

## **Exhibitor Prospectus**

Would clinical and research professionals in the area of developmental and behavioral pediatrics, child psychology, education, and related disciplines be interested in your products or services?

***Then don't miss your opportunity for a tabletop exhibit at the 2017 SDBP Annual Meeting!***

### **Overview**

Join the Society for Developmental and Behavioral Pediatrics for the 2017 Annual Meeting, taking place October 13-16, 2017 at the Hilton Cleveland Downtown in Cleveland, OH.

Make your presence known at the SDBP Annual Meeting. We are now accepting applications for tabletop exhibits from commercial and non-profit entities. Space is limited and will be assigned on a first come, first served basis.

The SDBP Annual Meeting is designed to provide a forum for pediatricians (researchers, teachers, and/or clinicians), pediatric psychologists and other healthcare providers and researchers interested in developmental and behavioral pediatrics. A variety of educational formats are planned that will encourage the exchange of new scientific and clinical information and support the interchange of opinions regarding care and management issues relevant to developmental and behavioral pediatrics. Scientific material will be presented through symposia, oral abstracts, poster presentations, and small group sessions designed for in-depth exploration of specific topics.

### **The Audience**

The SDBP membership is comprised of pediatricians, psychiatrists, psychologists, social workers and nurses involved in basic research, clinical studies, public health, and community practice.

### **Exhibitor benefits:**

- A listing of your company description in the final program
- A listing of your company on the SDBP web site (meeting page)
- Access to 400+ clinical and research professionals in the area of developmental and behavioral pediatrics, child psychology, education, and related disciplines
- Each booth receives one complimentary exhibitor badge that permits entry to the SDBP scientific sessions. A \$75 charge for additional employees/exhibitors to maintain booth. Those additional exhibitors who want to attend scientific sessions must register and pay posted registration fees.

# Key Dates and Times

## Meeting Dates and Location:

Friday, October 13, 2017 –Monday, 16, 2017  
Hilton Cleveland Downtown  
Cleveland, OH

## Exhibitor Application Deadline

September 13, 2017

## Exhibitor Cancellation Deadline

September 28, 2017

## Exhibit Dates

**Saturday, October 14, 2017 – Monday, October 16, 2017**

## Exhibitor Registration

Saturday, October 14, 2017  
8:00 AM – 2:00 PM

## Set-up

Saturday, October 14, 2017  
7:30 AM – 2:00 PM

## Dismantling

Monday, October 16, 2017  
Time to be determined, tentatively 12:00 PM

**TENTATIVE Exhibit Hours - a final timeline with exhibit hours (as advertised in the program) will be available and distributed to exhibitors a few weeks prior to the meeting.**

Day/Date	Suggested Exhibiting Hours	Function
Saturday, October 14	7:30 AM – 2:00 PM	Set-up
Saturday, October 14	4:30 PM – 7:00 PM	Welcome Reception
Sunday, October 15	8:30 AM – 7:00 PM	General Session/Breaks
Monday, October 16	8:30 AM – 12:00 PM	General Session/Breaks

## Sponsorship

Opportunities to sponsor events at the meeting are also available. Sponsorship is the premier way to increase your visibility to the participants at the meeting. Please see the enclosed list of sponsorship opportunities for this Annual Meeting. Please contact Daglyn Carr at [info@sdbp.org](mailto:info@sdbp.org) or at 703-556-9222 to discuss sponsorship opportunities.

## **Affiliate/Exhibitor Meeting Space Requests**

If you require meeting space for your sales meetings and/or an SDBP approved activity, please contact Daglyn Carr at [info@sdbp.org](mailto:info@sdbp.org). Space releases will be handled on a first come, first served basis, subject to availability. Please note: events may not be held in conflict with the SDBP Annual Meeting. Additional fees may apply.

### **Booth Information and Rates**

<b>Booth Size</b>	<b>One 6 foot table with two chairs</b>
<b>Rate</b>	<b>\$900</b>

### **Terms of Payment**

Full payment to the Society for Developmental and Behavioral Pediatrics is required with the exhibit space application/contract. Space will not be assigned or held without the completed application and full payment. If paying by credit card, please complete all necessary credit card information on the contract. Make all checks payable to: Society for Developmental and Behavioral Pediatrics and forward to SDBP, Attention: Daglyn Carr, SDBP, 6728 Old McLean Village Drive, McLean, VA 22101.

### **Assignment of Space**

Booths are assigned upon receipt of applications on a first come, first served basis and at the discretion of SDBP management. Space is limited. Every effort is made to satisfy exhibitor space requests. SDBP management reserves the right to make space assignment changes. SDBP management reserves the right to transfer assignments when such action is deemed to be in the best interest of the total exhibits.

### **Furniture Rental, Decorations, Labor**

Each exhibitor will be provided with two chairs and a skirted table. Decorator services are not available through SDBP. Electricity charges are the responsibility of the exhibitor. Each exhibitor will receive an "Exhibitor Equipment Form" when the application is received and processed.

### **Shipping**

All costs associated with the shipping and receiving of exhibit materials are the responsibility of the exhibitor. All exhibit materials can be shipped to:

#### **Hilton Cleveland Downtown**

Attention: [guest name]  
SDBP Annual Meeting Exhibitor  
100 Lakeside Ave E  
Cleveland, OH 44114

### **Security**

Each exhibitor should make provisions to safeguard his/her goods from the time they are placed in the booth until the time they are removed. SDBP and the Hotel are not responsible for loss or damage. SDBP will not provide security personnel in the booth or meeting space areas.

### **Notice of Disability**

In compliance with the Americans with Disabilities Act of 1990, SDBP will make reasonable efforts to accommodate persons with disabilities at the SDBP Annual Meeting provided ample notice of a need is

given to SDBP. If you have special needs, please call Daglyn Carr at 703-556-9222.

## **Housing Rates and Reservations**

A block of rooms has been secured for SDBP meeting attendees and exhibitors at a discounted rate of \$179 USD (exclusive of applicable taxes) per night for a single/double occupancy room.

Hotel reservations should be made directly with Hilton Cleveland Downtown. Please use this link to book online: <https://aws.passkey.com/e/16497298>

Or call the hotel at (216) 413-5000. When making reservations, be sure to mention **Society for Developmental and Behavioral Pediatrics (SDBP)** to receive the discounted group rate.

**Reservations must be made by September 20, 2017.**

## Exhibitor

### Rules and Regulations

#### ***Interpretation of Rules***

SDBP management shall have full power in the interpretation and enforcement of all rules and regulations governing exhibitors. All matters and questions not covered by the rules and regulations shall be subject to the final judgment and decision of SDBP. These rules and regulations can be amended at any time by SDBP and the amendments so made shall be binding upon the exhibitor equally with these rules and regulations, and shall become a part thereof, providing the exhibitor is notified of the amendments. Notice may be verbal or in writing, before or during the 2017 SDBP Annual Meeting, and may be given to any authorized agent or representatives of the exhibitor.

#### ***Purpose of Exhibits***

The purpose of the exhibits, an integral part of the meeting's educational activity, is to complement the scientific and clinical sessions by enabling attendees to evaluate the latest development in products and/or services presented for use by professionals specializing in the field of developmental and behavioral pediatrics, child psychology, education, and related disciplines.

#### ***Sales and/or Solicitation of Orders***

The sole purpose for contracting space is to display and/or demonstrate products and/or services. SDBP Management must pre-approve the selling of any products in the exhibit area.

#### ***Eligibility to Exhibit***

The exhibits at the 2017 SDBP Annual Meeting are designed for the display and demonstration of products and services directly related to the practice and advancement of the field of developmental and behavioral pediatrics, child psychology, and education. Only companies exhibiting products and/or services related to the field of developmental and behavioral pediatrics, child psychology, and education are eligible to exhibit. SDBP management reserves the right to determine the eligibility of any company or product for inclusion in the exhibition.

Exhibiting companies must be in good financial standing with SDBP in order to exhibit. Exhibit space will not be assigned until any outstanding fees have been paid in full.

#### ***Payment Information***

The exhibit fee of \$900.00 must accompany this contract. Payment by check or credit card will be accepted. Checks should be made payable to SDBP and must be drawn on a U.S. bank in U.S. funds.

#### ***FDA Compliance***

All products exhibited must have fulfilled all applicable Federal Drug Administration (FDA) regulations. Products that are not FDA approved for a particular use in humans or are not commercially available in the United States will be permitted to be displayed only when accompanied by appropriate signs that indicate FDA clearance status. The signs must be easily visible and placed near the product and on any graphics depicting the product. Display of Investigational Products is to remain within the expectations and limitations of the Food and Drug Administration's Guidelines on Notices of Availability. Any investigational product that is graphically depicted on a commercial exhibit should:

1. contain only objective statements about the product;
2. contain no claims of safety, effectiveness, or reliability;
3. contain no comparative claims to other marketed products;
4. exist solely for the purpose of obtaining investigators;
5. be accompanied by directions for becoming an investigator and list of investigator responsibilities;
6. contain a statement on signage: "Caution - Investigational Product - Limited to Investigational Use" (or similar statement) in prominent size and placement.

Please contact the FDA Office of Compliance regarding your responsibilities under the Federal Food, Drug, and Cosmetic Act. The phone number is: 301-594-4692.

#### ***Subletting of Space***

The subletting, assignment, or apportionment of the whole or any part of an exhibitor's space by the exhibitor is strictly prohibited. Exhibitor may not advertise or display goods in their booth other than those manufactured or carried by them in the regular course of business.

#### ***Refund/Cancellation***

Should the exhibitor be unable to occupy and use the exhibit space contracted for, he or she shall promptly notify SDBP management in writing on or before September 28, 2017. All sums paid by the exhibitor, less a service charge of 50 percent of the net contract price, will be refunded. No refund for cancellation will be made until after the meeting. In the event that the premises where the exhibition is to be held shall, in the sole discretion of exhibit management, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, act of God, act of terrorism, fire or state of emergency declared by any government agency or by reason of any municipal, state or federal law or regulation, or by reason of any other occurrence beyond the control of SDBP management, SDBP management may cancel or terminate the exhibition.

In the event of such cancellation or termination, the exhibitor waives any and all claims the exhibitor might have against SDBP or SDBP management for damages or expenses and agrees to accept in complete settlement and discharge of all claims of the exhibit management an equitable refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

### ***Booth Construction and Arrangement***

It is the intention of SDBP to offer table top exhibits at this meeting. The area in which the exhibits shall be set will be carpeted. No display material exposing an unfinished surface to neighboring booths will be permitted. Exhibitors will be provided one 6 foot skirted table and two chairs. Exhibitors may use tabletop pop-up displays or a free standing backdrop, provided the entire display/exhibit does not exceed 10 feet deep or 8 feet wide.

Regular and specialty built back walls, including signs, may not exceed an overall height of 8 feet. The maximum booth height of 8 feet may extend out 50 percent of the booth from the back wall. Height limitations of the display in the balance of the area are 36 inches, except for product and equipment on display, which in itself exceed this height.

It is expressly agreed by the exhibitor that in the event he or she fails to install his or her products in his or her space, or fails to pay the space rental at the time specified, SDBP management shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem appropriate.

Exhibits must be staffed at all times during open exhibit hours. SDBP reserves the right to remove items from a booth for those firms that do not keep their booth staffed and operating until the official close time.

### ***Fire Regulations***

All displays and exhibit materials must be fireproof to conform to all applicable federal, provincial, and city fire safety regulations and laws. Any exhibits or parts thereof found not to be fireproof may be ordered dismantled. Fire stations or fire extinguishers cannot to be covered or obstructed.

### ***Exhibit Access***

Exhibitor personnel must wear proper exhibitor badge identification while exhibits are open.

### ***Set-up***

Set-up hours on Saturday, October 14, 2017 are 7:30am – 2:00pm. All crates, packages, etc. must be removed from the exhibit floor and all exhibits must be presentable by 2:00pm on Saturday, October 14, 2017.

### ***Independent Contractors***

Exhibitors who plan to use independent contractors must notify SDBP in writing no later than 30 days prior to the meeting. The company name, address, telephone number, Certificate of Insurance, name of the supervisor scheduled to be in attendance, and a statement that such contractor will comply with all rules and regulations of the show

(including observance of local labor rules and regulations) are required.

### ***Independent contractors must abide by the following:***

1. Perform all services in a timely manner, in accordance with SDBP established deadlines
2. Not engage in solicitation of business on the exhibit floor for present and/or future conventions
3. Provide a Certificate of Insurance to SDBP no later than September 28, 2017
4. Register all employees and temporary help at the SDBP registration desk

### ***Exhibitor Personnel***

Each booth will receive one complimentary exhibitor badge. This badge will permit entry to the SDBP scientific sessions. All participants affiliated with exhibits must register with registration. Only individuals who are employed by the exhibiting company or have a direct business affiliation may be registered as exhibitors. **Additional employees/exhibitors must register and pay the posted registration fees.** Registration for exhibitors must be submitted using the Exhibitor Registration form enclosed.

### ***Use of Signage and/or Promotion for Exhibitor-related Events***

Exhibitors may not promote non-approved events outside of their exhibit booth. Unless approved in writing by SDBP, no signs are permitted outside of the exhibitor's booth. Signs and exhibitor staff holding signs or directing attendees to events or transportation are strictly prohibited in all public areas or common spaces of the host hotel. Any non-approved signs posted outside the exhibitor's booth will be removed. Any exhibitor or employee, representative, agent, or guest of exhibitor holding signs or directing attendees to an event will be asked to immediately dismantle, close their exhibit, and leave the SDBP meeting and hotel. Additionally, door drops or other on-site promotion of any non-approved event is strictly prohibited.

### ***Restrictions***

SDBP reserves the right to restrict exhibits that are objectionable because of noise, glaring or flashing lights, method of operation, or any other reason, and also to prohibit or evict any exhibit which, in the opinion of SDBP show management, may detract from the general character of the meeting. This reservation includes persons, things, conduct, printed matter, or anything exhibit management judges to be objectionable. In the event of such restrictions or eviction, exhibit management is not liable for any refund of any amount paid hereunder. Demonstrations must be located so that crowds collected will be within the exhibitor's space, and not blocking aisles or neighboring exhibits. Contests of any kind must be approved in writing by SDBP Management.

### ***Exhibitor Activities***

Exhibitor agrees not to schedule or conduct any outside activity including, but not limited to receptions, seminars, symposiums, and hospitality suites that are in conflict with the official program of the Society for Developmental and Behavioral Pediatrics, whether such activities are held at or away from the hotel, without the written approval of

SDBP. SDBP will not approve any event planned during official meeting hours.

### ***Handouts and Giveaways***

All giveaway items should conform with the AMA Ethical Opinion on Gifts to Physicians (Opinion 8.061). Distribution of descriptive product literature, notepads, pens, and pencils is permitted. Other items may be distributed with written approval from SDBP prior to the meeting.

### ***Smoking***

Smoking is not permitted in the exhibit area at any time, including installation, exhibit hours, and dismantling.

### ***Insurance***

The exhibitor acknowledges that neither SDBP nor the Hilton Cleveland Downtown, Cleveland, OH shall be obligated to maintain property, liability, or business interruption insurance covering the exhibitors. Exhibitors wishing to insure their exhibit materials and goods against theft or damage by fire, accident or loss of any kind must do so at their own expense. Each exhibiting company is responsible for obtaining insurance (liability, fire, and theft) in such amounts deemed appropriate to comply with its obligations hereunder.

### ***Compliance***

The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state, and federal governing bodies concerning fire, safety, and health, together with the rules and regulations of the operators and/or owners of the property wherein the exhibit is held. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules.

### ***Liability***

The Society for Developmental and Behavioral Pediatrics, the Hilton Cleveland Downtown, and their agents or employees shall not be responsible for any loss, theft or damage to the property of the exhibitor, his or her employee or representatives. Further, SDBP and the Hilton Cleveland Downtown will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of exhibit space by the exhibitor or his or her assigns, and the exhibitor shall indemnify and hold harmless SDBP and the Hilton Cleveland Downtown from all liability which might ensue from any cause whatsoever. If the exhibitor's material fails to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder.

## **Contact SDBP**

Direct questions regarding the meeting, exhibits, and registration to:

SDBP  
6728 Old McLean Village Drive  
McLean, VA 22101  
703-556-9222  
[info@sdbp.org](mailto:info@sdbp.org)