



Dear Exhibitor,

We welcome your exhibit at the 2013 Division for Planetary Sciences of the American Astronomical Society meeting in Denver, Colorado. We are pleased that you are considering participating this year in what is sure to be a particularly exciting and well-attended meeting.

The meeting will be held at the Sheraton Denver Downtown Hotel from 6-11 October 2013. This prospectus includes information needed to reserve your exhibit space. The Exhibitor Kit will be sent to you after your Exhibit Request Form (page 4) is processed. Exhibit space will be reserved on a first-come, first-served basis. **The final deadline for reserving your booth is 22 August 2013.**

Meeting information is available at <https://aas.org/meetings/45th-meeting-division-planetary-sciences>. A block of sleeping rooms has been secured at the Sheraton Denver Downtown Hotel, visit <http://aas.org/dps-45th-meeting/45th-dps-meeting-hotel-reservations-and-travel-information> for more information. Please remember the importance of booking within the DPS hotel room block. Rooms are filling up quickly!

If you have any questions, please contact Debbie Kovalsky at exhibits@aas.org or 202-328-2010 ext.110.

We are looking forward to seeing you in Denver!

A handwritten signature in blue ink that reads "Fran Bagenal".

Fran Bagenal, University of Colorado
DPS 2013 Local Organizing Committee

A handwritten signature in blue ink that reads "John Spencer".

John Spencer, Southwest Research Institute
DPS 2013 Science Organizing Committee Co-Chair

A handwritten signature in blue ink that reads "Andrew J. Steffl".

Andrew Steffl, Southwest Research Institute
DPS 2013 Science Organizing Committee Co-Chair

Exhibit Show Schedule

	Move-In/ Move-Out	Exhibit Hall Hours	Coffee Break	Poster Sessions
Sunday 6 Oct	1:00pm-6:00pm <i>Setup</i>			
Monday 7 Oct		9:00am-6:00pm	10:00-10:30am	4:30-6:00pm
Tuesday 8 Oct		9:00am-6:00pm	10:00-10:30am	4:30-6:00pm
Wednesday 9 Oct		9:00am-6:00pm	10:00-10:30am	4:30-6:00pm
Thursday 10 Oct	6:00-8:00pm <i>Teardown</i>	9:00am-6:00pm	10:00-10:30am	4:30-6:00pm
Friday 11 Oct		NONE	10:00-10:30am	Tentative

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

Posters

Presenters will begin hanging posters for two day increments. The first set is from Monday-Tuesday, beginning Monday morning at 8:00am and removed on Tuesday evening at 6:00pm. The second set of posters will be hung from Wednesday-Thursday beginning Wednesday morning at 8:00am and removed Thursday evening at 6:00pm. Friday is currently being reserved for late posters.

Opening Reception

Sunday, 6 October, 6:00-8:30pm, Sheraton Grand Ballroom

Exhibit Hall Events

- Coffee Breaks, Daily, 10:00-10:30am
- Poster Sessions, Monday-Thursday, 4:30-6:00pm

44th Annual DPS Exhibit Pricing Structure

Platinum Exhibitor - \$10,000

- 20x20 Booth Island or 10x30 Booth Row
- 3 Full Complimentary 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 exploders
- Prominent Acknowledgement on-site in printed meeting program and during chairman's remarks
- 2 8-foot draped tables
- 6 Chairs
- 1 Insert in Meeting Packet
- 1 Afternoon Snack Setup in Front of Your Exhibit Booth

Gold Exhibitor - \$7,500

- 10x20 Booth
- 2 Full Complimentary Registrations
- 4 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 exploders
- Prominent Acknowledgement on-site in printed meeting program and during chairman's remarks
- 1 8-foot draped tables
- 2 Chairs
- 1 Insert in Meeting Packet
- 1 Afternoon Snack Setup in Front of Your Exhibit Booth

Silver Exhibitor - \$5,000

- 10x10 Booth
- 2 Full Complimentary Registrations
- 4 Complimentary 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 exploders
- Prominent Acknowledgement on-site in printed meeting program and during chairman's remarks
- 1 8-foot draped tables
- 2 Chairs

Bronze Exhibitor - \$2,500

- 10x10 Booth
- 2 Full Registrations
- 4 Exhibitor Only Registrations (no access to oral sessions)
- Acknowledgement on Meeting Signage

Unmanned Table Top Display - \$1000

Additional Adjacent 10x10 Booths are available at \$1000

45th Annual DPS Exhibit Space Reservation Form

To Reserve Your Space

- Complete the reservation form
- Payment should accompany the application
- Return from to exhibits@as.org or fax to 202-234-7850
- Booth confirmed by **22 August 2013** will be included in Meeting Program.

Organization _____

Contact Person: _____ Title: _____

Onsite Contact: _____ Title: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ FAX: _____

Email: _____ Website: _____

Exhibit Booth Sign Name: _____

Booth Type (see previous page for descriptions):

- Platinum Exhibitor - \$10,000
 - Gold Exhibitor - \$7,500
 - Silver Exhibitor - \$5,000
 - Bronze Exhibitor - \$2,500
 - Unmanned Table Top Display - \$1,000
 - Extra 10x10 Booth Space - \$1,000
- Qty. _____

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 - 45th Annual DPS Exhibits, 2000 Florida Avenue, NW, Suite 400, Washington, DC 20009 or
Fax: 202-234-7850 or Email: exhibits@as.org

45th Annual DPS 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 DPS 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 Sheraton Denver Downtown 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. *Note that the room ceiling height is 11 foot.* 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, 6 October 2013 from 1:00pm-6:00pm. Teardown occurs on Thursday, 10 October 2013 from 6:00-8:00pm.

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.

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

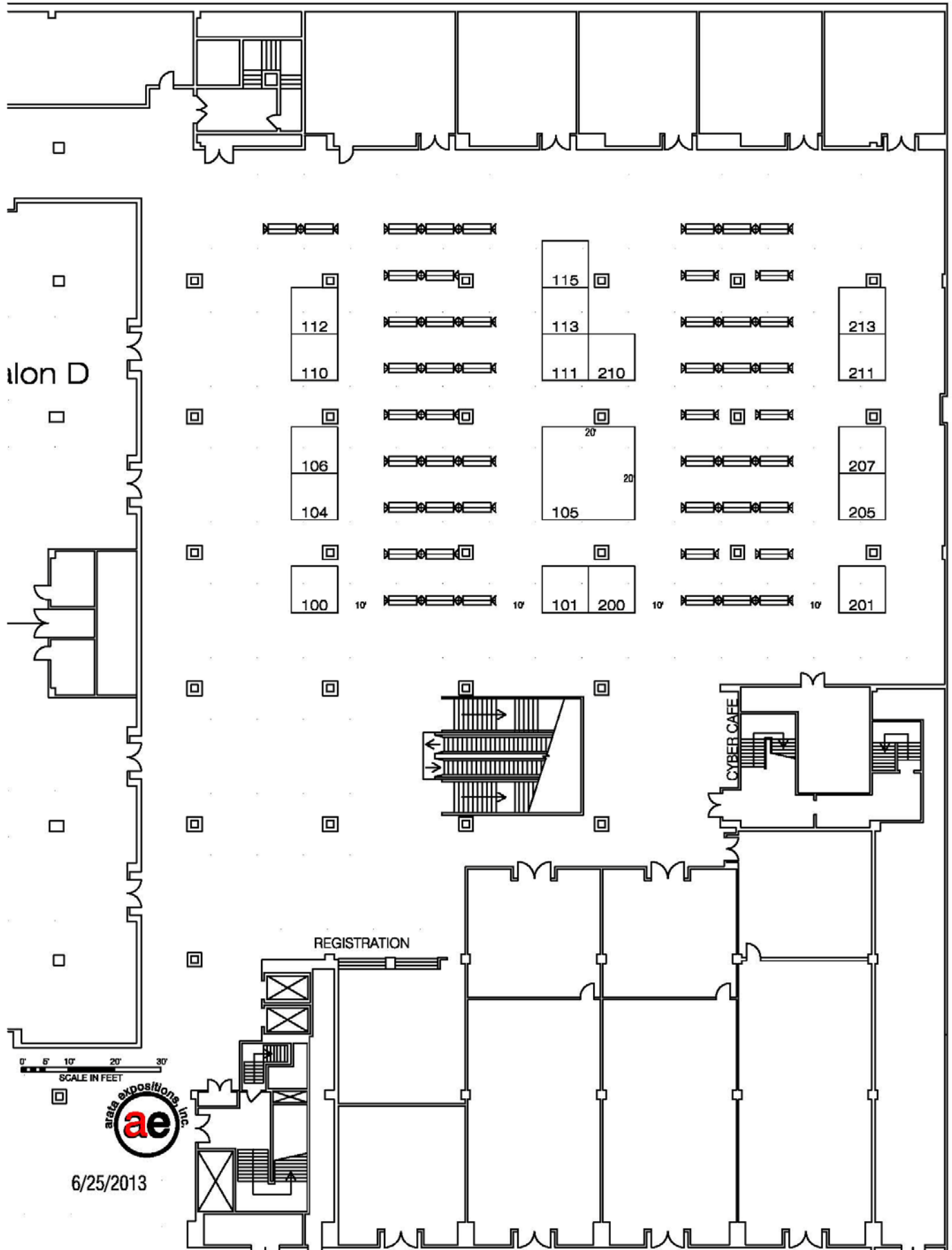
No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted without the knowledge and written consent of Exhibit Management.

Payment Terms

Checks and credit cards are accepted. Exhibit Fees should be made payable to the Division for Planetary Sciences, 2000 Florida Ave., NW, Suite 400, Washington, DC 20009-1231. Questions regarding exhibits and/or rates should be directed to Debbie Kovalsky, Exhibit Coordinator, 202-328-2010 ext. 110 or exhibits@aaas.org.

Cancellations

After a signed contract has been received, cancellations prior to 22 August 2013 will be liable for a penalty of \$375 per booth reserved. Exhibitors cancelling after 22 August 2013 will be liable for the total booth fees. All cancellations must be submitted in writing.



6/25/2013