The International Neuropsychological Society Invites Your Organization to
Sponsor, Exhibit and Advertise

Engage thousands of cognitive, behavioral and clinical neuropsychologists from around the world at the INS 46th Annual Meeting in Washington DC, February 14-17, 2018. Take advantage of exhibit, advertising and sponsorship opportunities to:

- Showcase your organization’s products, services and knowledge
- Interact with leading scientists and influencers
- Build relationships and brand awareness

Since it began in 1973, the INS Annual Meeting has become one of the premier scientific and educational meeting venues for neuropsychologists from around the world to network and share their research. The INS 46th Annual Meeting has received over 1045 unique abstract submissions, and the INS anticipates 1900-2100 attendees, comprised of some of the world’s leading neuropsychologists, as well as neurologists, neuroscientists, students, and many other specialties - attendees focused on advancing neuropsychology scientific research and its clinical applications.

Marketing opportunities at the upcoming INS Washington DC 2018 Meeting include customizable sponsorship packages, prime exhibit space, interactive mobile app banners, widely distributed conference bag inserts, colorful program advertisements, and more.

*Book now and secure your placement preference!*

New for 2018, conference bag logo! INS Annual Meeting Sponsors benefit from exclusive large placement on 2000 INS Attendee conference bags when ordered by October 31, 2017!

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**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.

**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 up to four days of scientific programming and continuing education workshops. Both meetings are open to members, non-members, professionals and students alike. 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 three years, the Annual Meeting has averaged approximately 2000 attendees per year; the 2100 registrants for the INS 45th Annual Meeting 2017 broke previous attendance records.

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.

**Who Are INS Members?**

Founded in 1967, INS now has more than 4100 active members from more than 60 different countries. INS members represent every U.S. state, including DC, and Puerto Rico, and eight Canadian provinces.

INS members represent 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.
This year marks an exciting new chapter for the International Neuropsychological Society (INS) to examine the status quo of clinical neuropsychology advocacy, education, practice, and research, and begin to lay the foundation for moving toward the next century! Such progressive thinking inspired the 2018 Annual Meeting theme in Washington, DC, which is: Connecting the Present to the Future.

Keynote Speakers for the 2018 conference include: Dr. Michael Kopelman, INS President; Dr. Sarah Lisanby, an internationally recognized neuropsychiatric authority in neuromodulation development and Director of the National Institute of Mental Health’s Division of Translational Research; Dr. Earl Miller, a Fellow of the American Association for the Advancement of Science and global leader on the neural basis of complex executive functions; Dr. Miguel Nicolelis, a pioneer of the brain-machine interface and neuroprosthetics and named as one of 100 Leading Global Thinkers of 2015 by Foreign Policy Magazine; and Dr. Anne-Lise Pitel, Assistant Professor at the Université de Caen Normandie and rising star in Korsakoff’s syndrome diagnostics and treatment.

The Birch Memorial Lecture will be delivered by Dr. Mieke Verfaellie, a leader in cognitive neuroscience who has advanced the understanding of the cognitive and neural bases of various forms of human memory. The second annual Edith Kaplan Memorial Lecture will be delivered by Dr. Vilayanur Ramachandran, a neuroscientist who is world renowned for his research on the neural basis of cognition and language, author of the Tell-Tell Brain: A Neuroscientist’s Quest for What Makes us Human, and according to Time magazine is “one of the most influential people in the world.”

Venue & Accommodations

The 46th Annual Meeting will be headquartered at the Washington Marriott Wardman Park, in the heart of the historic national capital of the USA. Explore nearby Adams Morgan and DuPont Circle neighborhoods, the National Zoo, and Rock Creek Park.

The DC Metro stops just outside the hotel doors, so everything DC has to offer is just a stop or two away.

INS has arranged a special room rate for meeting attendees, starting at just $189 USD per night.

To receive the special INS conference room rate, you must book online by January 19, 2018 at https://aws.passkey.com/e/49122058

Book now to secure your placement preference at INS Washington DC 2018!

Applications & Materials DUE Wednesday, December 13, 2017.

Questions? Please contact the INS Executive Office at INS@utah.edu or by phone at 801-487-0475.
**Sponsorship Packages**

*Book now and ensure your package preference for the INS 46th Annual Meeting!*

Choose the level of sponsorship that is best for your organization from those outlined below, or contact the INS to custom design a sponsorship package that fits your marketing goals.

*Submit your sponsorship reservation and application by Wednesday, December 13, 2017!*

<table>
<thead>
<tr>
<th>Sponsorship Level</th>
<th>Sponsorship Recognition Benefits</th>
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<tbody>
<tr>
<td><strong>Premier Sponsor</strong></td>
<td><strong>$7,500</strong></td>
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</table>
| **$7,500** | • Sponsorship of a Keynote Address or Invited Symposium*  
| | • Exclusive! Large color logo on 2000 attendee conference bags**  
| | • Verbal sponsor acknowledgement during Welcome Speech  
| | • One Exhibit Booth and four registration badges  
| | • Banner ad on INS Mobile Meeting App (rotating)  
| | • Exclusive! Onsite signage highlighting your organization as Keynote Address Sponsor  
| | • Recognition in the INS 2017 print and online program  
| | • Sponsor-recognized lecture video archived and available to all INS Members*  
| | • Logo on sponsor page of the print and online program book  
| | • Two conference bag inserts  
| | • Listing and URL link in the official meeting program book  
| | • Listing and URL link in the official INS mobile meeting app  |
| **Major Sponsor** | **$5,000**  |
| **$5,000** | • Sponsorship of an INS Reception or the INS Student Lounge  
| | • Color logo on 2000 attendee conference bags**  
| | • Verbal sponsor acknowledgement during Welcome Speech  
| | • One Exhibit Booth and two registration badges  
| | • Banner ad on INS Mobile Meeting App (rotating)  
| | • Nearby signage highlighting your organization as the Reception or Student sponsor  
| | • Recognition in the INS 2017 print and online program  
| | • Logo on sponsor page of the print and online program book  
| | • One conference bag insert  
| | • Listing and URL link in the official meeting program book  
| | • Listing and URL link in the official INS mobile meeting app  |
| **Contributing Sponsor** | **$2,500**  |
| **$2,500** | • Be recognized as the Sponsor of an INS Coffee Break  
| | • Recognition as the break’s sponsor in the INS 2017 print and online program  
| | • Nearby signage will highlight your organization as sponsor of the coffee break  
| | • Verbal sponsor acknowledgement during Welcome Speech  
| | • One Exhibit Booth and two registration badges  
| | • Banner ad on INS Mobile Meeting App (rotating)  
| | • Logo on sponsor page of the print and online program book  
| | • One conference bag insert  
| | • Listing and URL link in the official meeting program book  
| | • Listing and URL link in the official INS mobile meeting app  |
Contribute to the INS educational mission, increase market reach and engagement, and enhance appreciation of your organization's brand by becoming an INS 46th Annual Meeting Sponsor. INS sponsors are offered special recognition at the INS Washington, DC 2018 meeting for their support of INS scientific and educational programs, thereby strengthening relationships with neuropsychologists from North America and from around the globe. Sponsorship packages offer cost-effective bundles to reach not only INS meeting attendees, but also INS members.

Sponsorship Packages
Sponsor selections are on a first-come basis. Note: the option to benefit from your logo placement on all INS conference bags needs to be booked by October 31, 2017.

$1000+ Custom Options
Customize your sponsorship! Customize and add value to your marketing plan to reach INS 46th Annual Meeting attendees. Tell us what you want to integrate into your sponsor package, such as:

- Additional On-site signage
- Hourly or Meeting-long Demonstration Space
- Exclusive Attendee Notepads with Your Logo and Message
- INS Website Ads
- INS Member Newsletter Banner Ads

* Educational sponsors provide unrestricted grants to support the educational mission of the INS. All content and speaker selection are solely the responsibility of the INS. Presentation taping is contingent upon speaker’s permission.

** Your 3 color logo placement on attendee conference bags is contingent upon receiving application and logo by October 31, 2017.

INS Washington DC 2018 Application and Art Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline Date/Event</th>
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</thead>
<tbody>
<tr>
<td>Tuesday, October 31, 2017</td>
<td>Book Logo Placement with artwork on 2000 Conference Bags</td>
</tr>
<tr>
<td>Wednesday, December 13, 2017</td>
<td>Advertising and Sponsor Applications Due</td>
</tr>
<tr>
<td></td>
<td>Print Ad Artwork and Sponsor Logo Due</td>
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<tr>
<td></td>
<td>Exhibitor Applications Due (If opting for printed program listing)</td>
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<tr>
<td></td>
<td>Mobile App Artwork Due</td>
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</tbody>
</table>

Please visit the INS website at www.the-ins.org for updated meeting information.

Contact the INS Executive Office at INS@utah.edu or 801-487-0475 with any questions.

Hurry! Premier and Major Sponsor applications received by October 31, 2017 benefit from logo placement on 2000 conference bags.
Exhibitor Opportunities

Exhibit Booth Space

The exhibit hall for the INS 46th Annual Meeting is located in the Washington Rooms on exhibit level B North, Rooms 1-4 at the Washington Marriott Wardman Park. 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. Exhibitors who submit applications by December 13 receive a complimentary listing 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.

$995  One Booth (includes two exhibitor badges for exhibit/meeting admittance†)
  Additional badges may be purchased for $105.00 each (maximum 2 additional badges per booth)

$1695  Two Booths (includes four exhibitor badges for exhibit/meeting admittance†)
  Additional badges may be purchased for $105.00 each (maximum 2 additional badges per booth)

Deadline: (Booths can be ordered through January if there is availability.)
Exhibitor applications sent by Wednesday, December 13, 2017 receive a complimentary listing in the official meeting program book. Exhibit booth location requests are assigned in the order of application and payment receipt.

General Guidelines: Please thoroughly review all of the information in this prospectus regarding INS exhibit space and policies. The contracted exhibit decorator, Freeman, will send your key contact an exhibitor kit with all shipping details. To rent additional tables or other equipment, contact Freeman directly with the contact information provided in the exhibitor kit. Booths are 10 feet by 10 feet, and 8 feet tall. Booth packages include one 6-foot green draped table, two side chairs, and a wastebasket. Each booth will have an 8-foot high plum back drape, 3-foot high plum side dividers, and a 7-inch by 44-inch, one-line identification sign. Additional signage is the responsibility of the exhibitor (signs may be ordered through Freeman). Overnight security will be provided, and the exhibit hall will be locked during non-exhibit hours. No other exhibitor services are provided by INS or the hotel.

† 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 https://www.the-ins.org/meetings/future-ins-meetings/ins-washington-dc-2018/.

Onsite Exhibit Dates Wednesday, February 14 through Saturday, February 17, 2018

<table>
<thead>
<tr>
<th>Exhibitor Move-In</th>
<th>Wednesday February 14, 2018</th>
<th>10 AM - 3 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit Hours</td>
<td>Wednesday February 14, 2018</td>
<td>3 PM - 6 PM  (Optional: Reception 6 PM - 8 PM)</td>
</tr>
<tr>
<td></td>
<td>Thursday February 15, 2018</td>
<td>8 AM - 12 PM and 1 PM - 6 PM</td>
</tr>
<tr>
<td></td>
<td>Friday February 16, 2018</td>
<td>8 AM - 12 PM and 1 PM - 6 PM</td>
</tr>
<tr>
<td></td>
<td>Saturday February 17, 2018</td>
<td>8 AM - 12 PM</td>
</tr>
<tr>
<td>Exhibitor Move-Out</td>
<td>Saturday February 17, 2018</td>
<td>12 PM - 2 PM</td>
</tr>
</tbody>
</table>

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.
INS offers several ad placements in the official meeting program, including premium cover locations as well as half or full-page ad spots. The printed program is a critical on-site guide for attendees at the meeting. The official meeting program will also be available online as a digital archive that can be referred to both before, during and after the meeting, for months following the Annual Meeting. Ad placements are assigned according to the order in which applications are received. Please review all artwork guidelines below prior to submitting ads to INS.

**Available Placements:**

- **$1600** Outside back cover (color, glossy)
- **$1300** Inside back cover (color, glossy)
- **$1100** Inside program, full page (color)
- **$600** Inside program body, half page (horizontal only, color)

**Deadline:** All meeting print program artwork is due Wednesday, December 13, 2017.

**General Guidelines:** The INS office will send detailed artwork specifications.

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**Meeting Program Advertisements**

**Meeting App Advertisements**

**$500**

*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 Washington, DC. The app will be available in January 2018 and attendees are 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.

**Banner Ad on App Home Screen**

**$500**

*Five 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 Wednesday, December 13, 2017.

**General Guidelines:** The INS office will send detailed mobile 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! 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.

- **$500** One-page Flyer or Brochure Conference Bag Insert
- **$1000** One Promotional Item Conference Bag Insert

**Deadline:** All items must be shipped to the hotel and received by INS at the hotel by Monday morning, February 12, 2018.

**General Guidelines:** Special shipping instructions for Conference Bag Inserts will be sent separately.

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**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 46th Annual Meeting (1900-2100 anticipated). Mailing lists will be provided in excel format.

**Deadline:** Application, payment and the sample mailing piece artwork are 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.
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), by the deadlines. Send applications and payments to INS by email, fax or mail.

Email: INS@utah.edu
Mail: 2319 S Foothill Drive, Ste 260, Salt Lake City, UT 84109
Fax: 801-487-6270

### Application Form

**YES! We want to participate in the INS 46th Annual Meeting in Washington DC 2018.**

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), by the deadlines. Send applications and payments to INS by email, fax or mail.

Email: INS@utah.edu
Mail: 2319 S Foothill Drive, Ste 260, Salt Lake City, UT 84109
Fax: 801-487-6270

**PAYER CONTACT:**

<table>
<thead>
<tr>
<th>Company Name &amp; Contact</th>
<th>Date of Application: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>City, State/Province</td>
<td>Postal Code</td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Email</td>
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<tr>
<td>Phone</td>
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<td>Fax</td>
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</table>

**KEY CONTACT for this application (if different from above):**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Email</td>
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<tr>
<td>Phone</td>
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**LISTING Information:**

<table>
<thead>
<tr>
<th>Sales Contact</th>
<th>Fax</th>
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<tbody>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td></td>
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<tr>
<td>Phone</td>
<td></td>
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<tr>
<td>Fax</td>
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**Select a Sponsorship Package:**

**INS Sponsorship**

- $7,500 Premier Sponsor Level
- $5,000 Major Sponsor Level

**Application Due: Tuesday, October 31, 2017**

- **Application Due: Wednesday, December 13, 2017**
  - $2,500 Contributing Sponsor Level

**Select Exhibitor Opportunities:**

**Booth Space**

**Application Due: Wednesday, Dec 13, 2017 to be included in printing book.**

- $995 One Booth (includes 2 badges—provide attendee names below)
- $1,695 Two Booths (includes 4 badges—provide attendee names below)
- Specify Other # of Booths: ________ (each booth includes 2 badges; provide names below)
- # of Additional Badges ($105 each): ________ (max. 2 additional per booth; provide names below)

**Please provide attendee names for badges:**

(1) ____________________________________________
(2) ____________________________________________
(3) ____________________________________________
(4) ____________________________________________
(5) ____________________________________________
(6) ____________________________________________

(Use a separate page if additional space is needed)
Select Advertisement Opportunities:

**PROGRAM ADS**
Application and Artwork Due: Wednesday December 13, 2017
- Required Sample Included? See page 7 for print ad specifications
- $1600 Outside back cover (color, glossy)
- $1300 Inside back cover (color, glossy)
- $1100 Inside program, full page (color)
- $600 Inside program body, half page (horizontal only, color)

**MOBILE APP ADS**
Application Due: Wednesday December 13, 2017
Artwork Due: Wednesday December 13, 2017
- Required Sample Included? Please contact INS for mobile ad specifications
- $500 Banner Ad on Home Screen (Rotating)

**BAG INSERTS**
Application & Sample Due: Wednesday December 13, 2017
- Required Sample Included?
- $500 Per 1-page Flyer
- $1000 Per Promotional Item

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

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

  ____________ Total Cost of Selected Sponsorship Opportunities
  ____________ Total Cost of Selected Exhibitor Opportunities
  ____________ Total Cost of Selected Advertisement Opportunities
  ____________ Total Amount of Authorized Payment

**Participant Acceptance:** By submitting your application, you acknowledge that you have read, understood, and agree to abide by all INS 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. Please enter all card details below.

Card Number: ____________ Expiry (Mo/Yr): ____________ Security Code: ____________

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

Authorized Cardholder’s Signature: _______________________________________________________________________

**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 8, 2018 will be refunded minus 50% of the total cost. No refunds available for cancellations received on or after January 19, 2018. Exhibitors who fail to show at the meeting will forfeit all monies paid.
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, advertising, 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. ONSITE BOOKS AND PRODUCTS. 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%.

2. EXHIBIT CONTENT. Exhibits and advertisements 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 advertisements, 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.

3. ADVERTISEMENT CONTENT. All advertisement content is 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.

4. 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.

5. 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.
6. EXHIBIT LIABILITIES 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.

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor’s activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

7. EXHIBITOR FEES AND FACILITIES. The charges for an exhibitor's booth shall be at the rate of $995.00 for one booth, or $1695.00 for two booths (all amounts in $USD). The $995.00 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 $1695.00 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 $105.00 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.

8. 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.

9. CANCELLATION POLICY. All cancellations must be received in writing and are subject to a $50 administrative fee. Any cancellations received on or after January 8, 2018 will be refunded minus 50% of the total cost. No refunds available for cancellations received on or after January 19, 2018. Exhibitors who fail to show at the meeting will forfeit all monies paid.

10. EXHIBIT 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.

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

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

Thank you for participating in the upcoming INS 46th Annual Meeting! 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