

Rules and Regulations

The Psychonomic Society's 60th Annual Meeting sessions will be held in the Montréal Convention Centre, Palais des congrès de Montréal, 1001 Jean Paul Riopelle Pl, Montréal, QC H2Z, Canada. The exhibit hall will be located in Room 517B of the Montréal Convention Centre. The Exhibit Hall floor plan, booth assignments, and Exhibitor Service Kits will be sent out to Exhibitors in October. The Psychonomic Society (PS) reserves the right to alter the floor plan and reassign booth space at any time if deemed in the best interests of the exhibition.

Exhibit Hall Hours (subject to change)

Room 517B

Thursday, November 14 3:30 p.m.–10:30 p.m.

Friday, November 15 10:00 a.m.–2:00 p.m. & 4:00 p.m.–8:00 p.m.

Saturday, November 16 10:00 a.m.–2:00 p.m. & 4:00 p.m.–8:00 p.m.

Exhibitors may not dismantle booths or begin packing until the Exhibit Hall closes on the final day of the exhibition.

Booth Set Up

Exhibits may be set up on Thursday, November 14 between 9:00 a.m.–3:00 p.m. Any booth not completed by that time is subject to not being able to exhibit, or for Management to complete the set-up at the exhibitor's expense. Any violations noted must be corrected immediately.

Booth Tear Down

Exhibitors may not dismantle booths or begin packing until the Exhibit Hall closes at 8:00 p.m. on Saturday, November 16. Dismantling exhibits includes packing equipment, display materials, giveaways, etc., or in any way altering the appearance of an exhibit.

Booth Information

Booth dimension will be 10X10. For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) is standard. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m x 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Each exhibit booth includes two (2) company representative (Exhibitor) registrations, one (1) 6' draped table, two (2) chairs, one (1) wastebasket, and a sign identifying your business. Additional exhibit furniture and services should be ordered and paid for through the official show decorator. Each exhibiting organization and its representatives must adhere to the Psychonomic Society Annual Meeting rules and code of conduct (listed below).

Booth assignments will be made in the order in which reservations are received. PS reserves the right to alter the floor plan and reassign booth space at any time if deemed in the best interests of the exhibition.

Booth Representation

Each Exhibitor is required to have at least one (1) person monitoring its booth at all times during open hours. Because of the show hours, it is recommended that at least two (2) people be assigned to monitor each exhibit. Exhibitor registration will permit entrance to the exhibit hall during set up, exhibit hall hours, tear down, and all exhibit hall functions. Exhibitors wishing to attend spoken sessions and social functions must register as a member or non-member.

Payment and Cancellation Policy

Payment must be made in full to be approved for exhibiting. Exhibitors cancelling space and notifying the Psychonomic Society in writing prior to October 1, 2019 will receive a 50% refund. Cancellations received on or after October 1, 2019 will not be refunded. Cancellations must be sent to taurora@psychonomic.org.

Sales Tax

Exhibitors are responsible for ensuring compliance with local and provincial sales tax laws in Montréal, Québec, Canada.

Food and Beverages

Any food or beverages dispensed or given away at exhibit booths must be approved by PS and prepared by the catering services of the Montréal Convention Centre. For more information, contact meetings@psychonomic.org.

Code of Conduct

All Exhibitors must be registered, wearing name badges, and properly and modestly clothed. Exhibitors are responsible for maintaining a friendly and professional environment for attendees. Any Exhibitors found to be engaging in unethical conduct or detrimental behaviors, as determined at the sole discretion of PS, will be evicted from the meeting and will forfeit booth rental and other exhibit-related payments.

Security

Although security guards may be provided by the Montréal Convention Centre, the Exhibitor agrees to retain sole responsibility at all times for the security of all exhibit materials. Exhibitors are strongly encouraged not to leave items of value unattended.

Fire and Safety Regulations

The Exhibitor must be aware of and comply with all safety, fire, environmental, and health ordinances regarding installation, operation of equipment, displays, and exhibit materials. Material not conforming to such regulations will be removed at the Exhibitor's expense. Hazardous materials of any type are prohibited. Door openings and aisles must be kept clear by order of the Fire Marshall. Absolutely no storage of material of any type is allowed behind, beneath, or between booths. Exit signs, fire alarms, and fire extinguishers must remain visible at all times. Any violations noted must be corrected immediately.

Insurance and Liability

The Exhibitor assumes responsibility and agrees to indemnify and defend PS and the Montréal Convention Centre and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither PS nor the Montréal Convention Centre maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Music

Exhibitors are prohibited from playing copyrighted music and/or playing any music at a volume that disturbs neighboring exhibitors. Any violations noted must be corrected immediately.

Booth Inspection

PS will not be making formal booth inspections. However, PS staff does visit booths during set up. Any violations noted must be corrected immediately.

Marketing & Advertising

Exhibitors and Advertisers are encouraged to consider various ways to market to PS Members and conference attendees. All advertising, sponsorships, receptions, and meetings must be approved by PS prior to the start of the annual meeting. Please contact Tiffany at taurora@psychonomic.org to inquire about additional advertising and sponsorship opportunities. With the exception of Special Event programs, solicitations or demonstrations may not be conducted outside the Exhibitor's booth space without PS approval.