

50th ANNUAL DIVISION FOR PLANETARY SCIENCES

21 – 26 October 2018 • Knoxville, Tennessee

Exhibitor and Sponsor Prospectus

Dear Exhibitor and/or Sponsor,

We welcome your support at the 50th Annual Division for Planetary Sciences. The Tennessee planetary science community is very excited to welcome us. The conference will be held 21-26 October 2018 in Knoxville, Tennessee. We are pleased that you are considering participating this year in what is sure to be a particularly exciting and well-attended meeting.

Meeting Location

Knoxville Convention Center

Meeting Dates

21 - 26 October 2018 (Exhibits Open Monday-Thursday)

Booth Early Deadline

6 July 2018

Booth Final Deadline

31 July 2018

Meeting Website

aas.org/meetings/dps50

Hotel Reservations

aas.org/meetings/dps50/travel_and_lodging

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 Knoxville!

Josh Emery, University of Tennessee
DPS 50 - 2018 Local Organizing Committee Chair

Devon Burr, University of Tennessee
DPS 50 - 2018 Science Organizing Committee Chair

Exhibit Show Schedule*

	Move-In/ Move-Out	Exhibit Hall Hours	Coffee/Snacks In Exhibit Hall	Poster & iPoster Sessions
Sunday 21 Oct	1:00 pm–5:00 pm <i>Setup</i>			
Monday 22 Oct		9:00 am–6:00 pm	10:00–10:30 am 3:30–4:00 pm	Daily
Tuesday 23 Oct		9:00 am–6:00 pm	10:00–10:30 am 3:30–4:00 pm	Daily
Wednesday 24 Oct		9:00 am–6:00 pm	10:00–10:30 am 3:30–4:00 pm	Daily
Thursday 25 Oct	6:00 pm <i>Teardown</i>	9:00 am–6:00 pm	10:00–10:30 am 3:30–4:00 pm	Daily

*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 & iPoster 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 50 Exhibit Pricing Structure

Platinum Exhibitor - \$10,000

- Platinum Exhibitor recognition
- 10'x30' booth row
- Three complimentary full registrations
- Unlimited complimentary exhibit hall booth staff badges (no access to oral sessions)
- Premium location in exhibit hall
- Prominent acknowledgement on meeting signs and website
- Prominent acknowledgement in pre- and post-meeting email blasts
- Prominent acknowledgement onsite in printed meeting program and during chair's remarks
- Two 6-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 booth staff badges (no access to oral sessions)
- Premium location in exhibit hall
- Prominent acknowledgement on meeting signs and website
- Prominent acknowledgement in pre- and post-meeting email blasts
- Prominent acknowledgement onsite in printed meeting program and during chair's remarks
- One 6-foot draped tables
- Two Chairs
- One insert in meeting packet
- One afternoon snack setup in front of your exhibit booth

Silver Exhibitor - \$5,000

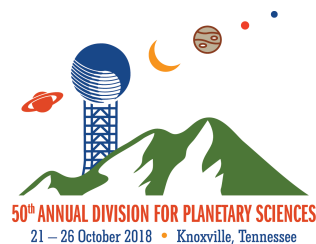
- Silver Exhibitor recognition
- 10'x10' Booth
- Two complimentary full registrations
- Four complimentary exhibit hall booth staff badges (no access to oral sessions)
- Prime location in exhibit hall
- Prominent acknowledgement on meeting signs and website
- Prominent acknowledgement in pre- and post-meeting email blasts
- Prominent acknowledgement onsite in printed meeting program and during chair's remarks
- One 6-foot draped tables
- Two chairs

Exhibitor - \$2,500

- 10'x10' Booth
- Two complimentary full registrations
- Four complimentary exhibit hall booth staff badges (no access to oral sessions)
- Acknowledgement on meeting signs
- *Additional adjacent 10'x10' booth space is available for \$1,000*

Unstaffed Table Top Display - \$1,500

DPS 50 Exhibit Space Reservation Form



To Reserve Your Space

- Complete the reservation form
- Payment should accompany the application
- Return from to exhibits@aes.org or Fax to 202-234-7850
- Booths confirmed by **31 July 2018** will be included in Meeting Program.

Organization _____

Contact Person: _____ Email: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Fax: _____

Website: _____ Twitter: _____

Exhibit Booth Sign Name: _____

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

- ☐ Platinum Exhibitor (10'x30'++) - \$10,000
 - ☐ Gold Exhibitor (10'x20'++) - \$7,500
 - ☐ Silver Exhibitor (10'x10'++) - \$5,000
 - ☐ Exhibitor (10'x10') - \$2,500
 - ☐ Unstaffed Table Top Display - \$1,500
 - ☐ Extra 10'x10' Booth Space - \$1,000
- Total 10'x10' 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 50 Exhibits, 1667 K Street, NW, Washington, DC 20006 or Fax: 202-234-7850 or
Email: exhibits@aes.org

DPS 50 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 **Hilton Knoxville Hotel**. 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 \$600 fine for any exhibitor dismantling prior to the closing of the show.** Setup begins Sunday, 21 October 2018 from 1:00 pm–5:00 pm. Teardown occurs on Thursday, 25 October 2018 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.

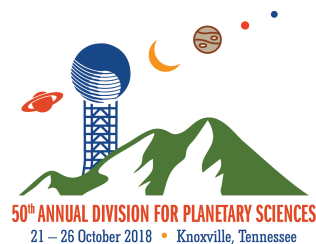
Payment Terms

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, Director of Exhibits, 202-328-2010 x110 or exhibits@aadp.org.

Cancellations

After a signed contract has been received, cancellations prior to 31 July 2018 will be liable for a penalty of \$500 per booth reserved. Exhibitors cancelling after 1 August 2018 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 Division for Planetary Sciences.

Naming opportunities provide weeklong exposure for your organization. We can customize a package for your organization to fit your needs. There are several naming opportunities including: mobile app, opening reception, 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, signs and pre-meeting promotions.

Please submit this form to exhibits@aaas.org to becoming a sponsor of the DPS 50 Meeting.

Organization _____

Contact Person: _____ Email: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Fax: _____

Website: _____ Twitter: _____

Sponsor Sign Name: _____

Sponsor Level Budget:

- ☐ Sustainer - \$10,000 +
- ☐ 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: _____