

**Book Exhibit Guidelines**  
HISTORY OF SCIENCE SOCIETY ANNUAL MEETING  
**19-22 NOVEMBER 2015**  
SAN FRANCISCO, 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 any special events associated with the meeting.
3. **Please review the hotel exhibitor information carefully.** Because the hotel is older than some of the hotels in which we've met recently, there may be restrictions that will impact shipping your materials. 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. The exhibitor assumes the entire responsibility for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought onto the premises on The Westin St. Francis and shall indemnify and hold harmless the Hotel agents, servants, and employees from any and all such losses, damages, and claims.

The exhibitor acknowledges that The Westin St. Francis does not maintain insurance covering exhibitor's property and this is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

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](mailto: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 19 November 2015. Please follow the procedures below on page 3 under "Hotel Guidelines."

**Inserts for Registration Packets:** The deadline for inclusion is Friday, 6 November 2015. 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 750-800 delegates to attend.

**At the Meeting**

1. The Book Exhibit will be located **in the California Room (both East and West)** on the second floor of the Hotel (tentative Floor Plan available upon request). Set-up will take place **Thursday November 19, 2:00 - 6:30 pm.** As in years past, the exhibit set-up will be simple. We will supply 6' x 3' tables, skirted and draped, and with 2 chairs per table. 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](mailto:info@hssonline.org) with such requests.

2. If you have a preference regarding the **location** of your table(s), please let us know, and we will make every effort to accommodate you. We cannot guarantee that we can give all exhibitors their first choice.
  
3. The Book Exhibit will be open to attendees at the following times:

|                            |  |
|----------------------------|--|
| <b>19 November (Thu.),</b> | <b>7:45 to 8:45 pm (Opening Reception)</b>                                     |
| <b>20 November (Fri.),</b> | <b>8:00 am to 5:00 pm (Poster Exhibit and Reception, 7:30 - 8:30 Optional)</b> |
| <b>21 November (Sat.),</b> | <b>8:00 am to 5:00 pm</b>  |
| <b>22 November (Sun.),</b> | <b>8:00 am to 10:30 am</b>   |

The opening reception will take place in Thursday, 7:45 to 8:45 pm in the California Room, so traffic should be substantial. We are also encouraging publishers to have their tables open on Friday evening for a reception and poster session, 7:30 – 8:30, although this is optional. The book exhibit is located near all of the meeting rooms and the registration desk. We also plan to place breaks in and/or near the book exhibit area.

4. Breakdown will begin Sunday, 9 November at 10:30 am. The exhibit space must be cleared by 1:00 pm. 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. If you would like a volunteer graduate student to watch your exhibit while you get lunch or take a break, please let us know at [info@hssonline.org](mailto:info@hssonline.org), and we will make arrangements. We will also try to have volunteers on hand, but early notification will make it easier to ensure somebody is available for you.
  
7. 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](mailto: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 Westin St. Francis Hotel 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:

Westin St. Francis Hotel  
335 Powell Street  
San Francisco, CA 94102  
FOR: HSS Meeting Exhibit  
Table #  
ATTN: Alberto Lamberti, Event Manager

We will be sending your table numbers about 2 weeks before the meeting.

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.)

The Westin St. Francis can facilitate outgoing shipments with FedEx and UPS; for any other carriers, you must make your own arrangements. Please note that if you select a company other than FedEx or UPS to ship your items, be aware that the hotel loading dock has a 12' vertical height restriction. The delivery truck must meet this loading dock restriction, or must have a liftgate and pallet jack for the truck operator to offload the items onto a curb and into the hotel. If the delivery truck exceeds the 12' height restriction, and the operator does not have a liftgate and pallet jack, the shipment will be refused and you will have to make alternate arrangements to have the exhibit items delivered to the hotel.

Due to limited storage, please do not send packages to arrive more than three (3) business days prior to your event. Boxes that arrive too early or remain in storage after the meeting may require additional storage costs at the publisher's expense.

The hotel does charge handling fees for boxes both incoming and outgoing shipments. Please see the shipping forms included in the email with this document. The hotel will not deliver any boxes to exhibitors without credit card authorization.

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.

All packing slips must be filled in prior to departure of the boxes.

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 Westin St. Francis Hotel 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
- Wastecan?

### **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 Westin St. Francis Hotel 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 using the included Exhibitor Information form. The Convention Service Manager, Alberto Lamberti, will be able to provide further details on availability, associated fees and cost estimates.

**FORMS:** See attached forms for requesting additional exhibit services from the hotel as well as the meeting registration forms. You do NOT need to request additional tables using the Westin's form. We have already arranged for your tables.