

Book Exhibit Guidelines
HISTORY OF SCIENCE SOCIETY/PHILOSOPHY OF SCIENCE ASSOCIATION MEETING
15-18 NOVEMBER 2012
SAN DIEGO, CALIFORNIA

Before the Meeting:

1. Table fees are as outlined in the Book Exhibit Reservation Form. Any requests for tables will be accommodated on a space-available basis only.
2. Exhibitors will receive **one** complimentary registration for each reserved table, up to a total of four registrations. So that we may provide your staff with badges, **we ask that you complete registration forms for all staff members who will be attending the meeting.** You should receive a registration form in the email with these guidelines. Please note that these registrations do not include admission to the HSS/PSA reception on Saturday night.
3. You will be responsible for all shipping costs **to** and **from** the meeting. The Hotel's drayage charges will be explained in the 'Hotel Guidelines' section of this document.
4. Neither the hotel nor the History of Science Society accept any liability for equipment, goods, displays, or other materials that arrive, fail to arrive, or are left at the hotel. You are responsible for insuring your property. Exhibitor shall pay for any and all damages to property owned by the Sheraton San Diego Hotel & Marina, its owners or managers, which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Sheraton San Diego Hotel & Marina, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, and the History of Science Society, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.
5. As the meeting approaches, special requests will become increasingly difficult to accommodate. If you have any special needs, please make us aware of these as early as possible.
6. If you have any specific needs beyond the basic setup described below (e.g., phone lines, internet access, electrical service), please contact the HSS Executive Office at info@hssonline.org to make arrangements. You will be responsible for any charges for such services.

Where to ship the book exhibition materials

Books: To send books for staffed tables, to arrive no earlier than three (3) business days before the meeting, which begins 15 November 2012, follow the procedures below on page 3 under "Hotel Guidelines."

Inserts for Registration Packets: The deadline for inclusion is Monday, 5 November 2012. This year we are charging a flat rate of \$500 to include an insert in every attendee's packet. This cost is in addition to charges for Book Exhibit tables. We expect 1,100 delegates to attend.

At the Meeting

1. The Book Exhibit will be located **on the first (1st) floor of the East Tower, in the Grande Ballroom A.** (tentative Floor Plan available upon request). Set-up will take place **Thursday, 15 November, between 2:00 pm and 6:00 pm.** These hours may be extended if necessary. As in years past, the exhibit set-up will be simple. We will supply 6' x 2.5' tables, skirted and draped, and with 2 chairs per table and 1 wastebasket. We will **not** provide signage or booths. If you need risers or other display equipment, please plan to bring these items with you. We will try to accommodate special requests, but we must work within the confines of the exhibit space. You must contract with the hotel for electrical and Internet connections. Please contact info@hssonline.org with such requests.

2. The Book Exhibit will be open to attendees at the following times:

15 November (Thur.)	6:00 pm to 8:30 pm
16 November (Fri.)	8:00 am to 5:00 pm
17 November (Sat.)	8:00 am to 5:00 pm
18 November (Sun.)	8:00 am to 11:00 am

The Thursday joint plenary session will appeal to attendees from both the HSS and PSA and will take place in Grande Ballroom C. The opening reception will take place 7:30-8:30 in the Grande Ballroom Foyer and Ballroom A, so traffic should be substantial.

3. Some portions of the book exhibit may be in an open foyer. Security will be provided for any areas that cannot be locked.
4. Breakdown will begin Sunday, 6 November at 11:00 am. The exhibit space must be cleared by 4:00. Please plan to pack your own boxes so that they are ready to be shipped Monday morning. If you need to make special arrangements, please contact the HSS office. **Neither the History of Science Society nor the Book Exhibit Coordinator can take responsibility for the packing or shipping of books left in the display area.** Books and materials for the Collective Book Exhibit will **not** be returned.
5. Finally, we would like to make your exhibit experience as productive and as enjoyable as possible. Please do not hesitate to let us know of your needs and preferences. We will be happy to inquire about relief help for exhibitors who will be displaying alone.

***Please sign and date this form to confirm that you have received and understand these rules and send a copy to the History of Science Society Executive Office at 440 Geddes Hall, Notre Dame, IN 46556 or by fax (574) 631-1533.**

Contact the History of Science Society office with any questions or concerns: info@hssonline.org or (574) 631-1194.

Thank you for your participation!

Signature

Company (Please print)

Date

*Signature not required for publishers who are **only** sending inserts and/or books for the Collective Book Exhibit.

Hotel Guidelines

SHIPPING OF PACKAGES

The Sheraton San Diego Hotel & Marina will only accept prepaid packages. The hotel will refuse any packages delivered C.O.D. and the hotel will make no notification to the shipper. Please address all boxes/packages as follows:

Sheraton San Diego Hotel and Marina
1380 Harbor Island Drive
San Diego, CA 92101
USA

HSS/PSA Meeting: Nov 15 — Nov 18
Hold for "Exhibitor Name"
"Exhibiting Company Name"
(Box ___ of ___)

Remember to provide a complete return address including company name.

If you are sending more than one package within a single shipment, please be sure to number in sequence (i.e. 1 of 3, 2 of 3, etc.)

Due to limited storage, please do not send packages to arrive more than three (3) business days prior to your event.

The hotel does charge handling fees for boxes both incoming and outgoing shipments. Please see the shipping forms included at the end of this document. The hotel suggests completing and faxing the Package Fee Notification form in advance to (619) 692-2342.

Bills of lading or delivery slips showing weight and number of pieces must cover all shipments. Exhibitors need to make direct arrangements with the carriers.

Outgoing boxes can also be shipped via the Sheraton San Diego Hotel & Marina – All PACKING SLIPS MUST BE FILLED IN PRIOR TO DEPARTURE OF THE BOXES. A sample Shipping Form from the hotel is included with these guidelines.

The Hotel and the History of Science Society do not accept any liability for equipment, goods, displays, or other materials that arrive or fail to arrive at the Hotel. The Exhibitor is responsible for insuring its property for loss or damage. All packages should be clearly marked with a return address.

It is the Exhibitor's responsibility to check on the arrival of any packages and to check to ensure that the contents are intact. The Sheraton San Diego Hotel & Marina and the HSS accept no liability for lost, stolen or damaged goods.

EXHIBIT INFORMATION:

Each Table Top Exhibit Includes:

- One six foot table with cover (Tablecloth is floor length)
- Two Chairs per table
- Wastebasket

Signage:

Nothing should be posted on, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. The Hotel requests that all signage be limited to the meeting and exhibit levels, and requires that all signage intended for display in public areas of the Hotel be professionally printed.

SECURITY

The Exhibitor acknowledges that the Sheraton San Diego Hotel & Marina and the History of Science Society cannot be responsible for the safekeeping of equipment, supplies, written material or any other valuable items left in function rooms by the meeting's attendees. Security will be provided for the book exhibit area for the period when the exhibit is closed.

ADVERTISING

Neither the Exhibitor, nor the Hotel, nor the HSS will use the name, trademark, logo, or other proprietary designation of the other party in any advertising or promotional materials without the prior written approval of such party. The Exhibitor's requests for any Hotel advertising materials should be directed to the Hotel contact listed on the front page of this contract.

GUEST ROOM HOSPITALITY EVENTS

Guest rooms and guest suites are the private domain of the registered occupant(s) for the time reserved, and those occupants are entitled to reasonable and normal use therein. In the event of planned group activities in the guest room areas, guests are required to obtain advance Hotel approval, and all group food and beverage services must be coordinated through and/or provided by Hotel services. Should such group activities (not coordinated through Hotel) come to the Hotel's attention, Hotel will evaluate group activities for possible charges, and client will be responsible for assistance in such situations.

PROMOTIONAL MATERIALS

Nothing should be posted on, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything in connection, therewith, necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the Exhibitor. For your convenience, the Hotel has strategically located daily monitors displaying meeting information and will provide a reasonable quantity of easels for signage. The Hotel requests that all signage be limited to the meeting and exhibit levels, and requires that all signage intended for display in public areas of the Hotel be professionally printed.

IN-HOUSE LABOR, SERVICE AND EQUIPMENT

All arrangements for required labor, service and/or equipment (such as Electrical power supply/connections, Internet/VPN/Telephone access, Security/Lock Changes, Banner Hangings, Marketing Opportunities, etc) may be arranged via your assigned Convention Service Manager. The Convention Service Manager will be able to provide further details on availability, associated fees and cost estimates.

FORMS: See attached shipping forms from the Sheraton San Diego Hotel & Marina (disregard the reference numbers in the upper right corner).



Sheraton San Diego
HOTEL & MARINA

No 9049

PACKAGE FEE NOTIFICATION

Guest Name: _____

Group Name: _____

Arrival Date: _____ / _____

FedEx: _____ UPS: _____

DHL: _____ Other: _____

Room #: _____

Credit Card #: _____

Exp. Date: _____ / _____ CID: _____

Name on Card: _____

Signature: _____

<i>Package Weight</i>	<i>Handling fee to be applied</i>
0 to 5 pounds	\$5.00 each
6 to 20 pounds	\$10.00 each
21 to 50 pounds	\$15.00 each
Over 50 pounds	\$25.00 each
Pallets	\$0.50 per pound
Storage after 3 days	\$25.00 per item/day

Delivered by: _____

Location: _____

Date: _____

Time: _____

Total Fee \$ _____

TRACKING #:



Sheraton San Diego HOTEL & MARINA

REF No 32039

1380 HARBOR ISLAND DRIVE, SAN DIEGO, CA 92101-1092
PHONE (619) 692-2282 - FAX (619) 692-2337

Shipping Form

Federal Express UPS DHL Other _____

NOT ALL SERVICES ARE AVAILABLE TO ALL LOCATIONS

- Early AM (Extra charge) Next Morning Next Afternoon
 - 2 Day Service 3 Day Service Standard Ground - 7 to 10 days (UPS only)
 - Saturday Delivery Saturday Pick-Up Insurance over \$100.00 \$_____
- (\$10.00 Additional charge for Saturday Service)

All services are in Business Days unless otherwise marked.

Weight _____ **IF NOT CHECKED PACKAGE IS SENT OVERNIGHT NEXT MORNING.**

No parcels can be delivered to P.O. Boxes.

From: Name: _____ Company: _____
Telephone: (____) _____ Mobile: (____) _____

To: Name: _____ Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____ Telephone: (____) _____

NOTE: The Hotel requires a one day notice to process shipments. All boxes must be properly sealed and labeled before arriving to the package room.

Payment Method: (Shipping Account # does not cover handling fees)

Room # _____ Shipping Acct # _____ Group Master Acct # _____

Credit Card # _____ Exp. Date _____

If you would like to have a copy of this with charges
please leave your fax number: (____) _____

Outbound Charges (apply to all guests):

- \$5.00 flat rate per envelope regardless of service (overnight, etc.).
- \$10.00 flat rate per box regardless of size, weight, or destination.
- \$15.00 flat rate for any crate or display case up to 50 lbs.
- \$25.00 flat rate for any crate or display case between 50-150 lbs.
- \$50.00 flat rate for any crate, pallet or display case over 150 lbs.
- \$25.00 per pallet to palletize boxes before shipment (**this charge is in addition to the five above assessments**).

These charges are **in addition to** the regular freight charges imposed by UPS, DHL, FED EX, or any other service line.

**Handling Charges Apply to All Outbound Shipments
and Incoming Exhibitor Shipments**

We cannot accept unpacked or unlabeled items. Packing supplies are available for purchase. The Sheraton San Diego is not responsible for missing items or damage resulting from the packing or shipping of items.

Cost:
Mail: _____
Supplies: _____
Handling: _____
Total: _____

of Packages:



Guest Signature (INDICATES ACCEPTANCE OF ALL ABOVE ITEMS) _____ Date _____