

Southern Political Science Association

95th Annual Conference

January 10 – 13, 2024

New Orleans Riverside Hilton

Two Poydras Street

New Orleans, LA 70130

Sponsorship/Exhibitor/Advertiser Registration Form

Publisher/Company Information: *Please complete this page, read page 2 and complete the payment information on page 3.*

Company: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Phone Number: _____

Sponsor/Exhibitor Opportunities:

- | | |
|--|---|
| <input type="checkbox"/> Conference Sponsor - \$5000 – 1 available | <input type="checkbox"/> Silver Sponsor - \$600 |
| <input type="checkbox"/> Platinum Sponsor - \$1500 – 1 available | <input type="checkbox"/> Basic Sponsor - \$300 |
| <input type="checkbox"/> Extra Table \$100 | |
| <input type="checkbox"/> Internet Sponsor for Exhibit Area - \$500 | |
| <input type="checkbox"/> Coffee Break Sponsorship - \$1000 | |

Total of All Checked Items: \$ _____

Notes About Your Exhibit Area:

Your sponsorship will be in close proximity to Registration to ensure that you get the maximum conference exposure. In addition to your covered table, you will have 2 chairs per table and a wastebasket. All sponsors will have their name appear on the app and on our final online program. The Conference Platinum, Gold and Silver Sponsors will receive complimentary conference registration for up to 2 people. Basic Sponsors have an unmanned table, therefore, no complimentary registrations are given. All drayage is the responsibility of the exhibitor. Electrical connections, internet and audio/visual arrangements can be made for an additional charge through the SPSA. Other specifics for the sponsorship levels are:

- Conference Sponsor includes:
 - A top-level link to your exhibit booth web page will be provided to our attendees in the meeting's virtual exhibit area
 - Upload of your promotional video to the virtual exhibit area
 - Ability to engage in live chat/message exchanges with our attendees
 - Promotional emails to conference attendees before the meeting
- Platinum Sponsor includes:
 - A second-level link to your exhibit booth web page will be provided to our attendees in the meeting's virtual exhibit area
 - Upload of your promotional video virtual exhibit area

- Ability to engage in live chat/message exchanges with our attendees
- Silver Sponsor includes:
 - A link to your exhibit booth web page will be provided to our attendees in the meeting’s virtual exhibit area
- Basic Sponsor includes:
 - A link to your exhibit booth web page will be provided to our attendees in the meeting’s virtual exhibit area

All signage must be of professional quality and appearance. Hand-lettered signs are not permitted. Signage will not be allowed if it interferes with the established traffic flow throughout all public areas. All requests for banner hanging must first be approved by the New Orleans Riverside Hilton Convention Services/Catering Manager **and** the SPSA Executive Director, Director of Finance or Director of Professional Development.

You agree to abide by and comply with all applicable state and federal safety and health regulations. Electrical wiring must comply with the National Electrical Code Safety Rules.

The Exhibitor Area is being advertised as being open from 9 am to 4 pm on January 11th thru 13th, 2024. We expect teardown to occur after 2 pm on January 13th. You may set up between noon and 6 pm on Wednesday, January 10th.

Cancellation:

If an exhibitor or advertiser cancels any part of their reservation, no refunds will be issued.

If the premises where the Conference is being held are deemed by the SPSA to be unfit for occupancy, or should the Conference be interfered with by any act beyond the control of the SPSA (fire, strike, hurricane, etc.), the contract may be terminated at the discretion of the SPSA. The SPSA will not incur any liability for damages sustained by the exhibitor as a result of the termination. In the event of such a termination, the exhibitor expressly waives such liability and releases the SPSA of and from all claims for damages and agrees the SPSA shall have no obligations except to refund the exhibitors a prorated share of the aggregate amount received by the SPSA, after deducting all costs and expenses in conjunction with such exhibit, including a reasonable reserve for claims, such as deductions being held hereby specifically agree to by the exhibitor.

Indemnification and Waiver:

To the fullest extent permitted by law, the person/legal entity describes as ‘Exhibitor’ in this clause and in this exhibitor contract (regardless whether such person/legal entity is also described as ‘Exhibitor’ in this contract) hereby assumes full responsibility and agreement to indemnify, defend and hold harmless Hilton New Orleans Riverside (‘Hotel’), Hotel’s owner International Rivercenter Lessee, LLC, Hilton Domestic Operating Company Inc., and each of their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, “Hotel Parties”, as well as Southern Political Science Association (“Group”), from and against any and all claims or expenses arising out of Exhibitor’s use of the Hotel’s exhibition premises. Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor’s indemnity obligations in this clause. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage. The Hotel Parties and Group shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with a Certificate of Insurance at least 30 days prior to the use of the exhibition premises. The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance.

What the SPSA Needs from You:

The Sponsorship/Exhibitor/Advertiser form must be completed and returned with your payment before the form will be processed. Forms, copy and full payment must be received prior to November 15th, 2023. All videos/web page exhibit booth information must be received prior to December 1st, 2023. No refunds are provided.

We hereby apply acknowledge that we have read and understand the terms of this contract. We further agree to abide by all regulations specified in this contract. We hereby apply for exhibit space at the 91st Annual Conference of the Southern Political Science Association being held January 10 – 13, 2024 at the New Orleans Riverside Hilton in New Orleans, LA.

Signature of Representative

Date

Name (print or type)

Payment Information

Total Amount of Payment (from Page 1) \$ _____

Credit Card Information:

Card Number: _____

Expiration: _____ (Month/Year)

CIV code (3 digits on back of card or, for American Express, 4 digit code on front of card) _____

Name as it appears on card: _____

Address where you receive your credit card bill: _____

City _____ State _____ Zip Code _____

Phone Number _____

Please make your check payable to the Southern Political Science Association or SPSA --Check # _____

Signature: _____

Company: _____

Mail or scan completed form to:

Patricia Brown, Director of Finance
SPSA
116 Vineyard Ridge Dr
Griffin, GA 30223
Email: Spsa.finance@spsa.net
Website: www.spsa.net

SHIPPING INSTRUCTIONS

- To eliminate any package delays, please utilize the addressing instructions below. Our Shipping & Receiving Department handles all packages shipped to the New Orleans Riverside Hilton. All packages received by the Hotel require a signature release before leaving the Shipping & Receiving Department’s custody. Release signatures are captured at the time of package pickup or during delivery to the recipient.
- Use only the individual’s name that will be onsite to sign for the package(s). Please, **DO NOT** address your packages to a hotel employee or Event Manager, as this could cause the package to be delayed.
- To ensure proper delivery time for your event, please schedule your package to be delivered to the hotel not earlier than three to five days, prior to the start of your event due to limited storage area. Packages scheduled to be delivered on the day of your event may cause a delivery delay.
- When shipping materials to the hotel, please include the following information on all packages to ensure proper delivery and storage:

SPSA2024 January 10 to 13, 2024
Client / Guest Name: Your Name Client Phone: Your Phone #
Hold for Arrival: Your Arrival Date Package # of #
New Orleans Riverside Hilton
Two Poydras Street
New Orleans, LA 70130

Please note the hotel charges receiving fees on a per box basis.