

29th Annual Conference
NATIONAL ACADEMY OF NEUROPSYCHOLOGY
November 11-14, 2009
THE SHERATON NEW ORLEANS
NEW ORLEANS, LOUISIANA

EXHIBITOR PACKAGES

- ___ **Platinum (\$10,000): Platinum Exhibitors receive:** 1) 20' x 40' booth space, prominently located within the exhibit hall; 2) Prominent full-page advertisement in the Conference Registration and Conference Program books; 3) Ten complimentary conference registrations (**Exhibitor staff must pre-register for the conference. A Pre-Registration form will be mailed to each exhibiting company after forms and payments are received**); Ten complimentary exhibitor-only registrations 4) Opportunity to provide a one page advertisement flyer for inclusion in attendee portfolios; 5) Recognition in conference publications and on signage at receptions and poster sessions; and 7) A list of conference attendees for post-conference follow-up, one time use only, provided upon request.
- ___ **Gold (\$4,000): Gold Exhibitors receive:** 1) Three 8' x 10' booth spaces, prominently located within the exhibit hall; 2) Prominent full-page advertisement in the Conference Registration and Conference Program books; 3) Five complimentary conference registrations (**Exhibitor staff must pre-register for the conference. A Pre-Registration form will be mailed to each exhibiting company after forms and payments are received**); 4) Opportunity to provide a one page advertisement flyer for inclusion in attendee portfolios; 5) Recognition in conference publications; and 6) A list of conference attendees for post-conference follow-up, one time use only, provided upon request.
- ___ **Silver (\$2,000): Silver Exhibitors receive:** 1) One six-foot table in a 8' x 10' booth ; 2) Full-page advertisement in the Conference Registration and Conference Program books; 3) Four complimentary conference registrations (**Exhibitor staff must pre-register for the conference. A Pre-Registration form will be mailed to each exhibiting company after forms and payments are received**); 4) Recognition in conference publications; and 5) A list of conference attendees for post-conference follow-up, one time use only, provided upon request.
- ___ **Bronze (\$1,000): Bronze Exhibitors receive:** 1) One six-foot table in a 8' x 10' booth; 2) Two complimentary conference registrations (**Exhibitor staff must pre-register for the conference. A Pre-Registration form will be mailed to each exhibiting company after forms and payments are received**); and 3) Recognition in conference publications.
- ___ **Nonprofit (\$500): Nonprofit Exhibitors receive:** 1) One six-foot table in a 8' x 10' booth; 2) One complimentary conference Registration (**Exhibitor staff must pre-register for the conference. A Pre-Registration form will be mailed to each exhibiting company after forms and payments are received**); and 3) Recognition in conference publications. To qualify for this Exhibitor category, the organization must provide documentation of nonprofit status.

Non-Profit Exhibitor placements will be sold as space allows.

ADDITIONAL OPPORTUNITIES

- ___ Advertisement Flyer for Attendee Portfolio Bags (\$1,000) 8 ½ x 11" one-page flyer to be included in attendee portfolio bags.
- ___ Program Booklet Advertisement (\$300/750) Advertising space in the 2009 NAN Program booklet, to be distributed on site, can be purchased prior to September 4, 2009. Full page ads are \$750, a half-page ad costs \$300. The book specifications are 4 ½ x 7 ½ " - Image (PMT/STAT). For screens: minimum 100 lines, maximum 133.
- ___ Unmanned table \$300
- ___ Additional representative \$175 per person
- ___ Exhibitor-only badges \$125 per person

Please send payment (US funds) and conference publications advertisements to the address below by

National Academy of Neuropsychology
7555 East Hampden Avenue, Suite 525
Denver, CO 80231
Fax: 303-691-5983

Specifications

Registration Booklet: 8 x 10 ½ ”; Image (PMT/STAT). For screens: minimum 100 lines, maximum 133;

Program Booklet: 4 ½ x 7 ½ ”; Image (PMT/STAT). For screens: minimum 100 lines, maximum 133

Attendee Portfolio flyer: 8 ½ x 11” one-page flyer to be sent directly to the hotel prior to the conference.

Please send conference publication ads to hsantos@nanonline.org.

An Invitation to Exhibit

EVENT

The 29th Annual Conference of the National Academy of Neuropsychology (NAN) is scheduled for November 11-14, 2009 at the Sheraton New Orleans, New Orleans, Louisiana.

EXHIBIT DATES AND TIMES

Thursday, November 12, 2009	8:00 AM – 1:30 PM, 2: 30 PM – 4:30 PM, 6:30 PM – 8:00 PM
Friday, November 13, 2009	8:00 AM – 1:30 PM, 3:00 PM – 5:30 PM
Saturday, November 14, 2009	8:00AM – 11:00AM

PURPOSE OF EXHIBITS

The purpose of the exhibits, an integral part of the NAN's educational activities, is to complement the professional clinical sessions by enabling registrants to see, hear, examine, question, and evaluate the latest developments in equipment, supplies and services which are recommended for use in the field of neuropsychology.

ELIGIBILITY

The National Academy of Neuropsychology reserves the right to determine the eligibility of any company, product and promotion, or part thereof, that in their opinion is not in keeping with the character and purpose of the show. Exhibits that detract from the character of the show (including persons, conduct or printed matter) may be evicted by NAN. In the event of an eviction NAN is not liable for refunds.

HOTEL

Located on historic Canal Street just steps from the French Quarter, the Sheraton New Orleans Hotel is a short walk from Bourbon Street, the Riverwalk Marketplace and the assortment of renowned restaurants and live music clubs of the Vieux Carré. To make your reservations, contact the reservations department at the Sheraton at 1-888-627-7033. In order to ensure that you receive the special contracted rate of \$189, please make your reservation by October 20, 2009 and mention that you are attending the NAN Annual Conference.

EXHIBITORS INSTALLATION AND DISMANTLE

Exhibitor installation	Wednesday, November 11, 2009	12:00 PM – 4:00 PM
Exhibitor dismantle	Saturday, November 14, 2009	11:00AM –3:00 PM

With the exception of island booth spaces, all items to be exhibited must fit on the top of the 6' table provided. There are no restrictions on display height, but display boards/backdrops cannot extend beyond the 6' table dimension.

APPLICATION FOR EXHIBIT SPACE

Please review the entire prospectus prior to applying for space. NAN regulations and guidelines included here are important to the success of the show. Applications for space must be made on the enclosed Official Application & Agreement. No telephone requests will be accepted. Please return the completed and signed application with a check in the amount of the Exhibit package desired.

The deadline for receipt of the Exhibitor Application & Agreement for space is May 30, 2009. Applications received after that date will be assigned to the available booth space once assignments from applications received prior to May 30, 2009 have been made.

NAN reserves the right to decline any application, or prohibit an exhibit based on the criteria established for the meeting. Exhibits of companies whose sole purpose is to recruit employees, associates, partners or shareholders are not permitted.

Confirmation of booth assignment will be mailed to the contact by August 7, 2009. NAN reserves the right to rearrange the floor plan and relocate any exhibit upon consultation with said exhibitor. Spaces cannot be assigned, sublet, or otherwise disposed of without consent of NAN.

EXHIBIT SPACE RATES AND TERMS OF PAYMENT

Please see the Exhibitor Opportunities Form for more information on pricing.

Exhibit space is defined as one booth, 8' wide by 10' deep, with an 8' high back curtain and 3' high side curtains. Standard equipment includes one skirted table, two folding chairs, a wastebasket and one identification sign. Payment for the total amount must accompany the Application & Agreement. Applications & Agreements received without payment will be returned. All exhibitors' application fees must be in U.S. currency. Checks are to be made payable to NAN. Visa and MasterCard payments are also accepted.

CANCELLATION OF EXHIBIT SPACE

Any exhibit space cancellations received after space confirmation letters have been sent are subject to the following:

Cancellations received before September 1, 2009 are subject to a refund, less a \$50 administrative fee. Cancellations received after September 1, 2009 are subject to a cancellation penalty equal to 100% of the total cost of the space canceled, unless the spaces are all sold out. In that event, the cancellation penalty is equal to 25% of the total cost of the exhibit package canceled. The cancellation notice must be received in writing by September 1, 2009 to receive a refund.

REGISTRATION OF COMPANY REPRESENTATIVES

A pre-registration form will be mailed to each exhibiting company after forms and payments are received. For those who return the form, a badge will be waiting in the registration area at the Sheraton New Orleans beginning on Wednesday, November 11, 2009. If your company does not pre-register, exhibitors will be asked to show identification showing they are an employee of the exhibiting company prior to receiving a badge. Each person attending the exhibition will be required to register and wear a badge. The transfer of a badge will bar all involved from participating in this and future meetings.

EXHIBIT HALL SECURITY

NAN will provide general hotel security provided by the Sheraton New Orleans. It is recommended that each exhibitor take the necessary precautions to protect his/her exhibit space, as exhibitors will be responsible for their products and space materials.

SUBLETTING OF SPACE

No exhibitor shall assign, sublet, or apportion the whole or any portion of space allotted, nor shall the exhibitor be permitted to exhibit therein any goods other than those manufactured or distributed by the company in the regular course of business.

Violation of this rule shall be cause for eviction from the show without refund. Displays or demonstration by exhibitors may not be held in any area other than the designated exhibit space.

SOLICITATION BY NON-EXHIBITOR PERSONNEL

Firms and representatives of firms not assigned exhibit space are prohibited from soliciting business during the Annual Conference. Violators will be promptly ejected from the convention area.

EXHIBITOR EVENTS

Exhibitors are prohibited from holding any events during official NAN program hours.

LIABILITY

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the National Academy of Neuropsychology, the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages and claims.

CARE OF BUILDING

Exhibitors will be held responsible for any damage done to the building by them, their agents or employees. Building walls, woodwork or floor must not be defaced or altered. Tacking, taping or nailing of signs, banners, etc. to any walls or woodwork is prohibited.

RELOCATION OF EXHIBITS

NAN reserves the right to alter the location of exhibitors, or of spaces shown on the official floor plan if deemed advisable in the best interest of the exposition. NAN shall have the further right to prohibit, bar, prevent and remove any exhibit, or proposed exhibit, or any part or portion thereof, which in NAN's judgment is unsuitable or inappropriate for the exhibitors or purposes of the NAN Annual Conference. Such right shall extend, but shall not be limited to all equipment, material, displays, installations and other items of things constituting part of, or used, or distributed in connection with any such exhibit.

SALES DURING SHOW

Exhibitor's selling merchandise on-site at the Conference must have the applicable tax licenses for the State of Louisiana and the City of New Orleans. Otherwise, orders may be placed for delivery shipped from exhibitor's regular place of business. NAN reserves the right to place additional restrictions on the sale and filling of orders as it may deem necessary. Violation of these rules will result in ejection from the convention area.

FOR ADDITIONAL INFORMATION

Should you require additional information, please feel free to contact:

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NAN Exhibitor Coordinator
University of Mississippi Medical Center
Psychiatry & Human Behavior
2500 North State Street
Jackson, MS 20892-9205
601-815-1021 (Phone)
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jojile@psychiatry.umsmed.edu

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