



# Ecological Society of America (ESA)

## 103rd Annual Meeting and Exposition – August 5-10, 2018

# A P P L I C A T I O N F O R M

PLEASE RETURN COMPLETED FORM TO:  
 Ecological Society of America • 1990 M Street, NW, Suite 700 • Washington, DC 20036 USA  
 Fax: (202) 833-8775 • Email: [exhibits@esa.org](mailto:exhibits@esa.org)

Please refer to the Prospectus of Opportunities for more detailed information about each option, including exhibiting and sponsorship benefits, advertising mechanical requirements and payment deadlines. Type or print your information. If you require additional information, contact **ESA at (202) 833-8773 or at [exhibits@esa.org](mailto:exhibits@esa.org)**.

Company or Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
(Area code, number, extension) (Area code, number)

E-mail: \_\_\_\_\_ URL: \_\_\_\_\_

**EXHIBIT SPACE RENTAL : All Booths are 10' wide by 10' deep. All Tabletop displays should fit on a 6' table.**

Indicate the type and quantity of exhibit spaces requested and the amount due.

Exhibit Space Type	Fee	Quantity	Amount Due
<input type="checkbox"/> Commercial Vendor Booth	\$1,900*		
<input type="checkbox"/> Government Agency Booth	\$1,200		
<input type="checkbox"/> 501 (c) (3) Non-profit Organization Booth	\$950		
<input type="checkbox"/> Tabletop	\$575		

Please refer to space numbers on the preliminary Exhibit Hall Floor Plan and indicate your top choices of booth/tabletop space(s).

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_

**\*FOR COMMERCIAL VENDORS ONLY: A discount of \$100 per booth applies if more than one space is rented.**

If sharing space, indicate Lead Exhibitor: \_\_\_\_\_ Sharing Exhibitor: \_\_\_\_\_

Indicate principal products or services on display: \_\_\_\_\_

- Environmental/Ecological Technology  
  Publications/Scientific Texts  
  Ecological Processes  
  Ecological/Environmental Education  
 Cause- or Issue-Related Activities  
  Media  
  Grant Programs  
  Restoration Activities  
  Equipment and Instrumentation  
 Other: \_\_\_\_\_

**Exhibit Space Rental Fee Due: \$** \_\_\_\_\_

**SPONSORSHIP:** Please indicate the level of sponsorship support you will provide.

- Platinum — \$10,000                       Gold — \$5,000  
 Silver — \$2,000                               Bronze — \$500

**Sponsorship Fee Due: \$** \_\_\_\_\_

**PRINT ADVERTISING:** Print Advertisements may be placed in the Official Meeting Program (OMP) and/or Program Supplement and Addendum (PSA) as indicated. All **Job Announcements** will be printed in the Program Supplement and Addendum.

Type	Exhibitor Fee	Non-Exhibitor Fee	Placement	QTY	AMT DUE	Type	Exhibitor Fee	Non-Exhibitor Fee	Placement	QTY	AMT DUE
<input type="checkbox"/> Program back cover	Color: \$1,300 B&W: \$1,200	Color: \$1,825 B&W: \$1,725	<input type="checkbox"/> OMP <input type="checkbox"/> PSA			<input type="checkbox"/> Full page	\$650	\$1,150	<input type="checkbox"/> OMP <input type="checkbox"/> PSA		
<input type="checkbox"/> Inside front cover	Color: \$1,100 B&W: \$1,050	Color: \$1,625 B&W: \$1,550	<input type="checkbox"/> OMP <input type="checkbox"/> PSA			<input type="checkbox"/> Facing full pages	\$625 each	\$1,125 each	<input type="checkbox"/> OMP <input type="checkbox"/> PSA		
<input type="checkbox"/> Inside back cover	Color: \$950 B&W: \$900	Color: \$1,475 B&W: \$1,425	<input type="checkbox"/> OMP <input type="checkbox"/> PSA			<input type="checkbox"/> Half page horizontal	\$400	\$900	<input type="checkbox"/> OMP <input type="checkbox"/> PSA		
<input type="checkbox"/> Tabbed section divider	\$800	\$1,325	<input type="checkbox"/> OMP <input type="checkbox"/> PSA			<input type="checkbox"/> Half page vertical	\$400	\$900	<input type="checkbox"/> OMP <input type="checkbox"/> PSA		

Job Announcement Size	Fee	QTY	AMT DUE
Half page <input type="checkbox"/> horizontal or <input type="checkbox"/> vertical	\$100		
<input type="checkbox"/> Quarter page	\$50		

Print Advertising Fee Due: \$ \_\_\_\_\_

**APP ADVERTISING:** App ads will include a dashboard banner linking to a landing page. (\$300 US Dollar fee per item)

App Advertising Fee Due: \$ \_\_\_\_\_

**VIRTUAL TRADE SHOW:** Please indicate applicable category and when your listing should be posted.

- Commercial Vendor \$150     Government Agency \$125     Non-Profit Organization \$100
- Post our link on the ESA 103rd Annual Meeting & Exposition website **BEFORE** the 2018 meeting (starting in mid-May 2018 and ending in mid-August 2018).
  - Post our link on the ESA 104th Annual Meeting & Exposition website **AFTER** the 2018 meeting (starting in early August and ending in early November 2018).

Virtual Trade Show Fee Due: \$ \_\_\_\_\_

**HANDOUTS:** Please provide a sample of each item to be displayed no later than THURSDAY, JULY 26, 2018, and include a detailed description of each below.

Total number of items to be displayed on Handout Tables: \_\_\_\_\_ (\$25 US Dollar fee per item)    Handout Fee Due: \$ \_\_\_\_\_

**ORDER SUMMARY & PAYMENT:**

- A minimum deposit of 50% of the total due MUST ACCOMPANY this Application Form.
- ESA accepts payment by credit card (AMEX, MasterCard and VISA only) or check (made payable in US Dollars to the Ecological Society of America).
- Full payment is due no later than FRIDAY, MAY 25, 2018. Exhibit space may not be set up or occupied before the booth rental fee balance is paid.

Participation Type	Amount Due	Participation Type	Amount Due
Exhibit Space Rental	\$	App Advertising	\$
Sponsorship	\$	Virtual Trade Show	\$
Print Advertising	\$	Handouts	\$
<b>TOTAL FROM ALL SECTIONS</b>	\$		
<b>CURRENT PAYMENT AMOUNT</b>	\$		
<b>BALANCE DUE</b>	\$		

My signature below acknowledges that I understand this application becomes a contract when I submit it and it is accepted by ESA and that I am authorized to make this commitment. I further acknowledge that I have read and agree to abide by all rules, regulations, requirements, and conditions outlined in the contract and in the *Prospectus of Opportunities*.

AMEX, MasterCard or Visa No.: \_\_\_\_\_ EXP. Date: \_\_\_\_\_ OR Check No.: \_\_\_\_\_

CVV Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Name as it appears on the card or check: \_\_\_\_\_ Signature: \_\_\_\_\_

# Rules & Regulations

PLEASE READ CAREFULLY BEFORE SIGNING THE REGISTRATION FORM

## RESPONSIBILITY AGREEMENT

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold the Ecological Society of America (ESA), ExpoPlus, New Orleans Ernest N. Morial Convention Center (NOCC), the affiliates, officers, directors, agents, and employees and partners of each ("Indemnified Parties") harmless against all claims, losses, and damages, including negligence, to persons or property, governmental charges, or fines and attorney fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibit premises or a part thereof.

In addition, Exhibitor acknowledges that the Indemnified Parties do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption, property damage, and comprehensive general liability insurance. Exhibitor promises to obtain a certificate of insurance showing the indemnified parties as additionally named insured during the period from August 5 through 10, 2018.

Exhibitor has read and agrees to abide by all requirements, restrictions, and obligations set forth in the 2018 ESA Prospectus of Opportunities, the policies governing exhibitors at events of ESA, those on this application form, and those which may be set forth in the future by ESA in connection with the ESA 103rd Annual Meeting and Exhibition. Exhibitor further acknowledges that ESA reserves the right to reject, at its discretion, any application to exhibit.

## DISCLAIMER

ESA neither warrants nor endorses any of the products advertised. Exhibitor shall indemnify and hold ESA harmless for any and all costs, including reasonable attorney fees, associated with the defense of any claim based upon an exhibitor's product.

## INSURANCE

The insurance policies of ESA, the NOCC, and ExpoPlus may not include coverage for individual Exhibitors. Therefore, Exhibitors must carry their own public liability insurance to protect against claims and/or losses through theft, fire, and other damage that may arise from operation of their exhibits. In addition, each must name ESA as an additional insured for a minimum of \$1M Comprehensive General Liability and provide ESA with evidence of Workers' Compensation Insurance prior to move in. Exhibitors are responsible for their own inventory and equipment. Although the Exhibit Hall will be patrolled by security during non-exhibit hours, neither ESA, the NOCC, nor ExpoPlus guarantees protection for the Exhibitor against losses of any kind.

## TERMINATION OF EXHIBITS

In the event that fires, strikes, picketing, embargo, injunction, acts of war or terrorism or bioterrorism, hurricanes, environmental disasters, civil unrest, acts of God, emergency declared by any government agency, or by virtue of any ordinance or law of any municipal, state, or federal government agency, or any other act beyond the control of ESA, or the NOCC make the Exhibit Hall unfit or unavailable for use, the exhibit contract may be terminated by ESA. Should such an event occur at any time before Saturday, August 4, 2018, the Exhibitor waives any and all damages and agrees that ESA may, after deducting all costs and expenses, discharge all claims and demand, and refund to each Exhibitor a complete settlement of the pro-rated amount of total net receipts received by ESA from all Exhibitors for exhibit space at the meeting.

## PAYMENT FOR SPACE

Exhibit space may not be set up or accepted before the balance due for the space is paid.

A maximum of two companies are permitted to share space and a full fee will be charged for any shared space.

Each booth is 10' x 10' and includes an 8' high back drape and 3' high side drapes.

The cost of a booth for a commercial vendor is \$1,900 US Dollars. A discount of \$100 per booth applies if more than one booth is requested.

The cost of a booth for a government agency is \$1,200 US Dollars. There is no additional discount for two or more booths for government agencies.

The cost booth for a 501 (c) (3) non-profit organization is \$950 US Dollars. There is no additional discount for two or more booths for non-profit organizations.

The cost of a tabletop exhibit space is \$575 US Dollars. There is no discount for reserving two or more tabletop spaces and no additional discounts apply for government agencies or non-profit organizations.

## CANCELLATION/DOWNSIZING

Any Exhibitor who decides to cancel or reduce the amount of space reserved must notify the ESA Exhibits Manager of this decision in writing. No space rental fee refund will be issued after space has been assigned unless the space can be reassigned. If the space is reassigned, the Exhibitor forfeit a percentage of the rental fee determined by how much in advance of the exposition opening notice is received:

- 25% of the fee if notice is received more than 60 days prior to the exposition opening;
- 50% of the fee if notice is received between 20 and 60 days prior to the exposition opening;
- 100% of the fee if notice is received within 20 days of the exposition opening.

In addition, any Exhibitor who fails to claim and/or occupy reserved space by 10:30 AM on the exposition opening day may be reassigned without prior notification and all fees paid will be forfeited.

## SHIPPING INSTRUCTIONS

All freight charges must be PRE-PAID by the Exhibitor.

ExpoPlus is the official cartage agent and all shipments must be directed to them. ExpoPlus will maintain staff in the Exhibit Hall at all times during installation, show, and dismantling hours. Warehousing will be available and may be arranged through ExpoPlus as specified in the ShowmanPlus. Exhibitors requiring extra time to set up or dismantle their displays should advise ExpoPlus as soon as possible.

All information regarding your shipment should be forwarded to our ExpoPlus Customer Service representative. Exhibitors should consider consolidating their shipments to avoid paying the higher minimum charge on each of several shipments.

## GENERAL CONDUCT OF EXHIBITS

ESA expects exhibiting companies and organizations to adhere to the "Guidelines for Display Rules and Regulations 2012 Update" as set forth by the International Association of Exhibitions and Events (IAEE). To assure responsiveness of the ESA 103rd Annual Meeting to the mutual interests of registrants, it is necessary that exhibits be confined to those of an educational nature and to those featuring instruments, products, and services for use in science teaching or research, books, or other publications relevant to the disciplinary interests of participants.

Except in the case of application for a combined book stall, an Exhibitor may not share or sublease any part of their assigned space.

No Exhibitor may show goods other than those manufactured or dealt in by the Exhibitor in the regular course of business. Soliciting business, holding meetings to generate new business, and advertising are strictly prohibited EXCEPT by exhibiting companies and organizations.

All displays, demonstrations, interviews, or other activities must be confined to the limits of the contracted space, not to obstruct the general view or hide other exhibits. Side rails and counters may not exceed 3' in height. Back walls may not exceed 8' in height and may not extend or curve into an adjacent space. No audiovisual device or sound system shall be operated in a manner that disturbs or interferes with other Exhibitors or their patrons. Each Exhibitor is encouraged to display in the most professional and attractive manner possible. In addition, the Exhibitor shall be responsible for assuring that any exposed unfinished portion of the exhibit is covered to the satisfaction of ESA at the Exhibitor's expense.

All decorative exhibit materials must conform to fire regulations and electrical codes of the NOCC. Aisles and exits must be kept clear at all times. Standard fire regulations governing public buildings will be strictly enforced.

Exhibitors are reminded that the Americans with Disabilities Act ensures equal access to all participants. Individual Exhibitors are responsible for making their space fully accessible and complying with all applicable laws and regulations pursuant to the Americans with Disabilities Act (Public Law 101-336).

Exhibitors shall not mar or deface the Exhibit Hall in any manner and shall not paste, tape, tack, nail, screw, or otherwise attach materials to columns, walls, floors, or any other parts of the building.

Exhibitors are not prohibited from selling, taking orders, or soliciting sign ups or signatures. However, each Exhibitor is responsible for complying with state and local tax regulations. All demonstrations and displays, distribution of literature, samples, and other advertising materials must be confined to the Exhibitor's own space. In addition, except for Print Advertising, Job Announcements, and Handouts, canvassing or distributing advertising material outside the Exhibitor's own space is prohibited.

Lotteries, raffles, or games of chance are strictly prohibited. Exhibitors may collect business cards, hold drawings, and offer small tokens to those visiting their spaces.

Live animals may not be displayed unless they are an integral part of the product or service offered. In such cases, animals must be appropriately tethered, caged, or controlled at all times while at the NOCC. Use of live plants is not prohibited as long as there are no noxious or harmful fumes or by-products in the display. We also ask exhibiting companies and organizations to be mindful of environmental responsibility to protect against unintended distribution of materials that could prove invasive when transported to the far-reaching areas where delegates live and work.

X-Ray and similar equipment may be exhibited but not operated.

This is a completely non-smoking function. Smoking will only be permitted in specifically designated areas outside the NOCC.

Exhibitors are encouraged to arrange to recycle or reuse their crates, boxes, displays, and packing and display materials in keeping with sound ecological principles.

Exhibitors serving food and/or beverages from their booths must order these through the ESA Meetings Manager and use official convention center catering services.

People under the age of 16 will not be allowed in the Exhibit Hall during installation and dismantling. During show hours, anyone under the age of 16 must be supervised by an adult at all times.

ESA assumes no responsibility for acts or omissions by ExpoPlus, the New Orleans Ernest N. Morial Convention Center, the City of New Orleans, or any shipping company or any outside contractor.