INS 44th Annual Meeting
BOSTON February 3-6, 2016

Neuropsychology: Spanning the World & Disciplines

Exhibitor & Sponsor Prospectus

www.the-ins.org
About INS

The International Neuropsychological Society (INS) is a non-profit, professional organization dedicated to promoting the collaborative, interdisciplinary, and global study of brain-behavior relationships, with emphasis on science, education, and the applications of scientific knowledge.

Who Are INS Members?

Founded in 1967, INS now has more than 4700 active members from more than 60 different countries. INS members represent every U.S. state, including D.C., Puerto Rico and the Northern Mariana Islands, and nine of ten Canadian provinces.

INS members include cognitive and clinical neuropsychologists, psychologists of other disciplines, neurologists, psychiatrists, speech-language pathologists, and related specialties. They include esteemed scientists and clinicians from the world’s most prestigious universities and institutions, as well as students and trainees just beginning their careers.

About INS Meetings

INS holds two meetings each year, including its Annual Meeting in North America every February and its Mid-Year Meeting internationally every July. Each meeting offers four days of scientific programming and continuing education workshops. Both meetings are open to members and non-members, and to professionals and students. Attendees represent neuropsychology and a variety of other disciplines.

Since it began in 1973, the INS Annual Meeting has become one of the premier scientific and educational meeting venues for international neuropsychology. Over the past five years, the Annual Meeting has averaged approximately 1700 attendees a year.

The INS Mid-Year Meeting began in 1977 and has been held in a city outside of North America every year since. With attendance averaging between 400 to 800, the Mid-Year Meeting is a highly anticipated event on the international scene.

Exhibit & Sponsor Opportunities

Each INS meeting provides a venue for cognitive and clinical neuroscientists from around the world to network and share their research, and an unparalleled marketing and sales opportunity for your organization.

This year, the INS is offering a limited number of meeting sponsor opportunities allowing your organization to support the INS educational mission. INS is also offering a limited number of banner ads in the widely-used Annual Meeting mobile app, which will be freely available online both before and throughout the year after the conference.

Your organization will also benefit from other promotional opportunities, including exhibit booth space located in the heart of the INS meeting, program advertisements, and distribution of your flyer or media to all attendees.
44th Annual Meeting
**Neuropsychology: Spanning the World and Disciplines**

The 44th Annual Meeting of INS will be held February 3–6, 2016 in Boston, Massachusetts, and will feature renowned speakers from a number of different countries and multiple disciplines. A breadth of relevant topics will be presented—from brain-behavior relationships to multi-modal imaging approaches, to statistical modeling targeted at neuroscience research. The Meeting has received over 1,125 unique abstract submissions and is anticipated to have between 1,800 to 2,000 attendees, comprised of neuropsychologists as well as neurologists, neuroscientists, and many others.

**Venue & Hotel Accommodations**

The 44th Annual Meeting will be held at the Boston Marriott Copley Place, ideally located in the stylish Back Bay neighborhood in the heart of Boston’s famed Copley Square, and just minutes away from some of the city’s most popular attractions. INS has arranged a special room rate for meeting attendees, starting at just $149 USD per night!

Please book online by January 10, 2016 in order to receive the INS conference rate using this link: resweb.passkey.com/go/INS2016

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All exhibitors and sponsors of the INS 44th Annual Meeting receive a complimentary listing and URL link on the INS website, in the official meeting program book (a valuable paper resource for attendees that is also available online), and in the official INS mobile meeting app.

We are always striving to find new ways to improve your sponsor, exhibitor and advertiser experience and ensure you get the most out of your investment with INS. Many organizations return to our meetings year after year! We look forward to seeing you in Boston 2016!

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**Reserve Your Spot at INS Boston 2016**

Please submit all required application materials by Friday December 18, 2015

Questions? Please contact the INS Executive Office at INS@utah.edu or by phone at 801-487-0475
Application Deadlines & Instructions

**Fri Dec 18, 2015**
**Deadline for Exhibitor, Ad and Sponsor Applications**
Applications must be accompanied by full payment in U.S. funds

**Mon Dec 28, 2015**
**Deadline for Print Ad Artwork and Sponsor Logos**

**Fri Jan 15, 2016**
**Deadline for all Mobile App Artwork**

Please submit the completed and signed application form with your exhibitor, advertising, and/or sponsorship selections along with full payment in U.S. funds (U.S. checks or all major credit cards are accepted) on or before Friday December 18, 2015.

Exhibit booth locations will be assigned according to the receipt of the application, with requests being considered in the order they are received and paid. Advertisements are also considered on a first received-first assigned basis.

Please visit the INS website at [www.the-ins.org](http://www.the-ins.org) for updated meeting information. If you have questions, please contact the INS Executive Office at INS@utah.edu or 801-487-0475.

Onsite Exhibit Dates

<table>
<thead>
<tr>
<th>Exhibitor Move-In</th>
<th>Wednesday February 3, 2016</th>
<th>9 AM–3 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exhibit Hours</strong></td>
<td>Wednesday February 3, 2016</td>
<td>3 PM–6 PM</td>
</tr>
<tr>
<td>Wednesday February 4, 2016</td>
<td>8:30 AM–6 PM</td>
<td></td>
</tr>
<tr>
<td>Friday February 5, 2016</td>
<td>8:30 AM–6 PM</td>
<td></td>
</tr>
<tr>
<td>Saturday February 6, 2016</td>
<td>8:30 AM–2 PM</td>
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</tr>
</tbody>
</table>

| Exhibitor Move-Out | Saturday February 6, 2016 | 2 PM–4 PM |

Onsite exhibit hours and install/dismantle hours are subject to change. All registered exhibitors will be notified by email of any change in published exhibit hours.

General hotel security will be provided, and the exhibit hall will be locked during non-exhibit hours.

Our contracted exhibit decorator is Freeman. Freeman will send an exhibitor kit with shipping details to you after your application is received and your booth space has been assigned by INS.

Please thoroughly review all of the information in this prospectus regarding INS exhibit space and policies.
Sponsorship Opportunities

New for 2016: Become an INS Boston Meeting Sponsor!

You are invited to take advantage of a limited amount of Sponsor partnership opportunities offered for the INS 44th Annual Meeting in Boston 2016. This year, support the educational mission of INS and enhance awareness of your organization with not only INS Meeting attendees, but also INS members and the general scientific public, by becoming an INS 44th Annual Meeting sponsor. INS Sponsors are offered special recognition at the Boston 2016 Meeting for their support of INS scientific and educational programs, thereby strengthening relationships with neuropsychologists from around the globe.

Choose the level of Sponsorship support that is best for your organization:

<table>
<thead>
<tr>
<th>Sponsorship Level</th>
<th>Sponsorship Recognition Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premier Sponsor</td>
<td>- Be recognized as the <strong>Exclusive</strong> Sponsor of the <em>INS Welcome Reception</em>:</td>
</tr>
<tr>
<td>$10,000</td>
<td>• Recognition as the Reception's sponsor in the INS 2016 print and online program</td>
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<tr>
<td></td>
<td>• Nearby placards identifying your organization as sponsor of the reception</td>
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<td></td>
<td>• Verbal acknowledgement during Welcome Reception</td>
</tr>
<tr>
<td></td>
<td>• Option to provide branded refreshment napkins (with your logo) for the reception</td>
</tr>
<tr>
<td></td>
<td>• Full page Meeting Program advertisement</td>
</tr>
<tr>
<td></td>
<td>• Banner ad on INS Mobile Meeting App (rotating)</td>
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<tr>
<td></td>
<td>• Large logo with premier placement on sponsor page of the program book</td>
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<tr>
<td></td>
<td>• Large logo on conference webpage</td>
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<tr>
<td></td>
<td>• Two conference bag inserts: choose flyer or promotional item</td>
</tr>
<tr>
<td>Major Sponsor</td>
<td>- Be recognized as the <strong>Exclusive</strong> Sponsor of the <em>INS Presidents Reception</em> or a <em>Boston Brownie Break</em>:</td>
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<tr>
<td>$7,500</td>
<td>• Recognition as the reception's or break's sponsor in the INS 2016 print and online program</td>
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<td></td>
<td>• Nearby placards identifying your organization as sponsor of the reception or break</td>
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<td></td>
<td>• Verbal acknowledgement (during Presidents Reception)</td>
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<tr>
<td></td>
<td>• Option to provide branded refreshment napkins (with your logo) for the reception</td>
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<tr>
<td></td>
<td>• Banner ad on INS Mobile Meeting App (rotating)</td>
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<tr>
<td></td>
<td>• Large logo on sponsor page of the program book</td>
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<tr>
<td></td>
<td>• Large logo on conference webpage</td>
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<td></td>
<td>• One conference bag insert: choose flyer or promotional item</td>
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<tr>
<td>Contributing Sponsor</td>
<td>- Be recognized as the Sponsor of an <em>INS Morning Coffee Break</em>:</td>
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<tr>
<td>$5,000</td>
<td>• Recognition as the break's sponsor in the INS 2016 print and online program</td>
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<td></td>
<td>• Nearby placards identifying your organization as sponsor of the coffee break</td>
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<td></td>
<td>• Option to provide branded refreshment napkins (with your logo) for the reception</td>
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<tr>
<td></td>
<td>• Banner ad on INS Mobile Meeting App (rotating)</td>
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<tr>
<td></td>
<td>• Logo on sponsor page of the program book</td>
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<tr>
<td></td>
<td>• Logo on conference webpage</td>
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<td></td>
<td>• One conference bag insert: choose flyer or promotional item</td>
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<tr>
<td>Supporting Sponsor</td>
<td>- Be recognized as the Sponsor of an <em>INS Afternoon Coffee Break</em>:</td>
</tr>
<tr>
<td>$2,500</td>
<td>• Recognition as the break's sponsor in the INS 2016 print and online program</td>
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<tr>
<td></td>
<td>• Nearby placards identifying your organization as sponsor of the coffee break</td>
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<td></td>
<td>• Option to provide branded refreshment napkins (with your logo) for the reception</td>
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<tr>
<td></td>
<td>• Banner ad on INS Mobile Meeting App (rotating)</td>
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<td></td>
<td>• Logo on conference webpage</td>
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<tr>
<td></td>
<td>• One conference bag flyer insert</td>
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</tbody>
</table>

**Sponsor Bonuses:** Add an exhibitor booth and two badges for only $800 more, or purchase advertising and receive 20% off!

To apply to be an INS 44th Annual Meeting Sponsor, please submit a completed Application, indicating the level of sponsorship that is best for your organization. **The deadline for your sponsorship reservation and application is December 18, 2015.**
Exhibitor Opportunities

Exhibit Booth Space

The exhibit hall for the INS 44th Annual Meeting is located in the Gloucester Room at the Boston Marriott Copley Place. To maximize attendee flow through the exhibit hall, INS will host meeting-wide coffee breaks and ten poster sessions (with a total of up to 1000 presenting authors) in the exhibit hall. All exhibitors receive a complimentary listing and URL link on the INS website, in the official meeting program book (a valuable paper resource for attendees that is also available online), and in the official INS mobile meeting app.

$1000  One Booth (includes two exhibitor badges for exhibit/meeting admittance†)
Additional badges may be purchased for $75.00 each (maximum 2 additional badges per booth)

$1700  Two Booths (includes four exhibitor badges for exhibit/meeting admittance†)
Additional badges may be purchased for $75.00 each (maximum 2 additional badges per booth)

† Individuals with exhibitor badges are eligible to attend all activities of INS meetings with the exception of continuing education workshops, which require an additional fee, and meetings at which INS members may vote. Exhibitors who wish to attend continuing education workshops need to register and pay for CE courses using the Meeting registration form found at www.the-ins.org/annualmeeting_2016.

Booths will be assigned based on receipt of application and payment. Booth locations are shown below. Booths are 10 feet by 10 feet, and 8 feet tall. Booth packages include one 6-foot flax draped table, two side chairs, and a wastebasket. Freeman will set each booth with 8-foot high plum back drape, 3-foot high plum side dividers, and a 7-inch by 44-inch, one-line identification sign.

Important note: The exhibit hall has an 8 foot ceiling.

To rent additional tables or equipment please contact Freeman directly (contact information will be provided when you receive the exhibitor kit).

No other exhibitor services will be provided by INS or the hotel. Signs are not provided by INS; these are the responsibility of the exhibitor (signs may be ordered through Freeman).

Exhibit Floor Plan
Participant Policy & Guidelines

Please review this entire policy carefully, as well as the information on the previous page.

By signing and submitting a completed application for exhibit booth space, you indicate your agreement to abide by this policy. Failure to abide by this policy will result in forfeiture of all monies paid or due under this agreement.

The following is policy for acceptance of exhibits for all meetings of the International Neuropsychological Society (INS), as approved by the INS 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 INS Executive Director. Interpretation of this policy for specific applications, exhibits, or exhibit personnel shall be the responsibility of the Executive Director and/or his/her designated officer(s).

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%.

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 Director. INS reserves the right to refuse applications on concerns of 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 INS. 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 Director 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. EXHIBIT OPERATION. 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.

Canvassing, exhibiting, or distributing advertising matter outside the designated exhibit area is strictly 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 anywhere outside of the designated exhibit area (such as in the convention hotel rooms or hallways) unless approved by the Executive Director in consultation with the convention management of the hotel in advance.
4. 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.

CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS. A MINIMUM OF 1 MILLION DOLLARS IN GENERAL LIABILITY COVERAGE. The following information must be included on the certificate:
ADDITIONAL INSURED: MARRIOTT HOTEL SERVICES, INC, MARRIOTT INTERNATIONAL, INC, CCMH COPLEYS LLC. CERTIFICATE HOLDER: BOSTON MARRIOTT COPLEYS PLACE, 110 HUNTINGTON AVE., BOSTON, MA 02116, PH. 617-236-5800, ATTN: TARA MCMHON, SENIOR EVENT MANAGER

5. FEES AND FACILITIES. The charges for an exhibitor’s booth shall be at the rate of $1000.00 for one booth, or $1700.00 for two booths (all amounts in $USD). The $1000.00 rate entitles the exhibitor 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 $1700.00 rate entitles the exhibitor 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 per booth) 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.

6. TERMS OF PAYMENT. Payment for the total amount must accompany the application and agreement. Applications and agreements received without payment will be returned. All exhibitors’ application fees must be in U.S. currency. Checks are to be made payable to INS (only U.S. checks accepted). Discover, Visa, Diners Club, Master Card, and American Express are also accepted.

7. CANCELLATION POLICY. All cancellations must be received in writing and are subject to a $50 administrative fee. Any cancellations received on or after January 6, 2016 will be refunded minus 50% of the total cost. No refunds available for cancellations received on or after January 27, 2016. Exhibitors who fail to show at the meeting will forfeit all monies paid.

8. SECURITY. INS will provide general hotel security and the exhibit hall will be locked during non-exhibit hours. It is recommended that each exhibitor take the necessary precautions to protect their exhibit space, products and display materials.

10. 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 INS Executive Director.
Advertisement Opportunities

All advertisement applications must include a sample of the ad or item, and are subject to advance approval by INS. INS reserves the right to decline any proposed ad that does not conform to INS standards, principles and ethics. The INS in no way endorses the products, services or source represented in advertisements.

Ad placements are assigned according to the order in which applications are received. Please contact the INS Executive Office to check availability of ad placements.

Meeting Program Advertisements Ads from $500 to $1600

INS offers several ad placements in the official meeting program, including premium cover locations as well as half- or full-page ad spots. Please review all artwork guidelines below prior to submitting ads to INS.

Program advertisements get more views in 2016! The official meeting program will be also available online as a digital archive that can be referred to both before, during and after the Meeting, for months following the Annual Meeting. The printed program is also a critical on-site guide for attendees at the meeting.

Available Placements:
- $1600  Outside back cover (full color, glossy)
- $1300  Inside back cover (full color, glossy)
- $800   Inside program body, full page (B&W)
- $500   Inside program body, ½ page (horizontal only, B&W)

Artwork Specifications:

Deadline: Please submit all program ads to INS@utah.edu by no later than December 28, 2015.

General Guidelines: Please submit ad artwork in BOTH black and white and full color CMYK (unless you have purchased a full color ad). The online program book will feature color ads for all spots.

All artwork and embedded graphics must be in CMYK format—do not use RGB or spot colors. Please submit artwork in high-resolution PDF format, with all fonts supplied separately or embedded in the PDF (as an embedded subset with no compression). Alternatively, Adobe InDesign files may be submitted if all supporting fonts and graphics are embedded or otherwise supplied. We may be able to accept other file formats upon inquiry. Embed only high resolution graphic files (e.g., eps, tif or jpg). For maximum clarity, color and greyscale images must be a minimum of 300 dpi, or a minimum of 600 dpi for B&W images or images that contain line art or text. Do not set any file security.

Cover Ad Guidelines: Artwork cannot exceed dimensions of 8.375” width x 10.75” height. A bleed of 0.125” may be set beyond the finished page size. Please set a minimum safe margin of at least 0.5 inches on all sides and do not include any important logos or copy in the margin space to ensure visibility after trimming and binding. Cover artwork will be printed on 100# coated cover stock (with glossy lamination and CMYK color for outside cover ads, and color ink for inside cover ads).
Meeting App Advertisements $500 up to $2500

Take advantage of digital branding opportunities with the INS mobile meeting app! The app will be available not just for attendees, who will refer to it multiple times daily at the Annual Meeting, but also to INS members who can’t make it to Boston. The app will be available in January 2016, and attendees will be encouraged to download in advance. We are offering a limited number of premium banner ad spots that can link to a customized landing page or your website.

$500  Sponsor Banner on App Home Screen

5 rotating high-visibility banner ads available; each banner ad can be linked directly to your website or an optional landing page with additional details and your URL.

Deadline: All app artwork (including banner ads and optional landing pages) is due January 15, 2016.

General Guidelines: Please contact INS@utah.edu for app artwork specifications.

Conference Bag Flyer Inserts $500 per flyer/$1000 per promotional item

Give every INS Annual Meeting delegate a promotional item: logo-inscribed pens, paper pads, notebooks, flash drives, or more! Insert a flyer or promotional item with your message or logo into every conference bag. Attendees will enjoy using your promotional item during the meeting and then taking it home for year-round use too!

$500  One-page Flyer or Brochure Conference Bag Insert

$1000  One Promotional Item Conference Bag Insert

Deadline: All items must be received by INS at the hotel by Monday morning, February 1, 2016. Special shipping instructions for Conference Bag Inserts will be sent separately.

General Guidelines: Flyer and brochure inserts are limited to one sheet of paper; all other inserts will be considered a promotional item. Promotional items must fit into the conference bags—if necessary, please contact the INS office to check the conference bag size.

Attendee Mailing List $200 per usage

Extend your reach past the Annual Meeting by purchasing the attendee mailing list. The list includes all registered attendees of the 44th Annual Meeting (1800-2000+ anticipated). Mailing lists will be provided in excel format.

Deadline: Sample mailing piece artwork is due a minimum of 2 weeks prior to desired deployment date.

General Guidelines: All mailing list rentals are for one-time use only and may only be used to send material pre-approved by INS. Mailing lists may not be stored or kept (in part or whole) for future uses or altered in any way. Unauthorized uses are subject to additional fees and possible legal action. Additional uses may be rented by contacting the INS office.

Bundle and get more!

Purchase a sponsorship or mobile app banner ad, and receive a 20% discount on your exhibit booth rentals and meeting program ads!
Application Form

All applications must be submitted to INS by December 18, 2015 and accompanied by full payment

Please Submit To INS at:
2319 S Foothill Dr, Ste 260, Salt Lake City, UT 84109
Fax: 801-487-6270
Email ads to INS@utah.edu

*Please contact the INS Executive Office with any questions regarding exhibitor, advertiser and sponsor opportunities, pricing and discounts, or to check ad availability: INS@utah.edu or call 801-487-0475

Your Information:  Date of Application: __________________________

Company Name  
Contact Name  
Mailing Address  
City  
State/Province  
Postal Code  
Country  
Email  
Phone  
Fax  

Please check the appropriate boxes in each section below for each sponsorship, exhibitor, and advertisement opportunity you wish to select. Please provide the total of ALL your selections under “Payment Summary” on the next page.

Selected Sponsorship Opportunities:

INS SPONSORSHIP  Application Due: Fri Dec 18, 2015
☐ $10000 Premier Sponsor Level  ☐ $7500 Major Sponsor Level
☐ $5000 Contributing Sponsor Level  ☐ $2500 Supporting Sponsor Level

Selected Exhibitor Opportunities:

BOOTH SPACE  Application Due: Fri Dec 18, 2015

Important Note: Exhibit hall has an 8-foot ceiling

☐ $1000 One Booth (includes 2 badges—provide attendee names below)
☐ $1700 Two Booths (includes 4 badges—provide attendee names below)
☐ Specify Other # of Booths: _______ (each booth includes 2 badges; provide names below)
☐ # of Additional Badges ($75 each): _______ (max. 2 additional per booth; provide names below)

Please provide attendee names for badges:
(Use a separate page if additional space is needed)

1. __________________________
2. __________________________
3. __________________________
4. __________________________
5. __________________________
6. __________________________
Selected Advertisement Opportunities:

**PROGRAM ADS**

- **Application Due:** Fri Dec 18, 2015
- **Artwork Due:** Mon Dec 28, 2015
- □ Required Sample Included? See page 9 for print ad specifications
- □ $1600  Outside back cover (full color, glossy)
- □ $1300  Inside back cover (full color, glossy)
- □ $800  Inside program body, full page (B&W)
- □ $500  Inside program body, ½ page (horizontal only, B&W)

**MOBILE APP ADS**

- **Application Due:** Fri Dec 18, 2015
- **Artwork Due:** Fri Jan 15, 2016
- □ Required Sample Included? Please contact INS for mobile ad specifications
- □ $500  Sponsor Banner on Home Screen (Rotating)

**BAG INSERTS**

- **Application & Artwork Due:** Fri Dec 18, 2015
- □ Required Sample Included?
- □ $500  Per 1-page Flyer
- □ $1000  Per Promotional Item

**MAILING LIST**

- **Application & Artwork Due:** No later than 2 weeks prior to desired deployment date
- □ Required Sample Included?
- □ $200  Per List Usage

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**Payment Summary:**

- □ Sponsorship or Mobile App Ad Bundle Discount? Check this box if you have selected a Sponsorship or purchased a mobile app advertisement, and we will take 20% off your exhibit booth space and print ads!

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<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Total Cost of Selected Sponsorship Opportunities</td>
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<tr>
<td>Total Cost of Selected Exhibitor Opportunities</td>
<td></td>
</tr>
<tr>
<td>Total Cost of Selected Advertisement Opportunities</td>
<td></td>
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<tr>
<td>Total Amount of Authorized Payment</td>
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**Participant Acceptance:** By submitting your application, you acknowledge that you have read, understood, and agree to abide by all policies and guidelines outlined in this document.

**Payment Options:**

Full payment in US funds—either credit card authorization or check payable to INS—must accompany completed application.

- □ Check/Money Order: Please make checks payable to INS. Please write check #: ____________
- □ Credit Card: All major cards accepted.

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<tr>
<th>Card Number</th>
<th>Expiry (Mo/Yr)</th>
<th>Security Code</th>
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</table>

Cardholder’s Name (as it appears on card): ____________________________________________

Authorized Cardholder’s Signature: _________________________________________________

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**Returned Payment, Cancellation, & No-Show Policy:** All returned check payments are subject to a $30 processing fee. All cancellations must be received in writing and are subject to a $50 administrative fee. Any cancellations received on or after January 6, 2016 will be refunded minus 50% of the total cost. No refunds available for cancellations received on or after January 27, 2016. Exhibitors who fail to show at the meeting will forfeit all monies paid.