



40th Annual Meeting of the Division for Planetary Sciences of The American Astronomical Society Ithaca, NY

10-15 October 2008 Exhibitor Prospectus

Dear Prospective Exhibitor:

Reserve your space now for the 40th Annual Meeting of the Division of Planetary Sciences (DPS). The meeting will be held at the Statler Hotel and Conference Center on the Cornell University campus in Ithaca, NY 10-15 October, 2008. This year, the DPS will be a weekend-Wednesday meeting during the student fall break. This prospectus includes information needed to reserve your exhibit space. An Exhibit Kit regarding the individual booth set-up will be sent to you after your Exhibit Request form (page 3) is processed.

Exhibit space will be reserved on a first-come, first-served basis. The prices reflected include a wireless internet connection. The deadline for reserving your booth is 1 September 2008, after which time a \$200.00 late fee will apply.

Meeting information may also be found on our website at <http://dps08.astro.cornell.edu/>. Room blocks have been secured at area hotels. Please visit <http://dps08.astro.cornell.edu/acc.html> for more information. Please remember the importance of booking within the DPS hotel room block. Rooms are filling up quickly!

Please note that there are several aspects of DPS 08 which differ from previous years. These are constraints imposed by the campus-centered nature of this year's conference. Specifically, on Wednesday October 15, the last day of our conference, classes resume for students at Cornell and our poster hall will be taken over by the next major event being staged by Cornell's Alumni Affairs office. As a consequence, our poster displays and exhibits will be up for Sat-Mon (full days) and Tues (half day) only. We ask that you plan accordingly and make sure your exhibit is fully constructed during the move-in time on Friday, October 10, from 12 NOON to 4:00pm, so that it is ready for visitors first thing Saturday morning, October 11.

If you have any questions, please contact the Exhibit Coordinator Laronda Boyce at exhibits@aaas.org or 202-328-2010 ext. 110.

We look forward to seeing you in Ithaca!

Beth Ellen Clark Joseph and Jim Bell
Local Organizing Committee Chairs
Division for Planetary Sciences, American Astronomical Society

Exhibit Check In

Exhibitor registration will be held in Barton Hall on the Cornell Campus. Your badge and exhibitor packet will be waiting for you. Registration begins at 11:30am Friday, 10 October 2008 and move out starts at 1:30pm Tuesday, 14 October 2008.

Exhibit Show Schedule

	Move-in	Exhibit Hall Hours	Poster Sessions	Move-out
Friday 10 Oct.	12:00pm - 4:00pm			
Saturday 11 Oct.		8:30am - 6:30pm	3:30pm - 6:00pm	
Sunday 12 Oct.		8:30am - 6:30pm	3:30pm - 6:00pm	
Monday 13 Oct.		8:30am - 6:30pm	3:30pm - 6:00pm	
Tuesday 14 Oct.		8:30am - 1:30pm		1:30pm - 4:00pm

Times are subject to change as we refine our scientific program.

Opening Reception

Friday, 10 October 6:00pm - 10:00pm

Exhibit Hall Events

Poster Sessions

Saturday – Monday, 3:30pm - 6:00pm

40th Annual DPS Exhibit Space Reservation Form

To Reserve Your Space

- Complete the reservation form and include three (3) choices for booth preference.
- Payment should accompany the application.
- Booths reserved and paid for by 1 September will be included in the Meeting Program.

Organization: _____

Contact Person: _____ Title: _____

Onsite Contact: _____ Title: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Fax: _____

Email: _____ Web Site: _____

Company Booth Sign Name: _____

Booth Preference: 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

BOOTH CHARGES	Before 1 Sept.	After 1 Sept.	Qty.	TOTAL
10' x 10' Booth	\$800.00	\$1000.00		\$
2nd booth	\$350.00	\$350.00		\$

10' x 10' booth space includes 8ft back drape, 3 ft. side rails, 6 ft draped table, 2 chairs, wastebasket, signage, one complimentary registration, and four additional exhibit only badges per exhibitor for full-time exhibit staff.

PO# _____ Check #: _____

Credit Card Number: _____ Exp. Date: _____

Signature: _____ Date: _____

Print Name: _____

Return this form to:

Laronda Boyce
40th Annual DPS Exhibits, 2000 Florida Ave., NW, Suite 400, Washington DC, 20009
Fax: 202-234-7850
Email: exhibits@aaas.org

Exhibit Rules

Definition

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

Exhibitor Registration

Exhibitors are entitled to one (1) complimentary meeting registration per exhibit. Each exhibitor must wear an official exhibitor's identification badge.

Housing/Hotel

Exhibitors are responsible for making their own travel and housing arrangements. Rooms have been reserved at the Statler Hotel, the Best Western University Inn, the Clarion University Hotel, the Hilton Garden Inn, and the Courtyard by Marriott. 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. 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 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.

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 registration materials.

Occupancy of Booths

All booths must be staffed during the advertised show hours.

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.

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, credit cards and PO #'s are accepted. Exhibit Fees should be made payable to the Division for Planetary Sciences, 2000 Florida Ave., NW, Suite 400, Washington, DC 20009-1231. Questions regarding exhibits and/or rates should be directed to Laronda Boyce, Exhibit Coordinator, AAS Executive Office, 202-328-2010 ext. 110 or exhibits@DPS.org.

Cancellations

After a signed contract has been received, cancellations prior to 1 September will be liable for a penalty of \$375 per booth reserved. Exhibitors cancelling after 1 September will be liable for the total booth fees less a \$250 fee per booth reserved. All cancellations must be submitted in writing.

DPS

October 11-14, 2008
Cornell University
Barton Hall
Ithaca, New York

ENTRANCE (FROM STATLER HALL)

