Intersociety Meeting:
The Integrative Biology of Exercise VII
Hyatt Regency Phoenix, Phoenix, AZ • November 2-4, 2016

Exhibitor Prospectus
Application Deadline: September 1, 2016

the-aps.org/exercise
Exhibitor Prospectus

Exhibit Overview

The 2016 APS Intersociety Meeting entitled: The Integrative Biology of Exercise VII is a collaboration between two societies, the American Physiological Society (APS), and the American College of Sports Medicine (ACSM) who share the same interest in exercise physiology.

This exciting meeting on exercise physiology occurs every four years and attracts scientists and students from around the globe. The Integrative Biology of Exercise VII meeting would be an excellent program to showcase your related product or service to the scientists who have the purchasing power for their labs.

Presentation of Products or Services

The purpose of the exhibit program is to further the education of the researcher. The exhibits must be of an educational character. They must emphasize instruments, products or services for use in teaching and research, books or other publications in scientific fields of relevance to the interests of the member, or directly convey scientific research findings in those areas of science represented. To assist registrants who are interested in securing more information following the meeting about equipment, supplies, and materials displayed by the exhibitors, each exhibiting company’s full address will be listed in the official meeting program.

Space Assignment

Space assignment will be made on a first-come/first-served basis, with priority given to meeting sponsors. Whenever possible, space will be allotted according to the exhibitor’s choice, but final arrangements will be determined by the Exhibit Management in a way that produces the most advantageous grouping of the exhibits. Exhibit Management shall have no liability if the space location assigned is not as requested.

A 50-word description of products and services to be displayed in your booth must be submitted via email no later than September 1, 2016 to insure that the description of your booth is included in the official meeting program.

Meeting Decorator and Service Kit

The official meeting decorator for the 2016 APS Intersociety Meeting: The Integrative Biology of Exercise VII is Brede. Exhibitor service kits will be will be emailed to each confirmed exhibitor in July. A complete set of forms for ordering furniture, carpeting, electricity, and drayage information will be included in the kit. Exhibitors are urged to take advantage of ordering items for their booth before the meeting begins, as on-site orders are substantially more expensive and may be unavailable.

Installation of Exhibits

Set-up: Wednesday, November 2, 2016, from 12:00 PM – 6:00 PM

A labor crew will be available on set-up day in accordance with advance orders. Exhibitors are urged to order in advance all services required. A complete set of service forms will be forwarded to each exhibiting company.

All exhibit material must be unpacked by 6:00 PM on Wednesday, November 2, 2016, to permit the removal of empty crates and cartons from the exhibit area. Any exhibit not unpacked by this time will be placed in storage and can be returned only after the exhibits close on the first day of exhibiting, or may be ordered set-up by the Exhibit Management and the cost charged to the exhibitor. No refuse, such as empty cartons, may be placed in the aisles after the final sweeping of the aisles in the exhibit area.
Official Exhibit Hours

Thursday, November 3  5:15—7:15 PM
Friday, November 4  1:00—3:00 PM

As a courtesy to the participants and your fellow exhibitors, it is requested that you open your exhibit on time each day and staff it throughout the exhibit hours until the scheduled closing hour. Deliveries or removal of equipment must be made before or after exhibit hours. A pass must be obtained from Exhibit Management to remove any material or equipment prior to 3:30 PM on Friday, November 4. Once the exhibit area opens on Thursday, November 3, nothing may be removed until the exhibit is officially closed at 3:30 PM on Friday.

Dismantling of Exhibits

Friday, November 4, from 3:30 – 6:00 PM

No packing of equipment, literature, etc. or dismantling of exhibits will be permitted until the official closing time. Violators will not be invited to exhibit at future meetings. All exhibits must be packed by 6:00 PM, Friday, November 4, 2016. IMPORTANT: To avoid any damage to your equipment, please remain at your exhibit until crates are delivered and labor is available. There will be no security personnel available at the meeting. Exhibitors are responsible for securing their exhibit equipment each day. The participating Societies, Exhibit Management (APS), the Hyatt Regency Phoenix and Brede cannot assume any responsibility for loss of, or damage to, exhibits, equipment, personal belongings, etc.

Enforcement of Rules

By applying for exhibit space, an exhibitor agrees to adhere to all conditions and regulations outlined in this brochure. Conformity with these Rule and Regulations will be monitored by Exhibit Management.

Each exhibitor is granted nothing more than a terminable license to exhibit, subject to all the rules herein. If it is decided that an exhibitor has failed to comply with any rule, the license may be terminated and the exhibit closed without any notice. In all interpretations of the Rules and Regulations, Exhibit Management’s decision is final.

Indemnification

Exhibitor assumes responsibility and agrees to indemnify and defend the sponsoring Societies, Exhibit Management (APS), the Hyatt Regency Phoenix, and Brede and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises.

Furthermore, the Exhibitor understands that neither the APS nor the Hyatt Regency Phoenix maintain insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance.

General Conduct of Exhibits

The following practices are prohibited:

- Noisy electrical or other mechanical apparatus interfering with other exhibitors or attendees.
- Operation of x-ray equipment.
- Canvassing or distributing any material outside the exhibitor’s own space.
- Subleasing of exhibit space.
- The use of billboard advertisements and/or the display of signs outside the exhibit hours.
- Publicizing and/or maintaining any extracurricular activities, inducements, demonstrations or displays away from the exhibit area during exhibit hours.
- Photographing, video taping, or examining another exhibitor’s equipment without permission.
- The use of magicians, fortune tellers, dancers, puppets, or other entertainment of this nature.
- Entry into another exhibitor’s booth without permission.
- Dismantling exhibits and leaving before the official exhibit closes at 3:30 PM on Friday, November 4.
- Exhibitors are requested to staff their exhibits with personnel attired in a manner consistent with the decorum of the meeting and knowledgeable in the products and policies of the company.
- The use of live animals.
- Volatile or flammable liquids, substances, or material.

Relevant portions of the foregoing prohibited practices are applicable to non-exhibitors at all times. Non-exhibitors may not solicit business from scientific registrants or companies exhibiting.

The use of open audio systems is discouraged. Requests to use an open audio system must be approved by Exhibit Management and the exhibitor must agree to discontinue use if the sound level is deemed to be objectionable to the registrants or adjacent exhibitors.
Cancellation of Exhibit Space

Notification of an exhibitor’s decision to cancel must be made in writing. The effective date of space cancellation will be in the date on which written notice is received by Exhibit Management.

Exhibitors who cancel between 31 and 60 days prior to the first date of the meeting will be assessed a $100 cancellation fee. The rest of the payment will be refunded via check to the company. Exhibitors who cancel 30 days or less from the first date of the meeting will forfeit the full cost of the booth space.

Exhibit Fee

Each 8’x10’ booth costs $1,000. Included in the fee is one 6’ skirted table, 2 chairs, 1 wastebasket, and 2 complimentary exhibitor registrations.

Exhibitor Registration

Each confirmed exhibitor will receive two (2) complimentary registrations per booth. Please indicate the name of the representative(s) and the company name exactly how you would like it to appear on the exhibitor application form. Additional representatives must register as a non-member for the meeting. Exhibitor registrations do not include entrance to the scientific symposia, opening reception, or the closing banquet.

Floor Plan

Please see page 5 for booth choice. Please see Space Assignment for further details.

Exhibitor Application Form

To download an exhibit application form, please visit the-aps.org/exercise.

Ready to sign up and exhibit at the 2016 Intersociety Meeting: The Integrative Biology of Exercise VII? Follow these easy instructions to get your company or institution promoted at this meeting.

Complete the attached form.*
Mail, fax, or email your completed sponsorship application and payment to the APS Meetings Department.*

*Required Information

Frequently Asked Questions

What is the deadline for signing up for an exhibit booth?
The deadline for signing up for an exhibit booth is September 1, 2016. Any exhibit application received after this date will be acknowledged in the meeting addendum.

Where should I mail my sponsorship application form and payment?
Mail your completed form and payment to APS, Meetings Department, 9650 Rockville Pike, Bethesda, MD, 20814-3991, USA.

Does APS accept purchase orders for ordering an exhibit booth?
APS does not accept purchase orders for ordering an exhibit booth. Please pay by check or by credit card.

What types of payment does APS accept?
APS accepts checks payable in U.S. Dollars, which can be drawn on a U.S. bank. Please make check payable to The American Physiological Society. APS also accepts Visa, MasterCard, and American Express credit cards.

What is the APS federal tax ID number?
The APS federal tax ID number is: 53-0204660.

Does the cost of the exhibit booth include electricity and Internet connection?
The cost of the exhibit booth does not include the use of electricity and Internet connection. These are purchased separately through the Official Meeting Decorator.

As an exhibitor, can I open my booth during coffee breaks and lunch to attendees?
Yes, an exhibitor at their own discretion can open their booth during unofficial show hours such as coffee and lunch breaks.

Need more information?
Visit: the-aps.org/exercise • Email: meetings@the-aps.org • Tel: 301-634-7971
APPLICATION FOR EXHIBIT SPACE
APPLICATION DEADLINE—SEPTEMBER 1, 2016

Applications Accepted on a First-Come/First-Served Basis
Fax Completed Forms to 301.634.7264, email to meetings@the-aps.org, or mail to
APS Meetings Department, 9650 Rockville Pike, Bethesda, MD 20814-3991 (USA)

Contact Information: Please complete all sections.
Name: ____________________________________________
Email: ____________________________________________
Telephone: __________________ Fax: __________________
Company/Institution: ______________________________
Address: ________________________________________
City: __________________ State: ______ Zip Code: _______ Country: __________________

Exhibit Representatives: Please list clearly the names of the representatives who will be at the meeting. Please note that each
booth receives two complimentary registrations. Additional representatives must register as a non-member for the meeting.
Name: ____________________________________________ Name: __________________

Principle Products to be Displayed: Briefly list the product(s) and/or service(s) that are going to be displayed at the booth.
____________________________________________________________________________
____________________________________________________________________________

Note: Upon arrival of your exhibit application, a 50-word description of product(s) and/or service(s) to be displayed in your booth must be
submitted via email to meetings@the-aps.org by September 1, 2016. The description of product(s) and/or service(s) will be included in the
Meeting Program that is provided to all meeting attendees.

☐ I have enclosed my 50-word description of the product(s) and/or service(s) that will be displayed in the booth.

Booth Choice: Please select up to three choices for your booth location. APS does not guarantee that your first choice will be
accommodated. Booths are assigned on first-come/first-served basis. Please enter booth number from the floor plan.
Booth: _______ Booth: _______ Booth: _______

Payment: Please indicate your payment choice. All checks must be made payable to the American Physiological Society.
☐ Check ☐ MasterCard ☐ VISA ☐ American Express Amount to Charge: $_______
Credit Card Number: ____________________________ Expiration Date: __________________
Cardholder Signature: ___________________________ Print Name: __________________

Terms of Exhibiting: Please read the terms of exhibiting at the 2016 APS Intersociety Meeting, and once you agree, check the box.
☐ We are enclosing this exhibit application and payment of $1,000 for each 8’x10’ booth requested. We agree to abide by the rules
pertaining to the Presentation of Products and Services which state in keeping with educational purpose of the exhibit program, sales and
order-taking (entering into a contract of sale) are discouraged on the exhibit floor and other related convention areas during the meeting.
We also agree to abide by the Booth Cancellation Policy and all requirements, restrictions, and obligations mentioned on this application
for exhibit space and in the Rules and Regulations section of the exhibit brochure. You are hereby authorized to reserve space for use in
the exhibit area on November 2-4, 2016 at the APS Intersociety Meeting: The Integrative Biology of Exercise VII, to be held at the Hyatt
Regency Phoenix in Phoenix, Arizona.
Intersociety Meeting:
The Integrative Biology of Exercise VII
Hyatt Regency Phoenix, Phoenix, AZ • November 2-4, 2016

100 Double Sided Posters

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Booth availability is on a first-come/first-served basis.

Warning:
This building has been drawn from a rough PDF

LAYOUT SUBJECT TO CHANGE AT TIME OF SETUP