, space will be assigned on a first come, first served basis. If necessary, Priority Points will be used as a tie-breaker.

PRIORITY POINTS

HAPS has created a Priority Point system based on participation as an exhibitor or sponsor in past Annual Conferences (2009 to 2018) or Regional Meetings (2012 to 2018).

- Annual Conference
 - 1 point for exhibiting at the Annual Conference
 - Extra points are gained via sponsorships. See pg. 6 for the Priority Points gained through each sponsorship level.
- Regional Meeting
 - ½ point for exhibiting at the Regional Meeting
 - ½ point for sponsoring an event up to \$1,000

EVENTS AVAILABLE FOR SPONSORSHIP AT THE 2019 CONFERENCE

For the complete list of sponsorship level benefits, please see page 6

All 2018 Sponsors have the right of first refusal

*All hotel-based sponsorships and advertising must be approved by the HAPS Business Manager (info@hpsconnect.org) including TV advertising and hotel key cards. Deadline is April 1, 2019.

Platinum (\$15,000)

- **Welcome Reception – Wednesday, May 22 from 6:00-8:00 PM.**
- **Closing Social – Friday, May 24 from 6:00-9:00 PM.**

Gold (\$10,000)

- **WiFi in meeting space**
- **Continental Breakfast at the Convention Center (Thursday, May 23 OR Friday, May 24 from 7:30 – 8:30 AM)**
- **Workshop Breakfast (Saturday, May 25 OR Sunday, May 26)**
- **Workshop Lunch (Saturday, May 25 OR Sunday, May 26)**
- **Transportation to Workshops (Saturday, May 25 AND Sunday, May 26)**

Silver (\$5,000)

- **First Timer's Breakfast (Thursday, May 23 from 7:30 – 8:30 AM)**
- **Second Timer's Breakfast (Thursday, May 23 from 7:30 – 8:30 AM)**
- **Update Seminar Refreshment Break (Thursday, May 23 morning or afternoon break OR Friday, May 24 morning or afternoon break)**

Bronze (\$2,500)

- **Conference Bags**
- **Conference Name Badge Holders**

Patron (\$1000)

- **Phone Charging Station**

Additional Options:
































Update Seminar Speaker

Please contact the HAPS Business Manager if interested in sponsoring an Update Speaker.

DONATE A DOOR PRIZE

Door prizes are eagerly anticipated and very much appreciated! Examples of donated prizes are: textbooks, electronics (iPad, etc.), software, apparel.

SPONSORSHIP LEVEL BENEFITS AT THE 2019 CONFERENCE

	Platinum Level - \$15,000	Gold Level - \$10,000	Silver Level - \$5,000	Bronze Level - \$2,500	Patron Level - \$1000
1 communication (up to 150 words) sent from HAPS to registered attendees (to be sent by HAPS Staff)					
Complimentary booth space	Two 10'x10'	One 10'x10'			
Additional registration for staff members	3 Staff	2 Staff	1 Staff		
Recognition at event and signage with your company's logo					
Early Distribution of the Registered Attendee List (Emailed on April 16th)					
Ad in Conference Program <i>(placement depending upon availability)</i>	1 page (Color)	1 Page (B&W)	½ page (B&W)	¼ page (B&W)	
Logo in Exhibit Hall Passport					
Ad in the App Social Stream	4	3	2	1	
Additional Sponsored Workshops <i>(*Note: Only 1 sponsored workshop per exhibiting company)</i>	4	3	2	1	
Drink tickets to give out to attendees during the "Drinks with Exhibitors" Session	50	40	30	20	
Place materials in conference bags					
Promotion of your company on the HAPS website (Logo/hyperlink to company's website/company name on the image rotator)	Logo & Hyperlink	Logo & Hyperlink	Logo & Hyperlink	Logo	Company Name
Additional Priority Points towards next year's exhibitor space selection	5	4	3	2	1
Ribbon denoting sponsorship level on all staff member badges					
Recognition in the conference program for sponsored event/item					
Distribution of registered attendee list before released to exhibiting companies (emailed on May 1 st . Everyone will receive the list on May 15 th)					

**Please note: Sponsorship received after April 1st may result in certain benefits not being available. If this happens, HAPS will attempt to provide a benefit (of the same value) as a replacement.*

2019 HAPS Exhibitor General Terms and Conditions

CANCELLATION

An exhibitor not making payments in accordance with specified instructions forfeits all rights, claims, and reservations to table/bulk space requested and assigned. Exhibitors canceling on or before April 1, 2019 will be charged a 15% processing fee per 10x10 bulk space. There will be no refunds of table/bulk space registration fees after April 1, 2019.

SHIPPING TO THE COLUMBUS CONVENTION CENTER

Shipping information can be found on the Exhibitor Kit webpage. The Exhibitor kit will be sent to participating companies on February 1, 2019. Triumph Expo and Event Inc. will be the official tradeshow contractor for the meeting.

EXHIBIT RESTRICTIONS

HAPS reserves the right to refuse rental of display space to any company whose display of goods or services is not likely to be, in the opinion of HAPS, compatible with the general character and objectives of the exposition. The conference is a "closed trade show" designed to provide a showcase for equipment, goods, and services used by the participants of the Human Anatomy and Physiology Society. HAPS will refund the deposit of any prospective exhibitor whose Exhibitor Application is not accepted by HAPS. *HAPS reserves the right to restrict exhibits which, because of noise, method of operations, or any other reason are deemed objectionable, and may also prohibit or evict any exhibit which, in the opinion of the Executive Committee of HAPS, may detract from the general character of the show. In the event of such restrictions or eviction, the HAPS is not liable for any refunds, rentals or other exhibit expenses.*

USE OF SPACE

No exhibitor may assign, sublet, or apportion the whole or any part thereof, of space allotted nor exhibit therein any goods other than those manufactured or handled by the exhibitor in the regular course of his/her business, nor permit any representative of any other firm to solicit business, take orders, or sublet in his/her space.

SIZE LIMITATIONS FOR BULK SPACE

Built-up exhibits or other construction cannot exceed 8 feet on background wall height without prior approval of Caitlin Hyatt, the HAPS Business Manager. If your display or equipment will not fit within the space you purchased, you will need to purchase an additional table or booth, or you will be asked to modify the exhibit. To create an island, exhibitor must purchase a minimum space of 20'x 20'. Exhibits will not be permitted to protrude into the aisles or significantly impede the visibility of neighboring exhibitors.

“BE A GOOD NEIGHBOR”

No exhibits will be permitted to interfere with other exhibits, impede access to them, or impede free use of the aisle. Booth personnel, including demonstrators, receptionists, and models are required to confine their activities within the exhibitor's table/bulk space. Apart from the specific display space for which an exhibiting company has contracted with HAPS, no part of the Oregon Convention Center or its grounds may be used by any organization other than HAPS for display.

MUSIC AND AMPLIFICATION

Due to ASCAP and BMI licensing requirements and U.S. copyright laws, no copyrighted music, live or recorded, will be permitted in the exhibit hall unless the exhibitor using the material has purchased the appropriate license. Exhibitor agrees to indemnify, defend, and hold harmless HAPS from any liability arising due to use of copyrighted music by exhibitor. This rule includes background music and audiovisual presentations. The use of recordings, videos, slides, or other audiovisual devices (with the exception of speakers and microphones) is permissible; however, the sound volume of any such device must not exceed that of normal conversation voice level and must not be objectionable to neighboring exhibitors.

SELL OUT/WAITING LIST

Upon the show becoming a sell-out, HAPS will establish a waiting list for space on a first come, first served basis. Companies on the official waiting list will be considered as an “exhibitor” for purposes of preference in assignment of 2019 booth space and will have all the rights and privileges to reserve 2019 booth space as other exhibitors who have booths at the Conference provided all applications and deposits are received when due. In the event of a “no show” by a registered exhibitor by 5:00 pm, on May 22, 2019 (unless other arrangements are made) the waiting list will be used to give companies the opportunity to utilize the empty space. Set up for waiting list companies will occur between 5:00 pm and 9:00 pm on Wednesday, May 22, 2019.

ADDITIONAL EXHIBITOR EVENTS (Public or Private)

Exhibitors wishing to schedule additional public or private functions must notify the HAPS Business Manager and receive approval for the event. These events include author dinners, focus groups, and other exhibitor-specific events. Events that conflict with any official HAPS Conference event will be denied. ***Exhibitors who conduct such events anyway will be fined \$1000, may be removed from the event, and may be denied access to future events. May 1, 2019 is the deadline for reporting events for approval to the HAPS Business Manager.***

EXHIBITOR APPOINTED CONTRACTOR (EAC)

An Exhibitor using an Exhibitor Appointed Contractor (EAC) agrees to notify HAPS and Triumph Expo & Events, the official contractor of the 2019 HAPS Annual Conference of such appointment and agrees to indemnify and hold harmless HAPS, the Oregon Convention Center and their respective officers, directors, staff, employees, and agents from any and all liability or losses for any act, complaint, damage or loss to the any other exhibitor, the exhibit facility, the property of any contractor or any consequential damages arising out of any such act or loss from the time the independent EAC first arrives at the facility until the final move-out is complete.

The exhibitor further agrees that HAPS may prohibit the EAC from working in the facility if they do not fully comply with all rules and regulations set forth for them at this event. Any Exhibitor using an EAC agrees to advise its EAC of all terms and conditions. (In short – if you have someone set up your booth – they have to abide by the rules.) Since Triumph Expo & Events was selected as the official contractor for the meeting, any company choosing to use a third party must contact HAPS and Triumph Expo & Events to fill out any necessary paperwork.

SELLING GOODS AT THE CONFERENCE

Retail selling from table/bulk space by exhibitors is prohibited. Solicitation by non-exhibitors is prohibited. Any person representing a non-exhibitor, identified soliciting in common areas of the convention center, will be asked to vacate the premises.

FIRE CODES

Fire regulations will be in accordance with the City of Portland, OR.

CANCELLATION OR POSTPONEMENT OF THE CONFERENCE

In the event that the Conference is postponed due to any occurrence not occasioned by the conduct of HAPS or Exhibitor, whether such occurrence be an Act of God or the common enemy or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this Lease, then the performance of the parties under this Agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. In the event that such occurrence results in cancellation of the Exposition, the obligations of the parties under this Agreement shall be automatically terminated and all payments made under this contract shall be refunded to Exhibitor, less a pro rata share of expenses actually incurred by HAPS in connection with the Conference. HAPS shall not be financially liable in the event the show is interrupted, cancelled, moved, or dates changed except as provided herein.

LIABILITY

It is expressly understood and agreed between exhibitors and the HAPS shall be under no liability for loss of, or damage to goods or property of exhibitors, or personal injury to the exhibitor or exhibitor's employees. Exhibitor hereby agrees to protect, defend, indemnify and save HAPS, its officers, directors, employees, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of HAPS and its employees and agents.

INSURANCE

Exhibitor shall obtain and keep in force, during the term of the installation and use of exhibit premises, policies of Comprehensive General Liability Insurance insuring the liability set forth in this Exhibitor Contract, in an amount not less than \$1,000,000 combined single limit for personal and property damage. Exhibitor acknowledges that HAPS does not maintain insurance covering exhibitor's property and that is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance insuring any losses by Exhibitor.

Other information:

MAKE YOUR HOTEL RESERVATIONS

There are three contracted hotels for the 2019 HAPS Annual Conference – Courtyard by Marriott Portland Downtown/Convention Center, Crown Plaza Portland Downtown, and the DoubleTree by Hilton Portland. Reservation information can be found at www.hapsweb.org/page/2019landing.

CONTACT INFO

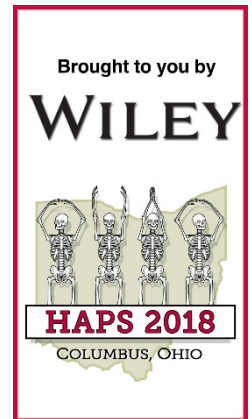
For sponsor and exhibit hall questions, contact info@hpsconnect.org, 800-448-4277(USA), or 706-845-8204.

LEAD RETRIEVAL OPPORTUNITY: To provide lead retrieval at the Annual Conference, HAPS needs at least 10 participating companies. The fee to participate is \$300. If you are interested, please contact the HAPS Office and we will add you to the participation list. If HAPS receives at least 10 companies total by April 1st, we will then invoice you for the fee.

ADVERTISING OPPORTUNITIES:

Advertise on the Conference App Splash Screen - \$2,500

In 2018 the conference app was downloaded 696 times and users had 39,248 interactions with the app. Each time the app is launched, the splash screen is shown for 2-4 seconds depending on the device (it is controlled by the hardware). This is an exclusive offer and is offered on a first-come basis, with 2018 Advertiser having right of first refusal.



Place your advertising materials in 2019 Conference registration bags - \$400

- You may include your advertising materials in conference bags to be given out at registration. The option is included on the exhibitor application.
- Fee includes one item (example: flyer, booklet, pamphlet) – email the HAPS office to clarify
- Purchased advertising materials must be **received** by May 17th, 2019. Boxes can arrive 30 days prior to exhibitor move in.

Hotel Key Cards – \$1500

Final design must be approved by the HAPS Business Manager

Video Ad on the Hotel Screens - \$350

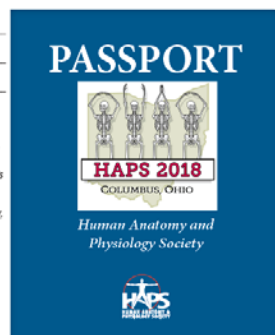
Video needs to be burned onto 2 DVDs and needed 1 week before scheduled run time. This video ad must be approved by the HAPS Business Manager 2 weeks prior to the meeting.

HAPS Conference Exhibitor Passport – \$300

The Exhibit Hall passport is a way to promote your company, as well as, a way to increase your booth traffic. Each attendee will be provided with a passport on the second day of the conference and are instructed to get their passport stamped for a chance to win a prize. Limited space is available! Sponsors receive a passport space first.

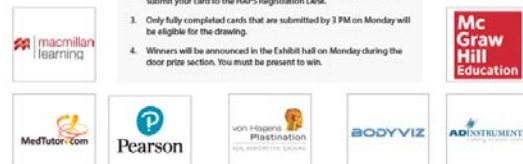
Name: _____
 Email: _____
 Phone Number: _____

Have you completed the Exhibit Hall Passport?
CONGRATULATIONS!
 For your chance to win:
 Follow all the rules on the reverse of this card. Fill out the contact information above and hand it in at the Registration Desk before 3 PM Monday.



Participate in the HAPS 2018 Annual conference official Exhibit Passport for your chance to win a prize, while touring the latest products and services!

- HERE'S HOW IT WORKS!**
1. Visit the booths of all participating exhibitors and have them punch their section of the passport grid.
 2. After you're done, enter your contact information on the back and submit your card to the HAPS Registration Desk.
 3. Only fully completed cards that are submitted by 3 PM on Monday will be eligible for the drawing.
 4. Winners will be announced in the Exhibit hall on Monday during the door prize section. You must be present to win.



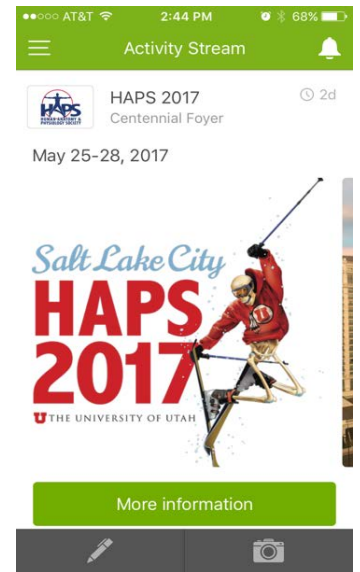
Ads in the App Social Stream - \$100 (Ad Deadline for discounted rate May 1, 2019. Increased cost of \$150 starting May 2) Let HAPSters know your booth location, products/services you provide, OR what workshops you will be teaching using the App Social Stream Ads. These ads are the approved method of promoting booth information, booth activities, raffles or other prizes, booth events, or any other exhibitor-specific promotion.

NOTE: Anyone who does not purchase an App Ad can post on the Social Stream. “Having fun at HAPS” is fine, but promoting you booth, for example “Come to Booth 3 at 2pm for free drinks” is not. Ask the business manager if you have questions about specific posts. Those using the activity stream for promotion and advertising rather than purchasing ads will be billed the cost of post-deadline ads (\$150 each).

Ads can take one of several forms:

- Banner: a fully customizable sponsored post with an image and action button. (one image, minimum image size 580x256, jpg or png)
- Document Download: share and promote any document with an image and direct download link. (one image, minimum image size 580x256, jpg or png)
- eCommerce: promote a special discount code or product purchase opportunity. (one image, minimum image size 580x256, jpg or png)
- Gallery: add a set of images promoting a new product with a customized action button. (minimum of two images, minimum image size 476x476, jpg or png)
- Promoted Session: promote a session that features one of your sponsor’s employees. (one image, minimum image size 580x256, jpg or png)

**NOTE: Graphics due by May 1st. Any companies that submit their graphics after May 1st will be charged the late fee of \$150.*



Place your advertisement in the 2019 Conference Book

- Ads may be sent to info@hpsconnect.org
- **Deadline to submit an ad for the book is April 1, 2019.**
- The exhibiting companies who reserved the full page inside front cover, full page inside back cover, or full page outside back cover for the 2019 Annual Conference have right of first refusal.

Company _____

Contact Name _____

E-mail _____

Phone _____

FAX _____

Ad Specification Sheet If ordering ad space, please check with info@hpsconnect.org for ad placement availability.	Price
Full Color	
Full page inside front cover	\$425
Full page inside back cover	\$400
Full page outside back cover	\$475
Full page inside (location requests considered - not guaranteed)	\$375
Black & White	
Full size	\$275
½ page	\$225
¼ page	\$175
Artwork enclosed please circle yes / no	
Artwork to follow please circle yes / no	
Special Instructions:	

Specifications & Requirements:

Final trim size – 8 x 10.5
 All text at least 1/2 inch from edge
 Color proof required for all color ads
 Standard ad space (W x H)
 ¼ page - 3.5 x 4.5
 ½ page – 7.5 x 5
 Full page – 7.5 x. 10

Electronic Formats:

.pdf – high resolution
 .jpeg files
 .eps files
 Photoshop .psd
 Illustrator .ai

Include **all** fonts and linked artwork.

If received artwork is not one of the above electronic formats, there may be additional charges. HAPS reserves the right to reject any advertising considered non-conforming to HAPS standards. **Terms:** No agency discounts given on quoted rates. All rates are payable at time of ad placement. **Priority Placement:** All ads will be placed on a “first come/first serve” basis. **Cancellation/ Refunds:** Orders may be cancelled and refunds will be given till the reservation date. Cancellations after that time will not be eligible for refunds.

**33rd HAPS Annual Conference – May 2019
Exhibitor Application & Contract**

Contact Person
Company Name
Address
City, State/Province
Zip, Country
Email
Phone
Website
Description of company for the conference program (1-2 sentences only please. This will be listed in the program):
Is this your first year exhibiting with HAPS? YES NO

Exhibitor Fees & Payment

Quantity	Description	Cost	Total
	10x10 bulk space	\$1100	
	20x20 bulk space (as available)	\$4200	
	Comp Table (earned if sponsoring an event and first table is purchased.)	Free!	
	Workshop fee: (deadline to apply is Feb 15) NOTE: Exhibiting companies are limited to one sponsored workshop. Sponsors may have additional sponsored workshops based on the sponsorship level. (see pg.6)	\$150	
	Include your materials in conference bag	\$400 per item	
	Exhibit Hall Passport Sponsorship	\$300	
	Sponsor an event or transportation (check with info@hapsconnect.org for availability)	Please refer to page 5 for fee structure	
	Advertise in conference program (check with info@hapsconnect.org for availability)	Please refer to page 12 for fee structure	
	Purchase 20 drink tickets for 'Drinks with Exhibitors' event	\$250	
	Door prize donation	Please describe:	
TOTAL DUE			

Key Policies for 2019

Please read this page and sign the bottom. Applications **MUST** include this signed page.

- **All** exhibitor-sponsored events open to conference participants must be coordinated through the Business Manager, Caitlin Hyatt. Notice should be given by May 1, 2019.
- Any service, token, or activity provided by an exhibitor must be available to all registered participants on a first-come, first-served basis.
- Exhibitor private events such as focus groups **must not** be held during times scheduled for seminars, workshops or even the evening socials. Focus group meeting times must be coordinated with the HAPS Business Manager, Caitlin Hyatt, by May 1, 2019. **Failure to abide by this policy may result in a \$1000 fine plus you may be removed from the event and be denied access to future events.**
- All table personnel must be registered in order to participate in the HAPS 33rd Annual Conference. Registration includes admission to all receptions, all update sessions, continental breakfasts, refreshment breaks and conference activities including workshops. Additional staff may be added above what is included with the booth space for \$200 per person.
- Any exhibitor tearing down prior to 4:00 PM on Friday will be assessed a \$500 fine and may be excluded from participating in future conferences.
- This agreement is incorporated by reference to the Exhibitor Contract. All points not covered are subject to the decision of the HAPS and/or the HAPS Executive Committee.
- If any exhibiting company is found to be in violation and using the App to market their company in any way without purchasing an App ad, they will be fined for the cost of a late ad submission (\$150 per ad). This includes, but is not limited to advertising raffle prizes, sending out booth information, or any other type of promotion of the exhibiting company.
- Music and Amplification: Due to ASCAP and BMI licensing requirements and U.S. copyright laws, no copyrighted music, live or recorded, will be permitted in the exhibit hall unless the exhibitor using the material has purchased the appropriate license. Exhibitor agrees to indemnify, defend, and hold harmless HAPS from any liability arising due to use of copyrighted music by exhibitor. This rule includes background music and audiovisual presentations. The use of recordings, videos, slides, or other audiovisual devices (with the exception of speakers and microphones) is permissible; however, the sound volume of any such device must not exceed that of normal conversation voice level and must not be objectionable to neighboring exhibitors.
- Exhibitors are invited to discuss proposals for workshops that are co-sponsored with HAPS. Such workshops must substantially focus on a specific aspect of HAPS that is of particular interest to HAPS members. If approved, these workshops would be submitted using the normal process. Please keep in mind of the proposal deadline – February 15.



By signing below my organization/company agrees to comply with the 2019 Human Anatomy and Physiology Society Annual Conference Terms and Conditions for exhibitors in this Contract and hereby incorporated by reference.

Signed: _____ Date: _____

**2019 HAPS Annual Conference
Exhibitor Application & Contract**

Applications may be faxed (706-883-8215,) sent as an email attachment to info@hapseconnect.org
If paying by check, please mail application and check and signed page one of the contract to the address below.

Human Anatomy and Physiology Society (HAPS)
251 S. L. White Blvd.
LaGrange, GA 30241

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