

# INVITATION TO EXHIBIT AT THE 55<sup>th</sup> SEPA CONVENTION

## Southeastern Psychological Association

The Southeastern Psychological Association will hold its 55<sup>th</sup> Annual Convention at The Sheraton New Orleans, New Orleans, Louisiana, February 18-21, 2009. We invite you to exhibit at this exciting event and would be pleased to have your organization represented at SEPA this year. The Southeastern Psychological Association (SEPA) has a membership of approximately 2,000 and anticipates an attendance of 1200-1500 delegates at the Convention, coming from the Southeast and other states across the country.

The Exhibits will be located in the same general area as the SEPA Conference Registration and Poster Sessions. This arrangement will encourage movement of attendees through the exhibit area as they register and attend poster sessions.

SEPA exhibits display the following: 1) standard and recently published texts and tests in psychology, 2) professional and government services relative to the field of psychology, 3) academic and professional opportunities for psychologists and psychology students, 4) software, tools, equipment and scientific applications for faculty, clinicians, and students.

Please read the “**Invitation to Exhibit**” brochure on the following pages. The deadline date to register as an exhibitor is January 9th, 2009; however, the booth space you prefer may be taken by another exhibitor if you wait too long.

Another way you may wish to “exhibit” with SEPA is to place an advertisement in our program book. Be assured that placing your advertisement in the SEPA 2009 Program Book will result in advertising dollars well spent -- it will be read by hundreds of college and university professors and other professionals in the psychology community, as well as the many students who attend our Convention. The deadline for advertisers to notify SEPA is November 28, 2008.

Please call or e-mail me for more information, I will be happy to assist you.

Sincerely,

*Lyn Zittel*

**Southeastern Psychological Association**

**Department of Psychology**

**University of West Florida**

**Pensacola, FL 32514**

**Phone: 850-474-2070, Fax: 850-857-6193**

**E-mail: [sepa@uwf.edu](mailto:sepa@uwf.edu) Website: [www.sepaonline.com](http://www.sepaonline.com)**

INVITATION  
TO  
EXHIBIT

at the  
55th Annual Convention  
of the

SOUTHEASTERN  
PSYCHOLOGICAL  
ASSOCIATION

**The Sheraton New Orleans  
New Orleans, Louisiana  
February 18-21, 2009**

# Invitation to Exhibit SOUTHEASTERN PSYCHOLOGICAL ASSOCIATION

## SEPA'S 55<sup>TH</sup> ANNUAL MEETING

SEPA Convention Dates: February 18-21, 2009

SEPA Exhibit Dates: February 18-20, 2009

**The Sheraton New Orleans — New Orleans, Louisiana**

### EXHIBIT DATES AND HOURS

<b>SETUP:</b>	Wednesday, February 18	3:00 p.m.—5:00 p.m.
<b>SHOW HOURS:</b>	Wednesday, February 18	5:00 p.m. - 8:00 p.m.
	Thursday, February 19	8:00 a.m. - 4:00 p.m.
	Friday, February 20	8:00 a.m. - 4:00 p.m.
<b>BREAKDOWN:</b>	Friday, February 20	4:00 p.m. - 7:00 p.m.

*Opportunities are available to draw special attention to your organization by sponsoring receptions, coffee breaks, or other refreshments during the meeting. For details, contact Lyn Zittel at [sepa@uwf.edu](mailto:sepa@uwf.edu) — or call 850-474-2070.*

### EXHIBIT FEES

**8' x 10' Booth = \$550**

**8' x 15' = \$750** (only by special request)

#### Price of the booth includes:

- Draped and skirted space with one 6' skirted table for the entire exhibit period, with 8' high back drape and 36" high side drape. (If you don't want table skirted, let us know.)  
*(This price does not include electrical outlets, chairs or additional tables – you rent the furnishings for the booth directly from the SEPA decorator service after you receive your Exhibitor's Service Kit from them.)*
- A 7' x 44" one-line identification sign.
- Three complimentary registrations per booth, registrations for additional personnel will be \$50 each.
- An Exhibitor's Service Kit will be mailed to each exhibitor.

### RESERVE YOUR EXHIBIT SPACE NOW!

1. Review the information sent in this e-mail or online at [www.sepaonline.com](http://www.sepaonline.com)
2. View the floor plan shown on the last page, and choose your booth location.
3. Print the booth reservation form.
4. Complete the form and fax it to SEPA at 850-857-6193.  
Please call us at 850-474-2070 to confirm receipt of reservation.
5. Remember, you can always pay by check ~ or you can use your Visa, or Master Card from September 1 — October 31, 2008.

*For further information, call the SEPA office at 850-474-2070.*

**Booth Reservation**  
**SOUTHEASTERN PSYCHOLOGICAL ASSOCIATION**

**SEPA'S 55<sup>TH</sup> ANNUAL MEETING**

SEPA Convention Dates: February 18-21, 2009

SEPA Exhibit Dates: February 18-20, 2009

**The Sheraton New Orleans — New Orleans, Louisiana**

In making this application we agree to conform to the Exhibit Regulations for the Convention of the Southeastern Psychological Association, which are hereby made a part of this application. It is mutually agreed that all of said Regulations shall be interpreted by the Executive Committee of SEPA, and the parties thereto shall be bound by such interpretation.

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save Southeastern Psychological Association, the hotel, and its employees and agents harmless against all claims, losses and damages to persons or property, governmental changes or fines and attorneys' fees arising out of or caused by Exhibitor's installations, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any liability caused by the sole negligence of the hotel, its employees and agents. In addition, Exhibitor acknowledges that Southeastern Psychological Association and the hotel do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

**Payment in full is due before the convention, as follows:**

**For reservation forms received prior to December 1, 2008 — 50% of the fee  
with reservation and balance due by January 1, 2009.**

**For reservation forms received after December 1, 2008 — 100% of fee with the reservation.**

Our deposit or payment in full of \$ \_\_\_\_\_ is enclosed, in accord with the above terms.

Please reserve booth (s): 1st Choice \_\_\_\_\_ at a cost of \$ \_\_\_\_\_  
2nd Choice \_\_\_\_\_ at a cost of \$ \_\_\_\_\_  
3rd Choice \_\_\_\_\_ at a cost of \$ \_\_\_\_\_

Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Name of officer authorized to sign \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Company Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ E-Mail \_\_\_\_\_

**CHOOSE YOUR LOCATION BY VIEWING THE FLOOR PLAN — SEE NEXT PAGE**

***Exhibitors will receive three complimentary convention registrations per reserved booth.***

**RETURN THIS PAGE WITH DEPOSIT TO:**

SEPA Administrative Office  
Department of Psychology, Bldg. 41  
University of West Florida  
Pensacola, FL 32514

***Make all checks payable to:***

**Southeastern Psychological Association**

**~ You may also pay by Visa or Master Card ~  
September 1 — October 31, 2008.**

**For SEPA Use Only**

Confirmation Date	_____
Total Cost	_____
Deposit	_____
Check #	_____
Balance	_____
Check No.	_____
Date Paid	_____

## **INSTRUCTIONS AND REGULATIONS CONCERNING EXHIBITS**

### **GENERAL INFORMATION**

The Southeastern Psychological Association (SEPA) has a membership of approximately 3000 and anticipates an attendance of around 1300 delegates at the Convention, from not only the Southeast, but from states across the country and some foreign countries as well.

The Exhibits will be located in the same general area as the SEPA Conference Registration and Poster Sessions. This arrangement will encourage movement of attendees through the exhibit area as they register and attend poster sessions. The opening reception will be held in the exhibit area and poster rooms.

Exhibit space will be assigned by the date of the postmark on the application. In order to insure receiving your first choice of exhibit space, return your contract, along with the proper down payment, as soon as possible.

SEPA exhibits display the following: 1) the latest developments in scientific apparatus, 2) standard and recently published texts and tests in psychology, 3) professional and government services relative to the field of psychology, and academic and professional opportunities for psychologists and psychology students.

NOTE: All exhibits (i.e. products and/or services displayed therein) are subject to review by the SEPA Executive Committee. The Association has set criteria for exhibiting and reserves the right to require the withdrawal of an exhibit that fails to meet those standards.

**Exhibitors may pick up their badges, ribbons, and programs  
at the SEPA Registration Desk prior to the opening of the Exhibit Hall.**

**Each day of the show, Exhibitors with SEPA badges will be admitted  
to the exhibit area one half hour before it is opened to the public.**

### **BOOTH INFORMATION**

All booths are 8' x 10' and are believed to be accurate, but warranted to be approximate.

The allowable floor load is 100 lbs./sq. ft. To maintain uniformity and prevent obstruction of view of adjoining booths, displays must not be higher than 8' in the back and 42' along the dividers and aisles. No walls, partitions, decorations, or other obstructions may be erected which in any way interferes with the view of any other exhibitor. Exhibitors desiring to use other than standard booth equipment or arrangements must submit detailed proposed layout and receive written approval from SEPA's Administrative Officer.

The price of the booth includes: the space itself for the entire exhibit period; one 6-foot skirted table, a sign showing the firm name and booth number; janitorial service for the aisles in the exhibit area; and THREE COMPLIMENTARY REGISTRATIONS PER BOOTH. This price does NOT include electrical outlet, chairs, or additional tables — the furnishings for the booth are rented directly from the SEPA decorator service after you receive your Exhibitor's Service Kit from them.

The booths will be draped and skirted. Sufficient light is provided for adequate general illumination of the exhibit area, but NO individual electrical outlets are provided in the booth price. These must be ordered from the SEPA decorator service.

An Exhibitor's Service Kit containing order forms and costs for renting booth furniture, accessories, additional draping, special work (such as carpentry, painting, additional signs, janitorial services within the booth, floral, photographic, etc.), and information concerning shipping and storage for materials will be mailed to each exhibitor by the SEPA decorator service as early as 90 days prior to the meeting.

The show will conform to the rules and regulations as formulated by the National Association of Exposition Managers and Exposition Service Contractors Association.

**USE OF SPACE:** Reassignment, subletting or sharing any part of allotted booth space is prohibited. Solicitations and distribution of printed advertising must be confined to booth space only. Operation of any objectionable sound devices will not be allowed. Aisles must be kept clear.

**CANCELLATION:** Exhibit space that has been assigned and confirmed may be cancelled by the exhibiting firm without penalty before January 9, 2009. Should the SEPA exhibit be cancelled due to circumstances beyond the control of SEPA or the hotel, all payments and deposits rendered will be refunded in full.

**LIABILITY:** The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the hotel and shall indemnify and hold harmless the hotel agents, servants, and employees from any of such losses, damages, and claims.

All above rules and regulations are to be construed as a part of all space contracts. SEPA reserves the right to interpret them as well as make final decisions on all points the rules and regulations do not cover.

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**SECURITY FOR THE EXHIBITS WILL BE PROVIDED BY SEPA  
DURING THE HOURS THE EXHIBIT HALL IS CLOSED.**

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**REMINDER** — ALTHOUGH FEBRUARY 18-21, 2009 ARE THE ACTUAL SEPA CONFERENCE DATES, THE EXHIBIT DATES ARE FEBRUARY 18-20, 2009.

**SHOW SCHEDULE:**

**EXHIBITOR MOVE-IN**

Wednesday, February 18 3:00 p.m.—5:00 p.m.

**EXHIBIT HOURS:**

Wednesday, February 18 5:00 p.m. - 8:00 p.m.

Thursday, February 19 8:00 a.m. - 5:00 p.m.

Friday, February 20 8:00 a.m. - 5:00 p.m.

**EXHIBITOR MOVE-OUT**

Friday, February 20 5:00 p.m. - 8:00 p.m. (security will not be provided after 5:00 p.m.)

