

# HAPS 39th Annual Conference May 21 – 25, 2025 *Exhibitor Opportunities*

**Wyndham Grand Pittsburgh Downtown  
Pittsburgh, PA**

The Human Anatomy & Physiology Society (HAPS) cordially invites you to attend and exhibit at our 39th HAPS Annual Conference in Pittsburgh, PA. The exhibits portion of the conference is May 22-23 at the Wyndham Grand Pittsburgh Downtown, and the workshops portion of the conference is May 24-25 at University of Pittsburgh. All paid staff registered as exhibitors are invited to attend both portions of the conference.

The HAPS Annual Conference concentrates on A&P instructional faculty in a way that no other conference does, regardless of size. HAPS ensures that exhibitors have plenty of time to interact with attendees and generate actionable leads. This is your one chance each year to interact with so many A&P instructors.

#### Key information:

- The HAPS Annual Conference brings in between 500-600 attendees. All attendees teach anatomy and/or physiology, most at the undergraduate level. Most attendees also teach an array of other courses in the biological sciences including general intro biology, neurobiology, microbiology, and genetics.
- Set-up is scheduled for Wednesday, May 21<sup>st</sup> from 8:00 AM to 5:00 PM. Exhibits are open to attendees on Thursday, May 22<sup>nd</sup> and Friday, May 23<sup>rd</sup>. Typically exhibit hours are from 7:30 AM to 5:00 PM. Tables/bulk space not set up by 5:00 PM, Wednesday, May 21<sup>st</sup>, will be considered vacant and space may be assigned to waiting list companies (unless prior arrangements are made with the HAPS Business Manager). If you have a travel delay, please send a note to [rformby@hapsconnect.org](mailto:rformby@hapsconnect.org).
- Teardown is scheduled for Friday, May 23<sup>rd</sup> starting at 4:00 PM. ***Note: Any exhibitor tearing down prior to 4:00 PM on Friday will incur a \$500 fine and may be excluded from participating in future conferences.***

**Deadline to guarantee space is January 21, 2025**  
**Full payment is required to guarantee space.**

**Even if it is not possible for you to attend the conference, please see the enclosed information on alternative opportunities to showcase your products and services.**

#### CONFERENCE OVERVIEW

- |   |                              |
|---|------------------------------|
| • Exhibit Hall set-up: Wyndham Grand      | Wednesday, May 21            |
| • Welcome reception site: Wyndham Grand   | Wednesday, May 21            |
| • Exhibit Hall site: Wyndham Grand        | Thursday & Friday, May 22-23 |
| • Update seminars site: Wyndham Grand     | Thursday & Friday, May 22-23 |
| • Closing reception site: Wyndham Grand   | Friday, May 23               |
| • Exhibit Hall tear-down: Wyndham Grand   | Friday, May 23               |
| • Workshop site: University of Pittsburgh | Saturday & Sunday, May 24-25 |

## KEY DATES ASSOCIATED WITH HAPS 2025 IN PITTSBURGH, PA

### January 21

- Completed forms and full payment must be submitted by this day to guarantee space in the exhibit hall.

### February 14

- Deadline to submit a workshop or poster presentation. Registered exhibitors may apply to teach a workshop or present a poster. Any workshop or poster that focuses on a single product or institution will be considered a “sponsored” workshop or poster requires an additional fee of \$150 per workshop session or \$75 per poster session. Presentations will be scheduled at the discretion of the Conference Committee. **Note: Exhibitors are limited to one sponsored workshop.** Exhibitors are invited to discuss proposals for workshops that are co-sponsored with HAPS. Such workshops must substantially focus on a specific aspect of HAPS that is of particular interest to HAPS members. If approved, these workshops would be submitted using the normal process, will not count against the one workshop limit, and will not incur a fee.

**Presentations MUST be submitted using the HAPS online form found on the HAPS 2025 Event webpage (<https://www.hapsweb.org/conferences-events/conference-hub/annuals/>) by the deadline. Payment of a sponsored workshop or poster does not guarantee acceptance. If your presentation is not submitted by the deadline or is not accepted, the fee will be refunded in full. Late submissions will not be accepted.**

### Mar 28

- Deadline for advertisements to be placed in the conference book.
- Deadline to coordinate hotel-based advertising with HAPS.
- Deadline for Exhibit Hall passport logos
- Deadline to cancel participation with refund, less a 15% processing fee

### April 28

- Deadline to coordinate additional activities (focus groups, etc.) with HAPS.
- Deadline for Exhibitor Personnel Badge Request Form.

## KEY CHANGES FOR 2025

- The registered attendee list will be distributed to all exhibitors on May 9th. Sponsors will receive the list earlier, based on their sponsorship level. (See pg. 6)
- Each exhibiting company will receive one membership per purchased table. A 20x20 booth will receive 3 memberships. Please send the name(s) and email(s) address for the designated member(s) from your company to [rformby@hpsconnect.org](mailto:rformby@hpsconnect.org).
- A charge may be applied for any bulk trash items left on the show floor after move-out. Be sure to remove any and all bulk trash items before vacating the premises.
- Exhibitor door prizes should not conflict with the HAPS door prize drawing. As such, all exhibitor sponsored door prizes must be completed before or after the HAPS door prizes that start at 4:15 PM on Friday, May 23<sup>rd</sup>. Anyone in violation of this may incur a \$1,000 fine.

## 2024 HAPS Annual Conference Attendance Distribution by Geographic Area

The 2024 Annual Conference was in-person and was hosted in St Louis, MO.

### Attendance by Region:

Central Region: 191  
Eastern Region: 49  
Southern Region: 149  
Western Region: 53  
Outside of North America: 5

### Attendance by Registration:

Member - Full Conference: 251  
Undergrad - Full Conference: 21  
Grad - Full Conference: 22  
Post-Doc - Full Conference: 0  
Update Seminar Only: 6  
Workshop Only: 19  
Guest: 9  
First Time Attendees: 126  
Second Time Attendees: 73



### Attendance by Membership:

Regular (Full-time Faculty and Conference Members): 269  
Contingent Faculty: 14  
High School Faculty: 1  
Retired Faculty/Emeritus: 5  
Undergrad Students: 3  
Grad Students: 9  
Post-Doc: 0

## REGISTER TO BE AN EXHIBITOR (May 21-23)

10x10 booth space:

- Includes one 6 ft. table, 2 chairs, a wastebasket, 10 drink tickets for “Drinks with Exhibitor” event, and registration for two staff members.....\$1500

20’x20’ booth space:

- Includes four 6 ft. tables, 8 chairs, a wastebasket, 10 drink tickets for “Drinks with Exhibitor” event, and registration for five staff members.....\$4500

Each additional staff member .....\$450

*Please note: Each exhibiting company will receive one membership per purchased table. A 20x20 booth will receive 3 memberships. Please send the name and email address for the designated member(s) from your company to [rformby@hapsconnect.org](mailto:rformby@hapsconnect.org).*

**Exhibit rental does not include** installation of any booth-related equipment including electrical power, water, gas, audio-visual equipment, furniture or decoration. Rental also does not include any receiving, storage, packing, shipping, or security and cleaning services. Additionally, please be sure to remove any bulk trash from your space during tear-down. Any bulk trash left after vacating the premises may result in a charge to your company. Since the HAPS Conference is being held in a hotel with limited storage, exhibitors will be required to use the selected tradeshow contractor, Stetson, to secure the above needs. The Exhibitor kit will be sent to participating companies by February 17, 2025.

## SPACE ASSIGNMENT

Tables/bulk space will be assigned in the following order for all exhibitors who submit the completed application and provide full payment by January 21, 2025. All Priority Points are based on participation as an exhibitor or sponsor in past Annual Conferences and Regional Meetings. (See below for more details.)

1. Reservations will start on January 27, 2025.
2. Reservations will be based on the number of booths orders and priority points. If two companies with the same number of booths also have the same number of priority points, the company that submitted their application first will be given priority.
3. After January 21<sup>st</sup>, space will be assigned on a first come, first served basis. If necessary, Priority Points will be used as a tiebreaker.

## PRIORITY POINTS

HAPS has created a Priority Point system based on participation as an exhibitor or sponsor in past Annual Conferences (2009 to 2024) or Regional Meetings (2012 to 2024).

- Annual Conference
  - 1 point for exhibiting at the Annual Conference
  - Extra points are gained via sponsorships. See pg. 6 for the Priority Points gained through each sponsorship level.
- Regional Meeting
  - ½ point for exhibiting at the Regional Meeting
  - ½ point for sponsoring an event up to \$1,000 unless otherwise stated.

## **EVENTS AVAILABLE FOR SPONSORSHIP AT THE 2025 CONFERENCE**

**For the complete list of sponsorship level benefits, please see page 6**

*All 2024 Sponsors have the right of first refusal*

\*All hotel-based sponsorships and advertising must be approved by HAPS ([info@hpsconnect.org](mailto:info@hpsconnect.org)) including TV advertising and hotel key cards. Deadline is Mar 28, 2025.

### **Platinum (\$15,000)**

- **Welcome Reception – Wednesday, May 21 from 6:00-8:00 PM.**
- **Closing Social – Friday, May 23 from 6:00-8:00 PM.**
- **Transportation for the Workshops (Saturday, May 24 AND Sunday, May 25)**

### **Gold (\$10,000)**

- **Continental Breakfast at the Hotel (Thursday, May 22 OR Friday, May 23 from 7:30 – 8:30 AM)**
- **Workshop Breakfast (Saturday, May 24 OR Sunday, May 25)**
- **Workshop Lunch (Saturday, May 24 OR Sunday, May 25)**

### **Silver (\$7,000)**

- **First Timer's Breakfast (Thursday, May 22 from 7:30 – 8:30 AM)**
- **Second Timer's Breakfast (Thursday, May 22 from 7:30 – 8:30 AM)**
- **Update Seminar Refreshment Break (Thursday, May 22 morning or afternoon break OR Friday, May 23 morning or afternoon break)**

### **Bronze (\$5,000)**

- **Conference App Sponsor**

### **Patron (\$2,500)**

- **Conference Bags**
- **Conference Name Badge Lanyards**

### **Additional Options:**

































#### **Update Seminar Speaker**

Please contact the HAPS Business Manager if interested in sponsoring an Update Speaker.

#### **DONATE A DOOR PRIZE**

Door prizes are eagerly anticipated and very much appreciated! Examples of donated prizes are textbooks, electronics (iPad, etc.), software, apparel.

## SPONSORSHIP LEVEL BENEFITS AT THE 2025 CONFERENCE

	<b>Platinum Level - \$15,000</b>	<b>Gold Level - \$10,000</b>	<b>Silver Level - \$7,000</b>	<b>Bronze Level - \$5,000</b>	<b>Patron Level - \$2,500</b>
1 communication (up to 150 words) sent from HAPS to registered attendees (to be sent by HAPS Staff)					
Complimentary booth space	<b>Two 10'x10'</b>	<b>One 10'x10'</b>			
Additional registration for staff members	<b>3 Staff</b>	<b>2 Staff</b>	<b>1 Staff</b>		
Recognition at event and signage with your company's logo					
Early Distribution of the Registered Attendee List (Emailed on April 14th)					
Ad in Conference Program (placement depending upon availability)	<b>2 page (Color)</b>	<b>1 Page (Color)</b>	<b>1 page (B&amp;W)</b>	<b>1/2 page (B&amp;W)</b>	<b>1/4 page (B&amp;W)</b>
Logo in Exhibit Hall Passport					
Additional Sponsored Workshops (*Note: Only 1 sponsored workshop per exhibiting company)	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>
Drink tickets to give out to attendees during the "Drinks with Exhibitors" Session	<b>50</b>	<b>40</b>	<b>30</b>	<b>20</b>	<b>15</b>
Place materials in conference bags					
Promotion of your company on the HAPS website (Logo/hyperlink to company's website/company name)	<b>Logo &amp; Hyperlink</b>	<b>Logo &amp; Hyperlink</b>	<b>Logo &amp; Hyperlink</b>	<b>Logo</b>	<b>Logo</b>
Additional Priority Points towards next year's exhibitor space selection	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Ribbon denoting sponsorship level on all staff member badges					
Recognition in the conference program for sponsored event/item					
Distribution of registered attendee list before released to exhibiting companies (emailed on April 29 <sup>th</sup> . Everyone will receive the list on May 9 <sup>th</sup> )					

\*Please note: Sponsorship received after March 31st may result in certain benefits not being available. If this happens, HAPS

will attempt to provide a benefit (of the same value) as a replacement.

## 2025 HAPS Exhibitor General Terms and Conditions

### **CANCELLATION**

An exhibitor not making payments in accordance with specified instructions forfeits all rights, claims, and reservations to table/bulk space requested and assigned. Exhibitors canceling on or before March 31, 2025, will be charged a 15% processing fee per 10x10 bulk space. There will be no refunds of table/bulk space registration fees after March 31, 2025.

### **SHIPPING TO THE WYNDHAM GRAND PITTSBURGH DOWNTOWN**

Shipping information can be found on the Exhibitor Kit webpage. The Exhibitor kit will be sent to participating companies on February 17, 2025. Stetson will be the official tradeshow contractor for the meeting.

### **EXHIBIT RESTRICTIONS**

HAPS reserves the right to refuse rental of display space to any company whose display of goods or services is not likely to be, in the opinion of HAPS, compatible with the general character and objectives of the exposition. The conference is a "closed trade show" designed to provide a showcase for equipment, goods, and services used by the participants of the Human Anatomy and Physiology Society. HAPS will refund the deposit of any prospective exhibitor whose Exhibitor Application is not accepted by HAPS. *HAPS reserves the right to restrict exhibits which, because of noise, method of operations, or any other reason are deemed objectionable, and may also prohibit or evict any exhibit which, in the opinion of the Executive Committee of HAPS, may detract from the general character of the show. In the event of such restrictions or eviction, the HAPS is not liable for any refunds, rentals, or other exhibit expenses.*

### **SPONSORED ITEMS**

Exhibitors are welcome to offer up giveaways at their booth. However, the items must not be identical in nature to an item that is sponsored. For example, if the conference bags are sponsored, exhibitors may not hand out this item as a giveaway.

### **USE OF SPACE**

No exhibitor may assign, sublet, or apportion the whole or any part thereof, of space allotted nor exhibit therein any goods other than those manufactured or handled by the exhibitor in the regular course of his/her business, nor permit any representative of any other firm to solicit business, take orders, or sublet in his/her space.

### **SIZE LIMITATIONS FOR BULK SPACE**

Built-up exhibits or other construction cannot exceed 8 feet on background wall height without prior approval of Caitlin Hyatt, the HAPS Business Manager. If your display or equipment will not fit within the space you purchased, you will need to purchase an additional table or booth, or you will be asked to modify the exhibit. To create an island, exhibitors must purchase a minimum space of 20'x 20'. Exhibits will not be permitted to protrude into the aisles or significantly impede the visibility of neighboring exhibitors.

### **“BE A GOOD NEIGHBOR”**

No exhibits will be permitted to interfere with other exhibits, impede access to them, or impede free use of the aisle. Booth personnel, including demonstrators, receptionists, and models are required to confine their activities within the

exhibitor's table/bulk space. Apart from the specific display space for which an exhibiting company has contracted with HAPS, no part of the Wyndham Grand or its grounds may be used by any organization other than HAPS for display.

### **MUSIC AND AMPLIFICATION**

Due to ASCAP and BMI licensing requirements and U.S. copyright laws, no copyrighted music, live or recorded, will be permitted in the exhibit hall unless the exhibitor using the material has purchased the appropriate license. Exhibitor agrees to indemnify, defend, and hold harmless HAPS from any liability arising due to use of copyrighted music by exhibitor. This rule includes background music and audiovisual presentations. The use of recordings, videos, slides, or other audiovisual devices (except for speakers and microphones) is permissible; however, the sound volume of any such device must not exceed that of normal conversation voice level and must not be objectionable to neighboring exhibitors.

### **SELL OUT/WAITING LIST**

Upon the show becoming a sell-out, HAPS will establish a waiting list for space on a first come, first served basis. Companies on the official waiting list will be considered as an "exhibitor" for purposes of preference in assignment of 2025 booth space and will have all the rights and privileges to reserve 2025 booth space as other exhibitors who have booths at the Conference provided all applications and deposits are received when due. In the event of a "no show" by a registered exhibitor by 5:00 pm, on May 21, 2025 (unless other arrangements are made) the waiting list will be used to give companies the opportunity to utilize the empty space. Set up for waiting list companies will occur between 5:00 pm and 9:00 pm on Wednesday, May 21, 2025.

### **ADDITIONAL EXHIBITOR EVENTS (Public or Private)**

Exhibitors wishing to schedule additional public or private functions must notify the HAPS Business Manager and receive approval for the event. These events include author dinners, focus groups, and other exhibitor-specific events. Events that conflict with any official HAPS Conference event will be denied. ***Exhibitors who conduct such events anyway will be fined \$1000, may be removed from the event, and may be denied access to future events. April 29, 2025, is the deadline for reporting events for approval to the HAPS Business Manager.***

### **EXHIBITOR APPOINTED CONTRACTOR (EAC)**

An Exhibitor using an Exhibitor Appointed Contractor (EAC) agrees to notify HAPS and Stetson, the official contractor of the 2025 HAPS Annual Conference of such appointment and agrees to indemnify and hold harmless HAPS, the Wyndham Grand and their respective officers, directors, staff, employees, and agents from any and all liability or losses for any act, complaint, damage or loss to the any other exhibitor, the exhibit facility, the property of any contractor or any consequential damages arising out of any such act or loss from the time the independent EAC first arrives at the facility until the final move-out is complete.

The exhibitor further agrees that HAPS may prohibit the EAC from working in the facility if they do not fully comply with all rules and regulations set forth for them at this event. Any Exhibitor using an EAC agrees to advise its EAC of all terms and conditions. (In short – if you have someone set up your booth – they must abide by the rules.) Since Stetson was selected as the official contractor for the meeting, any company choosing to use a third party must contact HAPS and Stetson to fill out any necessary paperwork.



## **SELLING GOODS AT THE CONFERENCE**

Retail selling from table/bulk space by exhibitors is prohibited. Solicitation by non-exhibitors is prohibited. Any person representing a non-exhibitor, identified soliciting in common areas of the convention center, will be asked to vacate the premises.

## **FIRE CODES**

Fire regulations will be in accordance with the City of Pittsburgh, PA.

## **CANCELLATION OR POSTPONEMENT OF THE CONFERENCE**

In the event that the Conference is postponed due to any occurrence not occasioned by the conduct of HAPS or Exhibitor, whether such occurrence be an Act of God or the common enemy, a pandemic or outbreak of a major communicable disease, or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this Lease, then the performance of the parties under this Agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. If such occurrence results in cancellation of the Exposition, the obligations of the parties under this Agreement shall be automatically terminated and all payments made under this contract shall be refunded to Exhibitor, less a pro rata share of expenses actually incurred by HAPS in connection with the Conference. HAPS shall not be financially liable in the event the show is interrupted, cancelled, moved, or dates changed except as provided herein.

## **LIABILITY**

It is expressly understood and agreed between exhibitors and HAPS shall be under no liability for loss of, or damage to goods or property of exhibitors, or personal injury to the exhibitor or exhibitor's employees. Exhibitor hereby agrees to protect, defend, indemnify, and save HAPS, its officers, directors, employees, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of HAPS and its employees and agents.

## **INSURANCE**

Exhibitor shall obtain and keep in force, during the term of the installation and use of exhibit premises, policies of Comprehensive General Liability Insurance insuring the liability set forth in this Exhibitor Contract, in an amount not less than \$1,000,000 combined single limit for personal and property damage. Exhibitor acknowledges that HAPS does not maintain insurance covering exhibitor's property and that is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance insuring any losses by Exhibitor.

## **Other information:**

### **MAKE YOUR HOTEL RESERVATIONS**

The contracted hotel for the 2025 HAPS Annual Conference is the Wyndham Grand Pittsburgh Downtown. Reservation information can be found at <https://www.hapsweb.org/conferences-events/conference-hub/annuals/>.

### **CONTACT INFO**

For sponsor and exhibit hall questions, contact [rformby@hpsconnect.org](mailto:rformby@hpsconnect.org), or 706-845-8204.

## ADVERTISING OPPORTUNITIES:

### Place your advertising materials in 2025 Conference registration bags - \$500

- You may include your advertising materials in conference bags to be given out at registration. The option is included on the exhibitor application.
- Fee includes one item (example: flyer, booklet, pamphlet) – email the HAPS office to clarify
- Purchased advertising materials must be **received** by May 15, 2025, and using only the show management label. Boxes can arrive 30 days prior to exhibitor move in.

### HAPS Conference Exhibitor Passport – \$250

The Exhibit Hall passport is a way to promote your company, as well as a way to increase your booth traffic. Each attendee will be provided with a passport on the second day of the conference and are instructed to get their passport stamped for a chance to win a prize. Limited space is available! Sponsors receive a passport space first.

*Participate in the HAPS 2024 Annual Conference official Exhibit Passport for your chance to win a prize, while touring the latest products and services!*

#### HERE'S HOW IT WORKS!

1. Visit the booths of all participating exhibitors and have them punch their section of the passport grid.
2. After you're done, enter your contact information on the back and submit your card to the HAPS Registration Desk.
3. Only fully completed cards that are submitted by 3 PM on Friday will be eligible for the drawing.
4. Winners will be announced in the Exhibit hall on Friday during the door prize section. You must be present to win.



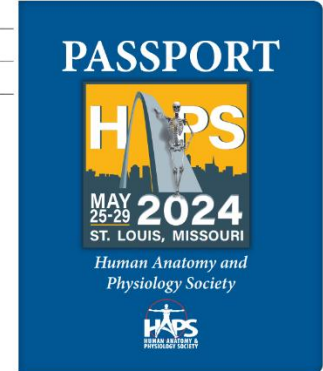
Name: \_\_\_\_\_

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

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

**Have you completed the Exhibit Hall Passport?  
CONGRATULATIONS!**

*For your chance to win:  
Follow all the rules on the reverse of this card. Fill out the contact information above and hand it in at the Registration Desk before 3 PM Friday.*



**Place your advertisement in the 2025 Conference Book**

- Ads may be sent to [rformby@hpsconnect.org](mailto:rformby@hpsconnect.org)
- **Deadline to submit an ad for the book is March 31, 2025.**
- The exhibiting companies who reserved the full page inside front cover, full page inside back cover, or full page outside back cover for the 2024 Annual Conference have right of first refusal.

**Company** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Phone** \_\_\_\_\_

**FAX** \_\_\_\_\_

<b>Ad Specification Sheet</b> If ordering ad space, please check with <a href="mailto:info@hpsconnect.org">info@hpsconnect.org</a> for ad placement availability.	<b>Price</b>
<b>Full Color</b>	
Full page inside front cover	\$425
Full page inside back cover	\$400
Full page outside back cover	\$475
Full page inside (location requests considered - not guaranteed)	\$375
<b>Black &amp; White</b>	
Full size	\$275
½ page	\$225
¼ page	\$175
Artwork enclosed      please circle    yes / no	
Artwork to follow      please circle    yes / no	
<b>Special Instructions:</b>	

**Specifications & Requirements:**  
 Final trim size – 8 x 10.5  
 All text at least 1/2 inch from edge  
 Color proof required for all color ads  
 Standard ad space (W x H)  
 ¼ page - 3.5 x 4.5  
 ½ page – 7.5 x 5  
 Full page – 7.5 x. 10

**Electronic Formats:**  
 .pdf – high resolution  
 .jpeg files  
 .eps files  
 Photoshop .psd  
 Illustrator .ai

Include **all** fonts and linked artwork.

If the received artwork is not one of the above electronic formats, there may be additional charges. HAPS reserves the right to reject any advertising considered non-conforming to HAPS standards. **Terms:** No agency discounts given on quoted rates. All rates are payable at time of ad placement. **Priority Placement:** All ads will be placed on a “first come/first serve” basis. **Cancellation/ Refunds:** Orders may be cancelled, and refunds will be given till the reservation date. Cancellations after that time will not be eligible for refunds.

**39th HAPS Annual Conference – May 2025  
Exhibitor Application & Contract**

Contact Person
Company Name
Address
City, State/Province
Zip, Country
Email
Phone
Website
Description of company for the conference program (1-2 sentences only please. This will be listed in the program):
Is this your first year exhibiting with HAPS?      YES    NO

**Exhibitor Fees & Payment**

Quantity	Description	Cost	Total
	10x10 bulk space	\$1500	
	20x20 bulk space (as available)	\$4500	
	Additional Staff	\$350/person	
	Workshop fee: (deadline to apply is Feb 16) <b>NOTE: Exhibiting companies are limited to one sponsored workshop. Sponsors may have additional sponsored workshops based on the sponsorship level. (see pg.6)</b>	\$150	
Sponsorship (check with <a href="mailto:info@hpsconnect.org">info@hpsconnect.org</a> for availability)		Please refer to page 5 for fee structure	
Advertise in conference program (check with <a href="mailto:info@hpsconnect.org">info@hpsconnect.org</a> for availability)		Please refer to page 11 for fee structure	
Advertising Opportunity (check with <a href="mailto:info@hpsconnect.org">info@hpsconnect.org</a> for availability)		Please refer to page 10 for fee structure	
Purchase additional 10 drink tickets for 'Drinks with Exhibitors' event		\$200	
Door prize donation		Please describe:	
<b>TOTAL DUE</b>			

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## Key Policies for 2025

Please read this page and sign the bottom. Applications **MUST** include this signed page.

- **All** exhibitor-sponsored events open to conference participants must be coordinated through the Business Manager, Caitlin Hyatt. Notice should be given by April 29, 2025.
- Any service, token, or activity provided by an exhibitor must be available to all registered participants on a first-come, first-served basis.
- Exhibitor private events such as focus groups **must not** be held during times scheduled for seminars, workshops or even the evening socials. Focus group meeting times must be coordinated with the HAPS Business Manager, Caitlin Hyatt, by April 29, 2025. **Failure to abide by this policy may lead will incur a \$1000 fine plus you may be removed from the event and be denied access to future events.**
- Exhibitors are welcome to offer up giveaways at their booth. However, the items must not be identical in nature to an item that is sponsored. For example, if the conference bags are sponsored, exhibitors may not hand out this item as a giveaway.
- All table personnel must be registered in order to participate in the HAPS 39<sup>th</sup> Annual Conference. Registration includes admission to all receptions, all update sessions, continental breakfasts, refreshment breaks and conference activities including workshops. Additional staff may be added above what is included with the booth space for \$300 per person.
- Any exhibitor tearing down prior to 5:00 PM on Friday will be assessed a \$500 fine and may be excluded from participating in future conferences.
- This agreement is incorporated by reference to the Exhibitor Contract. All points not covered are subject to the decision of the HAPS and/or the HAPS Executive Committee.
- Music and Amplification: Due to ASCAP and BMI licensing requirements and U.S. copyright laws, no copyrighted music, live or recorded, will be permitted in the exhibit hall unless the exhibitor using the material has purchased the appropriate license. Exhibitor agrees to indemnify, defend, and hold harmless HAPS from any liability arising due to use of copyrighted music by exhibitor. This rule includes background music and audiovisual presentations. The use of recordings, videos, slides, or other audiovisual devices (except for speakers and microphones) is permissible; however, the sound volume of any such device must not exceed that of normal conversation voice level and must not be objectionable to neighboring exhibitors.
- Exhibitors are invited to discuss proposals for workshops that are co-sponsored with HAPS. Such workshops must substantially focus on a specific aspect of HAPS that is of particular interest to HAPS members. If approved, these workshops would be submitted using the normal process. Please keep in mind the proposal deadline – February 14.
- **HAPS 2025 Annual Conference - Be Well Agreement:** Any public space where other people are present holds an inherent risk of exposure to COVID-19 and other communicable diseases. By attending this event, I agree to voluntarily assume all risk related to exposure and agree to not hold HAPS or any of their affiliates including partners, sponsors, directors, officers, employees, agents, contractors, volunteers, or sponsored venues liable for illness. I agree to not attend any HAPS event if I feel ill or had recent exposure to a COVID-19 case. HAPS will review all relevant information provided by the Centers for Disease Control (CDC) and keep attendees and exhibitors informed on any change in policies via the [HAPS 2025 Annual Conference webpage](#).

By signing below my organization/company agrees to comply with the 2025 Human Anatomy and Physiology Society Annual Conference Terms and Conditions for exhibitors in this Contract and hereby incorporated by reference.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**2025 HAPS Annual Conference  
Exhibitor Application & Contract**

Applications may be faxed (706-883-8215) sent as an email attachment to [rformby@hpsconnect.org](mailto:rformby@hpsconnect.org).  
**If paying by check**, please mail the application and check and signed page one of the contract to the address below.

Human Anatomy and Physiology Society (HAPS)  
251 S. L. White Blvd.  
LaGrange, GA 30241

This information will only be used for the Human Anatomy & Physiology Society. For your convenience, we will use this authorization to charge your credit card account (if not paying by check). We will advise you, prior to charging card, of any unpaid balances at the conference or any additional amounts incurred at the show-site by your representative(s). This information is confidential.

Check **type** of credit card: \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ American Express \_\_\_\_\_ Discover

Credit Card Number

Expiration Date

CVV

Company Name

Cardholder's Name

Cardholder's Billing Address

City, State/Province

Zip/Country

Signature

By signing below, I authorize the Human Anatomy and Physiology Society to charge the card above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**2025 HAPS Annual Conference – Exhibitor Personnel Badge Request**

10'x10' booths allow **two** exhibitor registrations per 10'x10' bulk space. 20'x20' booths allow **five** exhibitor registrations per 20'x20' bulk space. Additional staff may be added above what is included with a table for \$450 per person.

There is no additional fee for attending both sets of days, but we do need an accurate count so the choices made on this form should be considered firm.

Please submit this form by April 30, 2025. This form can be sent to [rformby@hpsconnect.org](mailto:rformby@hpsconnect.org) or may be faxed to 706-883-8215.

Please list how the staff name and company name should be listed on each name badge.

<b>Name</b>	<b>Company Name</b>	<b>Email Address</b>	<b>Dietary Needs: Regular, Vegetarian, Vegan, Gluten-free</b>	<b>Attending Workshops: Yes/No</b>

