



2024 SSP Conference Exhibit Order Form

October 2-4 • Wyndham Grand • Pittsburgh, PA, U.S.A.

This application properly executed by customer (signature below) and processed by SSP shall constitute a valid and binding contract.

Exhibit Information

Exhibits open Wednesday, October 2 and Thursday, October 3. See website for tentative schedule.

Included in booth price is 1-6' table, 2 chairs, and 2 complimentary show floor passes (includes happy hour on Wednesday, lunch on Thursday).

Exhibitors will need to register for the full SSP Conference if they would like to attend any sessions or additional events or food functions, including the Gala. Gala tickets are available for purchase.

Information regarding freight shipment and ordering additional items for your booth (including electricity) will be sent out by the decorator in the near future.

If you have questions regarding logistics for exhibiting, please contact Rachel Alvarado at +1.651.994.3822 or ralvarado@scisoc.org

Company Information

Company name exactly as it should appear on signage and in the Mobile App

Company Name _____

Address _____

City _____

State or Province _____

Country _____

Zip/Postal Code _____

Telephone _____

Facsimile _____

Website _____

Contact Information

Person to receive future exhibit communication

Name _____

Title _____

E-mail _____

Telephone _____

If contact information is different from company information, please complete below.

Company Name _____

Address _____

City _____

State or Province _____

Country _____

Zip/Postal Code _____

Facsimile _____

Exhibit Placement

Priority placement provided to companies based on time of order submission and payment received on a first come, first served basis.

Please list your major competitors or other considerations for exhibit placement.

Exhibit Space

Exhibit _____ × \$2,750 \$ _____
(# of booths)

Payment Information

Check enclosed, payable to SSP Conference

(When you provide a check as payment, you authorize us to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. Funds may be withdrawn from your account the same day we deposit payment and you may not receive your check back from your financial institution.)

Charge my credit card

VISA MasterCard American Express Discover

Card No. _____

Expiration Date _____

Security Code _____

Signature _____

Name of Cardholder _____

Important Payment Dates

- A 100% refund will be given for all space cancelled on or before **March 1, 2024**, minus a \$250 processing fee.
- A 50% refund will be given for space cancelled after **April 1, 2024**, minus a \$250 processing fee.
- No refunds after **May 1, 2024**.

Contract Agreement

We agree to abide and be bound by the terms, conditions, rules, and regulations of the SSP Conference exhibition.

Name (please print) _____

Signature _____

Company _____

Questions?

Contact SSP Exhibit, ssp@scisoc.org

Return this form to:

Rachel Alvarado, SSP Conference Exhibits,
3285 Northwood Circle, Suite 100, St. Paul, MN 55121 U.S.A.

Telephone: +1.651.994.3822 • Facsimile: +1.651.454.0766

sensorysociety.org

2024 SSP Conference Regulations and Liability Statement

1. Exhibit Space

Includes 1 company identification sign, 1-6 ft. skirted table with 2 chairs and a wastepaper basket. The exhibit hall is carpeted this year. Additional furnishings must be purchased via the Exhibitor Services Kit which will be sent June, 2024. There will be only one company represented per exhibit booth (i.e., identification sign, Mobile App exhibitor description, conference signage, website current exhibitors, etc.).

2. Space Assignments

Space assignments will be made in order of when the application is received. SSP reserves the right to rearrange the floor plan and/or relocate any exhibit. SSP has the right to enforce any and all portions of these rules and regulations. In interpreting these rules and policies, particular attention will be given to preserving the professional and educational nature of the exhibit.

3. Admission

Entrance to the exhibit area is by 2024 SSP Conference name badge only. Each exhibit is entitled to two (2) complimentary show floor passes (includes happy hour on Wednesday, lunch on Thursday). Exhibitors will need to register for the full SSP Conference if they would like to attend any sessions or additional events or food functions, including the Gala. Gala tickets are available for purchase.

4. Exhibit Shipping, Set Up and Staffing

Exhibit shipments CANNOT be shipped directly to the hotel and must go through the official decorator. Exhibitors must have their 2024 booth set up prior to the opening of the show. Move-in and move-out times for exhibitors and the decorating company will be strictly adhered to so that additional rental charges are avoided. Exhibitors must staff their exhibit space at all times during the exhibit hours. Failure to adhere to the above will cause forfeiture of space. No refunds on space will be made after May 1, 2024, and SSP will have the right to use the space for whatever purpose they deem appropriate.

5. Fire and Safety

All exhibits or portions thereof, must fully comply with applicable health, fire, and safety regulations. No combustible decorations, such as crepe paper, tissue paper, confetti, cardboard or corrugated paper, shall be used at any time. All materials and fluids which are flammable must be kept in safety containers. Open flames, butane gas, oxygen tanks, etc., are not allowed without the written permission of the Fire Prevention Bureau.

6. Conduct in Exhibition Area

The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc., must be made inside the exhibitor's area. Canvassing, solicitation of business or the use of advertising materials or signs by firms other than those who have contracted for space is prohibited. The distribution by exhibitors of circulars, catalogs, or other advertising materials for firms which are not exhibitors is prohibited. Exhibits cannot have items or structures taller than 4 ft. in the front half of their linear booth space unless prior approval is given. Items cannot obstruct the view of other exhibits. SSP has the right to decline or prohibit any display or portion thereof which in the opinion of the SSP Exhibit Manager is not proper in keeping with the character of the exhibition. SSP may restrict displays which, because of noise, acts, odors, costumes, gimmicks, method of operation, materials or for any reason, become objectionable to the exhibition. In the event of such restriction or eviction, SSP is not liable for any refunds or rentals or other exhibit expense.

7. Food and Beverage Samples

Sample size food and beverage is allowed, however, exhibitors must work through the venue's exclusive caterer.

8. Contests, Games, Raffles, and Lotteries

Exhibitors may not offer or give attendance, door, or other similar prizes in the exhibition space or adjacent area. Contests, lotteries, raffles, and games of chance are prohibited. All "giveaways" shall be of a nominal monetary value and in keeping with the nature of a scientific and professional meeting, unless prior written approval by show management.

9. Care of Building and Equipment

Nothing shall be posted, tacked, nailed or screwed or otherwise attached to columns, walls, floor, or other parts of the building or furniture. Exhibitors will be responsible for any damage to persons or property caused by reason of their exhibits, employees, agents, or servants.

10. Display Guidelines

If an exhibitor plans to install a display (custom, pop-up, or table-top), no part of the display may project out of the exhibit space so as to obstruct the view of adjacent exhibit space. No exhibit, or its contents, may exceed a back wall height of eight feet (8'). Side wall height restrictions are as follows: the exhibit cannot exceed a height of eight feet (8') within three feet (3') from the back wall. The remaining exhibit height cannot exceed the height of three feet (3'). Raw wood, cardboard, or similar materials for "wings" to displays must be covered or painted if they are visible to the adjacent exhibit booth.

- No sidewalls or counters may exceed 48" in height, except in the back 1/3 of the booth. Backgrounds and display material are limited to 8' in height and must not protrude from the back wall more than 48". Each exposition booth will consist of 3' side drape and 8' back drape.
- No exposition booth may span an aisle by roofing or floor covering. Exposed or unfinished sides of Exhibit Booth background must be draped to present an attractive appearance. The decorator, with the approval of the Society, will provide draping deemed necessary and charge the exhibitor accordingly. The aisles are the property of all exhibitors. Space must be left within each exhibit area to absorb the viewers.

Displays may consist of equipment, services, materials, and products (within limitations stated elsewhere on this form) of interest to the SSP registrants. Questions? Contact: Exhibits, ssp@scisoc.org.

11. Cancellations, Indemnification, Subletting

This application shall become a binding contract between the parties hereto upon its acceptance by SSP. It is understood and agreed that in the event of the cancellation of SSP or in the event the space assigned to the exhibitor is, in the opinion of SSP, rendered unusable by any cause, casualty, or occurrence, then and thereupon this Agreement shall terminate and the exhibitor shall pay for said space only up to the time of said termination, pro rata, and the exhibitor hereby waives any claims for damages or compensation should this Agreement be so terminated. Exhibitor agrees to protect, indemnify, and hold harmless SSP from any and all liability, loss, damage or expense resulting from the exhibitor's use of the exhibition space. This Agreement and the rights herein granted to the exhibitor may not be assigned or otherwise disposed of or encumbered by the exhibitor without the written consent of SSP.

Cancellation: Cancellations must be made in writing and sent via e-mail to Rachel Alvarado, ralvarado@scisoc.org. Cancellations received prior to April 1, 2024 will receive a full refund minus a \$250 process fee. Cancellations from April 2 to May 1 will receive a 50% refund of monies paid to date minus a \$250 processing fee. No refunds will be given after May 2, 2024.

12. Insurance and Liability

Insurance by exhibitors must be obtained at their own cost and expense. SSP and its agents and employees assume no risk and by the acceptance of this agreement the exhibitor expressly releases them of and from any and all liability for any damage, injury, or loss to any person or goods, from any cause whatsoever. All property shipped to and from the venue or drayage firm by the exhibitor for installation or display is the sole responsibility of the exhibitor. It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.