

Complete your contract online,  
view floor plan, access the Exhibitor Kit, and more.

## EXHIBITOR CONTRACT



**2019 International  
SOILS Meeting**

**Jan. 6–9 • San Diego, CA**

**Contact Information:** Please list your company name as you would like it to appear on printed promotional materials.

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_

State, Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

### Administrative Contact

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Location	Cost	Quantity
Corner	\$1,300	
All Others	\$1,100	

**PAYMENT TERMS:** Contracts submitted **prior** to August 6, 2018: payment is due in full, or a deposit of at least 50% of total booth fee, with the contract. Contracts submitted **on or after** August 6, 2018: the balance of payment is due. All checks must be payable to the Soil Science Society of America.

**CANCELLATION:** Prior to August 6, 2018: an administrative fee of \$100 is charged for any booth cancellation received in writing before August 6, 2018. August 6, 2018 or after: no refund will be provided.

Want to talk about sponsorship/advertising opportunities?  Yes  No

Would you like to schedule a pre-show planning call?  Yes  No

### PAYMENT INFORMATION

Check being sent within two weeks of contract date to Soil Science Society of America

Credit Card Payment    Card Number \_\_\_\_\_    Exp. \_\_\_\_\_    Amount Authorized \$ \_\_\_\_\_

\_\_\_\_\_  
Card Holder Name

\_\_\_\_\_  
Card Holder Signature

\_\_\_\_\_  
Card Billing Zip Code

### CONTRACT AGREEMENT

Application for exhibit is made with the understanding that the applicant company, its directors and employees agree to abide by the rules and regulations outlined in the contract and information online, as well as additional rules and regulations management deems necessary for the success of the exposition, provided the latter does not materially alter the exhibit contractual rights.

\_\_\_\_\_  
Name of Authorized Person (print please)

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date

**Send completed contract to:** Eric Welsh, [ewelsh@sciencesocieties.org](mailto:ewelsh@sciencesocieties.org)  
5585 Guilford Rd. Madison, WI 53711-5801

**or simply go online: [www.sacmeetings.org/exhibitors-portal](http://www.sacmeetings.org/exhibitors-portal)**



# Exhibitor Information

## Exhibit Hall Schedule

January 6-9, 2019  
(subject to change)

### Move In

Sunday 8:00 am–5:00 pm

### Exhibit Hall Hours

Sunday 7:30 pm–9:00 pm

Monday 9:00 am–6:00 pm

Tuesday 9:00 am–6:00 pm

Wednesday 9:00 am–4:30 pm

### Move Out

Wednesday 4:30 pm–8:00 pm

## Booth Rental Fee & Payment Schedule

Price per 10' x 10' unfurnished booth varies depending on its location in the exhibit hall and in relation to each other. The basic booth fee is \$1,000 USD. A corner booth fee is \$1,100 USD. Premium booths are \$1,500 USD. Please reference the color coded floor plan to identify the fee of each booth.

A deposit of 50% of the total booth space fee must accompany the application contract before a booth number can be assigned. The balance is due **August 6, 2018**. Acceptable forms of payment are credit card, check, or wire transfer. Wire transfer information is available on request. Make checks payable to the Soil Science Society of America.

## Cancellation Policy

Cancellation: Prior to August 6, 2018: an administrative fee of \$100 is charged for any booth cancellation received in writing before August 6, 2018. August 6, 2018 or after: no refund will be provided.

## Booth Rental Package

A 10'x10' unfurnished booth includes:

- 8'-high draped back wall, 3'-high draped sidewalls
- 6' Skirted table & 2 contour chairs (per exhibiting company)
- Two complimentary booth personnel registrations (per 10' X 10' space)
- Booth identification sign
- Company or product description in the program book\*
- Listing on meeting website\*
- Listing in attendee mobile app\*

\*If application and payment received prior to *October 17, 2018*

## Booth Space Assignment

*Booth space will be assigned at the discretion of SSSA.*

Exhibitors will continue to accrue Priority Points as a part of the booth selection process for future ASA, CSSA, and SSSA Annual Meetings.



# Exhibitor Information

## Move In

Sunday 8:00 am–5:00 pm

The Welcome Reception is located in the exhibit pavillion from 7:00-9:00 pm on Sunday. We ask that your exhibit space be set by 4:00 pm in order for the exhibit pavillion to be cleaned prior to the opening. It is the responsibility of the exhibitors to have their exhibits in place before the opening of the exposition.

Children under the age of 18 are NOT allowed in the exhibit hall during move in and move out.

Soil Science Society of America (SSSA) management may reassign exhibit space not occupied four hours prior to the exposition opening without refund of the rental paid.

## Move Out

Wednesday 4:30 pm–8:00 pm

All exhibits must be dismantled and removed prior to 8:00 pm on Wednesday. No packing of equipment, literature, etc. will be permitted until the official close of the exhibit hall at 4:30 pm. Violations will be noted and priority points will be deducted for any company who engages in early packing.

## Exhibit Service Contractor/ Exhibitors' Portal

The exhibitor kit contains detailed information and order forms of the products and services available. It will be available via the Exhibitors' Portal: [www.sacmeetings.org/exhibitors-portal](http://www.sacmeetings.org/exhibitors-portal)

## Freight Management/ Drayage

Exhibitors are responsible for the shipment of their exhibit materials to and from the SSSA International Soils Meeting. All exhibit materials, other than those in exhibitor-owned vehicles, will be handled by Exposition Services. Exhibitors may handle their own materials which can be hand carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

For exhibitors who choose not to ship in advance to the hotel and prefer to consign their shipment to the show, shipments will be handled at published prevailing rates to accommodate unloading and reloading at the show site. If a carrier other than a preferred carrier is used, it is the responsibility of the exhibitor to contact the carrier and inform them of check-in deadlines.

All freight and truck shipments must be cleared, arranged, and scheduled by Exposition Services. Please review the Material Handling and Shipping Information form included in the Exhibitors' Portal.

## Liability

By signing of the contact application for exhibit space, the exhibiting company, its agents, and representatives release the SSSA, the Sheraton San Diego Hotel & Marina and any of their officers, staff members, agents, or employees from all liability regarding any injury, loss, or damage that may occur to the exhibiting company, their agents, directors, officers or employees, or to the exhibitor's property prior to, during, or after the Meeting.

## Security

The exhibit hall will be secured during all hours that the exposition is closed. The main entry doors will be locked and the exhibit hall will be patrolled by security personnel. Exhibitors are cautioned that small portable items of value and personal items should be properly secured or removed from the exhibit hall. Each exhibitor is responsible for providing insurance for their own exhibit material. SSSA and the Sheraton San Diego Hotel & Marina are not responsible for loss of any kind.

## Promotional Materials

The SSSA reserves the right to determine what is acceptable publicity and advertising, and to restrict at any time any display, demonstration, presentation, or activity it deems inappropriate or undesirable. The SSSA Public Relations department must approve promotional material created by Exhibitors. Allow 2 weeks for approval. If desired, request the Meeting logo two weeks before needed.

## Media/Audiovisuals

The Annual Meeting is a private event. Media may attend by invitation and prior approval by the SSSA Public Relations department. Photography within the Exhibitor's space requires prior approval by the SSSA Public Relations department. An Exhibitor or Sponsor may not photograph or videotape any other company's exhibit or presentation. Exhibitors using live presentations or audio visuals in their booth must be respectful of their neighbors. The Societies reserve the right to intervene when sound levels or crowds constitute interference.

## Selling Requirements

Only registered exhibitors may transact sales, and all sales on the exhibit floor must be transacted within the exhibit booth. It is the exhibitor's responsibility to comply with all local, state, and federal tax laws. Exhibitors who sell items for delivery on the show floor will be required to obtain a California seller's permit and collect and remit state taxes.

## Cancellation or Postponement of the Exposition

In the event of fire, strikes, riots, civil commotion, acts of God, war, terrorism, epidemics, and other unavoidable circumstances rendering it impossible or impractical for any reason for the SSSA to perform such a contract, the SSSA shall be released from contract. In such events, all deposits and payments made by the exhibitor for exhibit space shall be returned minus any expenses incurred by the SSSA on behalf of the exhibitor.

