

**POLICY FOR EXHIBITORS**  
**Annual Meeting**  
**International Neuropsychological Society**

*Please read entire document. Sign and return second page to the INS office.*

The following is policy for acceptance of exhibits for all meetings of the International Neuropsychological Society (INS), as approved by the Board of Governors. It may be changed from time to time at the discretion of the Board in consultation with or at the request of the Executive Secretary. Interpretation of this policy for specific applications, exhibits, or exhibit personnel shall be the responsibility of the Executive Secretary and/or his/her designated officer(s).

1. EXHIBIT CONTENT

Exhibits must be non-political, consistent with the Ethical Principles, Standards for Providers, and Standards for Tests of the American Psychological Association, and shall not be offensive to public decency on either a local or international basis. The character of the exhibits is subject to the approval of the Executive Secretary. INS reserves the right to refuse applications of concerns not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. Only exhibits, which relate to the science and practice of neuropsychology, may be displayed. Contests, lotteries, raffles, and games of chance may not be conducted without prior approval by the Executive Secretary. Airing of either side of a controversial or professional issue will not be allowed.

2. ACCEPTANCE OF EXHIBITS

Applications for exhibits are subject to review by the Executive Secretary to determine suitability for the meeting and to ensure conformity with convention standards.

Unethical conduct or infraction of rules on the part of the exhibitor or the exhibitor's representatives, or both, will subject the exhibitor or said representatives to dismissal from the meeting, in which event it is agreed that no refund shall be made by the INS and further that no demand for redress will be made by the exhibitor or the exhibitor's representatives.

3. OPERATING THE EXHIBITS

Soliciting or demonstrating by an exhibitor must be confined to the area immediate to the exhibitor's table area. Distribution of the exhibitor's printed advertisements must be done within the exhibitor's own area. Aisles in front of tables must be kept clear. Objectionable sound devices may not be operated. Engines or any other kind of equipment may be operated only with the consent of convention management of the hotel or facility where the exhibits are being displayed. All property destroyed or damaged by an exhibitor must be replaced in the original condition by the exhibitor or at the exhibitor's expense.

Books, products, etc. which are part of the exhibit must be offered to meeting participants at a discount from retail price of at least 10%.

Canvassing, exhibiting, or distributing advertising matter outside the designated exhibit area is prohibited. Persons who are not exhibitors are prohibited from any detailing, exhibiting, or soliciting within the convention hotels or facilities. No exhibits, displays, or advertising material of any kind will be allowed in the convention hotel rooms or hallways unless approved by the Executive Secretary in consultation with the convention management of the hotel.

4. EXHIBIT FACILITIES

Tables, chairs and a wastebasket will be provided in an exhibit area through the convention management of the hotel or other meeting facility. No other exhibitor services will be provided by INS or the hotel. Tables will be 6 feet. Signs are not provided by INS; these are the responsibility of the exhibitor.

5. LIABILITY AND INSURANCE

The exhibitor, upon contracting to exhibit, expressly releases the INS or any of its officers, directors, employees, or committee members, or the Local Arrangements Committee, or representatives of any of the meeting hotels or facilities from any responsibility or liability for any injury, loss, or damage that may occur to the exhibitor or to the exhibitor's employees or property prior to, during, or subsequent to the period covered by the exhibitor's contract, including but not limited to any responsibility or liability or negligently caused injury, loss, or damage; and further, the exhibitor agrees to hold harmless and indemnify the INS and any hotel or facility against any and all claims made against the INS and/or hotel or facility by any person and arising out of the exhibitor's acts or omissions.

6. CONTRACTUAL AGREEMENT

It is agreed that the exhibitor will abide by the rules and regulations cited above before, during, and after the exhibit, and by other reasonable rules considered necessary by the INS or the meeting hotels or facilities, provided these rules do not materially alter the exhibitor's contractual rights.

All matters and questions not covered by these regulations are at the decision of the Executive Secretary.

7. FEES AND FACILITIES

The exhibitor policy for INS meetings consists of buying either of: A) exhibitor's booth or B) take-one exhibit.

A. Exhibitor's Booth. The charges for an exhibitor's booth shall be at the rate of \$950.00 for one booth, or \$1600.00 for two booths. The \$950.00 rate entitles the exhibitor to up to two badges for personnel to attend the exhibit/meeting, and one table or 100 square feet of space, as specified above, for display purposes. The \$1600.00 rate entitles the exhibitor to up to four badges for personnel to attend the exhibit, and two tables or 200 square feet of space, as specified above, for display purposes. Additional badges (maximum of two) may be purchased at the rate of \$75.00 each. Individuals with exhibitor badges are eligible to attend all activities of INS meetings with the exception of continuing education workshops and meetings at which attendees may vote.

B. Take-One Exhibit. The charge for a Take-One Exhibit shall be \$125.00 for each item displayed. One table shall be reserved for Take-One Exhibit items and this table shall not be attended. Take-One Exhibit items shall be reserved for items from non-profit organizations and journals or publishers of single volumes of neuropsychological interest. A journal issue, a flyer, or a book or booklet shall constitute a single item.

**The undersigned agrees to abide by the Policies for Exhibitors. Failure to abide by the policies will result in forfeiture of all monies paid or due under this agreement.**

**Company Representative:**

---

**Title:**

---

**Signature:**

---

**Date:**

---

**Sign and return form (along with exhibit booth application and fees) by December 15, 2011 to:**

International Neuropsychological Society  
Attention: Exhibits  
700 Ackerman Road, Suite 625  
Columbus, OH 43202-1559, USA  
Fax: 1-614-263-4366