Dear Exhibitor and/or Sponsor,

We welcome your support at the 49th Annual Division for Planetary Sciences. The Utah planetary science community is very excited to welcome us. The conference will be held 15-20 October 2017 in Provo, Utah. We are pleased that you are considering participating this year in what is sure to be a particularly exciting and well-attended meeting.

<table>
<thead>
<tr>
<th>Meeting Location</th>
<th>Utah Valley Convention Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Dates</td>
<td>15 - 20 October 2017 (Exhibits Open Monday-Thursday)</td>
</tr>
<tr>
<td>Booth Early Deadline</td>
<td>7 July 2017</td>
</tr>
<tr>
<td>Booth Final Deadline</td>
<td>31 July 2017</td>
</tr>
<tr>
<td>Meeting Website</td>
<td>aas.org/meetings/dps49</td>
</tr>
<tr>
<td>Hotel Reservations</td>
<td>aas.org/meetings/dps49/travel_and_lodging</td>
</tr>
</tbody>
</table>

This prospectus includes information needed to reserve your exhibit space or become a sponsor. The Exhibitor Service Kit will be sent to you from Arata Expositions in August. Exhibit space will be reserved on a first-come, first-served basis.

Please remember the importance of booking within the DPS hotel room block. Rooms will fill up quickly!

If you have any questions, please contact Debbie Kovalsky at exhibits@aas.org or 202-328-2010 x110.

We look forward to seeing you in Provo!

Jani Radebaugh, Brigham Young University
DPS 49 - 2017 Local Organizing Committee Chair

Denise Stephens, Brigham Young University
DPS 49 - 2017 Local Organizing Committee Co-chair

David O’Brien, Planetary Science Institute
DPS 49 - 2017 Science Organizing Committee Chair
## Exhibit Show Schedule*

<table>
<thead>
<tr>
<th></th>
<th>Move-In/ Move-Out</th>
<th>Exhibit Hall Hours</th>
<th>Coffee/Snacks In Exhibit Hall</th>
<th>Poster Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sunday 15 Oct</strong></td>
<td>1:00 pm–5:00 pm <em>Setup</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Monday 16 Oct</strong></td>
<td>9:00 am–6:00 pm</td>
<td>10:00–10:30 am</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td><strong>Tuesday 17 Oct</strong></td>
<td>9:00 am–6:00 pm</td>
<td>10:00–10:30 am</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday 18 Oct</strong></td>
<td>9:00 am–6:00 pm</td>
<td>10:00–10:30 am</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td><strong>Thursday 19 Oct</strong></td>
<td>6:00 pm <em>Teardown</em></td>
<td>9:00 am–6:00 pm</td>
<td>10:00–10:30 am</td>
<td>Daily</td>
</tr>
</tbody>
</table>

*Times are subject to change as the scientific program is refined.

## Posters

Presenters will hang their posters for the four days of the meeting (Monday–Thursday).

## Exhibit Hall Events

- Coffee Breaks, Daily, 10:00–10:30 am
- Afternoon Snacks, Daily, 3:30–4:30 pm
- Poster Sessions, Daily to be determined.

## Other Exhibiting Options

- **Shared Book Exhibit**
  - Publishers can display up to six titles at a communal display located in the exhibit hall.
- **Handout Station**
  - Non-attending institutions can arrange for a public display of handouts and a table top or easel display.
- **Stand-up Banner Display**
  - Non-attending institutions can arrange for a public display of a stand-up/pop-up banner or meter board.

For pricing and other options, please contact Debbie Kovalsky at exhibits@aas.org or 202-328-2010 x110.
DPS 49 Exhibit Pricing Structure

**Platinum Exhibitor - $10,000**
- Platinum Exhibitor recognition
- 10’x30’ booth row
- Three complimentary full registrations
- Unlimited complimentary Exhibit Hall registrations (no access to oral sessions)
- Premium location in Exhibit Hall
- Prominent acknowledgement on meeting signage and website
- Prominent acknowledgement in pre- and post-meeting email blasts
- Prominent acknowledgement onsite in printed meeting program and during chair’s remarks
- Two 8-foot draped tables & Six Chairs
- Insert in meeting packet
- One afternoon snack setup in front of your exhibit booth

**Gold Exhibitor - $7,500**
- Gold Exhibitor recognition
- 10’x20’ booth
- Two complimentary full registrations
- Four complimentary Exhibit Hall registrations (no access to oral sessions)
- Premium location in Exhibit Hall
- Prominent acknowledgement on meeting signage and website
- Prominent acknowledgement in pre- and post-meeting email blasts
- Prominent acknowledgement onsite in printed meeting program and during chair’s remarks
- One 8-foot draped tables
- Two Chairs
- One insert in meeting packet
- One afternoon snack setup in front of your exhibit booth

**Silver Exhibitor - $5,000**
- Silver Exhibitor recognition
- 10’x10’ Booth
- Two complimentary full registrations
- Four exhibit hall registrations (no access to oral sessions)
- Prime location in Exhibit Hall
- Prominent acknowledgement on meeting signage and website
- Prominent acknowledgement in pre- and post-meeting email blasts
- Prominent acknowledgement onsite in printed meeting program and during chair’s remarks
- One 8-foot draped tables
- Two chairs

**Exhibitor - $2,500**
- 10’x10’ Booth
- Two complimentary full registrations
- Four exhibitor only registrations (no access to oral sessions)
- Acknowledgement on Meeting Signage

**Unstaffed Table Top Display - $1,500**

Additional Adjacent 10x10 Booths are available at $1,000
**DPS 49 Exhibit Space Reservation Form**

**To Reserve Your Space**
- Complete the reservation form
- Payment should accompany the application
- Return from to exhibits@aas.org or Fax to 202-234-7850
- Booths confirmed by 31 July 2017 will be included in Meeting Program.

Organization: ____________________________________________________________

Contact Person: ___________________________ Email: ________________________

Address: __________________________________________________________________

City: ___________________________ State: ___________ Zip code: ___________

Phone: ___________________________ Fax: ___________________________

Email: ___________________________ Website: ___________________________

Exhibit Booth/Sponsor Sign Name: __________________________________________

**Booth Type (see previous page for descriptions):**

- Platinum Exhibitor - $10,000
- Gold Exhibitor - $7,500
- Silver Exhibitor - $5,000
- Exhibitor - $2,500
- Unstaffed Table Top Display - $1,500
- Extra 10x10 Booth Space - $1,000
  Total 10x10 Booth Spaces Required: ______

**Payment Options:**

Amount Due: _________________

- Visa  -  MasterCard  -  American Express  -  Check Number: _______________

Credit Card Number: ___________________________ Exp. Date: _______________

Signature: ___________________________ Date: ______________________

Print Name: __________________________________________________________________

**Return this form and payment to:**
Debbie Kovalsky - DPS 49 Exhibits, 1667 K Street, NW, Washington, DC 20006 or Fax: 202-234-7850 or Email: exhibits@aas.org
DPS 49 Exhibit Rules

Definition
The words “Exhibit Management” as used herein refer to the Division for Planetary Sciences (DPS).

Exhibitor Registration
Exhibitors are entitled to both Full Complimentary Registration and Exhibit Hall passes based on the level of exhibit booth reservations as indicated in the Exhibit Pricing Structure on page 3. Each exhibitor must wear an official exhibitor’s identification badge.

Housing/Hotel
Exhibitors are responsible for making their own travel and housing arrangements. Discounted sleeping room rates have been negotiated at the Provo Marriott Hotel & Conference Center. Reservations should be made directly through the hotel.

Arrangement of Exhibits
All exhibits must be arranged without obstructing the general view or hiding other exhibits. Backgrounds (including signs) must be no more than 8 feet in height. Height restrictions are more flexible with island booths. Material extending into the exhibit area by more than 3 feet from the back wall cannot exceed 3 feet in height. No partitions other than the side rails will be allowed, unless specifically approved by Exhibit Management. Exposed, unfinished sides of exhibit backgrounds must be draped to present an attractive appearance. Exhibit Management may (at the exhibitor’s expense) direct revisions of any exhibit that does not comply with the above guidelines. Exhibit booths may only be used in a straight line or in an island style as it appears on the floor plan.

Location/Layout of Exhibits
At all times, Exhibit Management reserves the right to alter the location and/or layout of the exhibits in the best interests of the overall exhibition and meeting.

Installation/Dismantling
Exhibits must be completely installed at least two hours prior to the opening of the show. Exhibit Management reserves the right to re-assign any space not installed at that time. No packing or dismantling of exhibits will be permitted prior to the official closing of the exhibition, and there will be a $300 fine for any exhibitor dismantling prior to the closing of the show. Setup begins Sunday, 15 October 2017 from 1:00 pm—5:00 pm. Teardown occurs on Thursday, 19 October 2017 from 6:00 pm—8:00 pm.

Official Service Contractor
Arata Expositions, Inc. is the official service contractor. The Exhibit Show Executive is Christine Dietz, 301-921-0800. Please contact her for pricing information. Exhibit Kits and other important information will be sent to the primary exhibit contact listed on the DPS exhibit space reservation form (page 4).

General Conduct of Exhibitors
All materials and activities must be confined to the limits of the exhibit booth(s) and may not impede traffic or interfere with other exhibits. Furthermore, all of the following practices are expressly prohibited: the promotion of products or services other than the exhibitor’s, excessive noise that would interfere with other exhibitors, the storage or use of flammable or explosive materials (or any substance prohibited by local laws or insurance carriers), the operation of x-ray equipment, the soliciting of participation in surveys or any other harassment of attendees, the use of live animals, the solicitation of business by anyone other than the representatives of exhibiting organizations, and the publicizing or conducting of any activities that would attract attendees away from the exhibition during exhibit hours.
Occupancy of Booths
We request that all exhibit booths be staffed during the advertised show hours, but we leave it up to the discretion of the exhibitor.

Rejection & Penalties
Exhibit Management reserves the right to refuse any applicant for exhibit space, as well as the right to restrict or evict any exhibit that, in the opinion of Exhibit Management, detracts from the general character of the exhibition. This reservation applies to displays, printed matter, promotional materials, noise, personal conduct, and method of operation. In the event of such restrictions or eviction, Exhibit Management will not be liable for any refunds or other exhibit expenses.

Insurance
Exhibitors are urged to take out a portal-to-portal rider on their own insurance policy, usually available at a nominal cost, to protect against loss through theft, fire, damage, etc. Exhibitors are responsible for their equipment and property. The exhibit area will be monitored and secured, but DPS does not guarantee nor protect the exhibitor against loss of any kind. Each party agrees to be responsible for its own property through insurance or self-insurance; exhibitors shall hold harmless DPS for any and all damage caused by theft and those perils normally covered by fire and extended coverage policy.

Liability
The exhibitor agrees to assume all responsibilities for any damage to the exhibit area. The exhibitor also expressly indemnifies and holds harmless DPS, the show’s official service contractor, and any other agents of Exhibit Management from any and all liability that may ensue from accidents, injuries, damage by fire, loss or theft of property, or any other cause. Security guards will be provided; however, the exhibitor retains sole responsibility for his/her own exhibit materials. In the event that the exhibition is canceled, the liability of Exhibit Management shall be limited to the monies paid by the exhibitor as exhibit booth rental, less a proportionate share of all expenses incurred by Exhibit Management for the exhibition.

Subletting of Space
No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted without the knowledge and written consent of Exhibit Management.

Payment Terms
Checks and credit cards are accepted. Exhibit Fees should be made payable to the Division for Planetary Sciences, 1667 K Street, NW, Washington, DC 20006. Questions regarding exhibits and/or rates should be directed to Debbie Kovalsky, Exhibit Coordinator, 202-328-2010 x110 or exhibits@aas.org.

Cancellations
After a signed contract has been received, cancellations prior to 31 July 2017 will be liable for a penalty of $500 per booth reserved. Exhibitors cancelling after 1 August 2017 will be liable for the total booth fees. All cancellations must be submitted in writing.
Sponsorship Program

The DPS Leadership and Local Organizing Committee depend on generous financial contributions through sponsorships to provide the best annual meeting. Your organization’s commitment to become a sponsor has mutual benefits for and the DPS.

We can customize a package for your organization to fit your needs. There are several naming opportunities including: mobile app, meeting program handout, daily coffee breaks, afternoon snacks, badges and lanyards, registration handout, charging stations, and more! Sponsors will receive recognition on the website, mobile app, program, signage and pre-meeting promotions.

Please submit this form to exhibits@aas.org to becoming a sponsor of the DPS 48 / EPSC 11 Meeting.

Organization __________________________________________________________

Contact Person: _____________________________ Email: _____________________________

Address: __________________________________________________________________

City: _____________________________ State: _________ Zip code: ______________________

Phone: _____________________________ Fax: _____________________________

Email: _____________________________ Website: _____________________________

Sponsor Sign Name: _________________________________________________________

Sponsor Level Budget:

☐ Benefactor - $7,500  ☐ Underwriter - $5,000
☐ Partner - $3,000  ☐ Friend - $2,000
☐ Other, specify: ___________________________________________________________

Payment Options:

Amount Due: ________________

☐ Visa   ☐ MasterCard   ☐ American Express   Check Number: ________________

Credit Card Number: _____________________________ Exp. Date: ________________

Signature: _____________________________ Date: ________________________

Print Name: ____________________________________________