

## EXHIBITOR/SPONSORSHIP PROSPECTUS

**Would clinical and research professionals, in the area of developmental and behavioral pediatrics, child psychology, education, and related disciplines be interested in your products or services?  
Then don't miss your opportunity to sponsor, exhibit, and advertise at the 2023 Society for Developmental and Behavioral Pediatrics (SDBP) Annual Meeting!**

### MEETING OVERVIEW

Join SDBP for the 2023 Annual Meeting, taking place September 7 - 11, 2023 at the Hilton Minneapolis in Minneapolis, MN. Make your presence known at the SDBP Annual Meeting. We are now accepting applications for tabletop exhibits and sponsorships from commercial and non-profit entities. Space is limited and will be assigned on a first come, first served basis.

The SDBP Annual Meeting is designed to provide a forum for pediatricians (researchers, teachers, and/or clinicians), pediatric psychologists and other healthcare providers and researchers interested in developmental and behavioral pediatrics. A variety of educational formats are planned that will encourage the exchange of new scientific and clinical information and support the interchange of opinions regarding care and management issues relevant to developmental and behavioral pediatrics. Scientific material will be presented through symposia, oral abstracts, poster presentations, and small group sessions designed for in-depth exploration of specific topics.

### AUDIENCE

SDBP meeting attendees are comprised of multi-disciplinary professionals including physicians, psychologists, nurse practitioners, social workers, and educational specialists, involved in basic research, clinical studies, public health, and community practice.

## EXHIBITORS

### EXHIBITOR BENEFITS

- Access to 550+ clinical and research professionals in the area, of developmental and behavioral pediatrics, child psychology, education, and related disciplines.
- Each booth receives 2 exhibitor badges. Additional exhibitor personnel fee \$100 each.
- One meeting registration that permits entry to the SDBP scientific sessions. **(Pre-sessions requiring additional fees excluded)**
- Two complimentary seats at the Social Dinner (Fee is \$100 per guest of each attendee)
- A listing of your company description in the final online program.
- A listing of your company on the SDBP web site (meeting page), and on the Meeting APP.
- Mailing list of all meeting registrants for a one time use only, upon request (sent after the meeting. Names and physical addresses only).

### BOOTH INFORMATION/RATES

<b>Booth Size</b>	<b>One 6-foot table (skirted) with two chairs</b>
<b>Rate</b>	<b>\$1200</b>

## KEY DATES

### Exhibitor Application Deadline

August 11, 2023

### Exhibitor Cancellation Deadline

August 21, 2023

### Exhibit Dates

September 9 – September 11, 2023

### Exhibitor Registration and Set-up

Saturday, September 9, 2023

7:30 AM – 11:00 AM

### Dismantling

Monday, September 11, 2023

*Time to be determined, tentatively 12:00 PM*

**TENTATIVE Exhibit Hours** – a final timeline with exhibit hours will be available and distributed to exhibitors a few weeks prior to the meeting.

Date	Exhibiting Hours	Function
Saturday, September 9	1:00 PM – 5:00 PM	Meeting starts/ Breaks
Saturday, September 9	5:30 PM – 8:00 PM	Welcome Reception
Sunday, September 10	7:30 AM – 6:30 PM	General Session/Breaks
Monday, September 11	7:30 AM – 12:00 PM	General Session/Breaks

## EXHIBITOR VALUE PACKAGES

### Exhibitor Value Package 1 – \$1,800 (A \$200 savings!)

Includes exhibit space and one-full page color or black and white ad. Only three packages available. Deadline for ad submissions is **August 21, 2023**.

### Exhibitor Value Package 2 – \$2,500 (A \$400 savings!)

Includes exhibit space and refreshment break sponsorship during one of the AM or PM breaks.

### Affiliate/Exhibitor Meeting Space Requests

If you require meeting space for your sales meetings and/or an SDBP approved activity, please contact Daglyn Carr at [info@sdbp.org](mailto:info@sdbp.org). Space releases will be handled on a first come, first served basis, subject to availability.

*Please note: events may not be held in conflict with the SDBP Annual Meeting sessions. Additional fees may apply.*

## SPONSORSHIP

SDBP offers numerous sponsoring opportunities to promote your organization and/or products!

### SPONSORSHIP BENEFITS

- Access to 550+ clinical and research professionals in the area, of developmental and behavioral pediatrics, child psychology, education, and related disciplines.
- On-site signage at your selected SPONSORED event.
- One meeting registration that permits entry to the SDBP scientific sessions (*Pre-sessions requiring additional fees excluded*).
- Recognition on the SDBP website (meeting page).
- Recognition in the online meeting program and meeting APP.
- Two complimentary seats at the Social Dinner (Fee is \$100 per guest of each attendee).
- Mailing list of all meeting registrants for a one time use only, upon request (Sent after the meeting. Names and physical addresses only).

### Welcome Reception (includes Poster Session 1) - \$5,000

The Welcome Reception is an anticipated tradition that draws in all registered attendees and includes the first of 2 poster sessions. This highly energetic event is a time for friends and colleagues to reconnect and view the latest in science in a casual setting. *Tentatively scheduled for Saturday, September 9 from 6:30pm-8pm.*

### Poster Session 2 - \$2800

This Poster Session is the 2<sup>nd</sup> of two highly energetic sessions where friends and colleagues reconnect and view the latest in science in a casual setting. *Tentatively scheduled for Sunday, September 10 from 5pm-6:30pm.*

### Coffee/Refreshment Breaks - \$1,700 per break

Sponsorship of a refreshment break will ensure your visibility and allow attendees to grab a quick refreshment/snack as they make the most of their time networking and visiting with exhibitors. Recognition will be provided with signage near each refreshment station as well as in the online program and meeting APP.

### Tote Bags - \$3,600

Take this opportunity to provide meeting bags to the SDBP attendees. The sponsor name and logo will appear on the bag. Please note: product names are not permitted. The sponsor must provide the meeting bags and printing services in addition to the above \$3,600. One piece of printed material from the sponsor may be included in each bag. SDBP must approve the meeting bag design.

*Support opportunities will be allocated on first come, first-served basis.*

## ADVERTISING

Looking to hire the perfect person for that newly opened position? Want to put your company or that new product in front of everyone at the meeting? Advertisements are the perfect solution! 4-color ads will be posted as part of the online program on our SDBP meetings website page and will be posted on the official meeting App; SDBP must approve all advertisements. Deadline for submissions is **August 21, 2023**.

### Advertising Fee: \$800

1 page PDF - 8.5 inches wide x 11 inches high

## TERMS AND CONDITIONS

### Terms of Payment

Full payment to the Society for Developmental and Behavioral Pediatrics is required with the exhibit space application/contract. Space will not be assigned or held without the completed application and full payment. To complete your application and place your order for any of the above options, you can go to [Exhibitor](#) / [Sponsorship](#) or [Advertising](#). If you are paying by check, make checks payable to: Society for Developmental and Behavioral Pediatrics and mail to Attention: Daglyn Carr, SDBP, 6728 Old McLean Village Drive, McLean, VA 22101.

### Assignment of Space

Booths are assigned upon receipt of applications on a first come, first served basis and at the discretion of SDBP management. Space is limited. Every effort is made to satisfy exhibitor space requests. SDBP management reserves the right to make space assignment changes. SDBP management reserves the right to transfer assignments when such action is deemed to be in the best interest of the total exhibits.

### Cancellation Policy

Exhibitors have until August 25, 2023 to cancel their Exhibitor application. All cancellations must be received in writing by the cancellation deadline date. You can send your email to [info@sdbp.org](mailto:info@sdbp.org). Please note that all refunds will be subjected to a service charge of 50 percent of the net contract price.

**Furniture Rental, Decorations, Labor**

Each exhibitor will be provided with two chairs and a skirted table. Decorator services are not available through SDBP. Electricity charges are the responsibility of the exhibitor. As the time gets closer to the meeting, all institutions/companies with completed, submitted applications, will receive communication from the SDBP office that will include "Exhibitor Equipment Form", shipping information, exhibitor location (room name) and exhibitor schedule with any revisions.

**Shipping**

All costs associated with the shipping and receiving of exhibit materials are the responsibility of the exhibitor. All exhibit materials can be shipped to:

**SDBP Meeting 9/7 - 9/11**

**(Exhibitor's Name/Phone)**

**Hold for: Exhibitor arrival date**

**Package 1 of X**

Hilton Minneapolis

1001 Marquette Avenue

Minneapolis, MN 55403

**Security**

Each exhibitor should make provisions to safeguard his/her goods from the time they are placed in the booth until the time they are removed. SDBP and the Hotel are not responsible for loss or damage. SDBP will not provide security personnel in the booth or meeting space areas.

**Notice of Disability**

In compliance with the Americans with Disabilities Act of 1990, SDBP will make reasonable efforts to accommodate persons with disabilities at the SDBP Annual Meeting provided ample notice of a need is given to SDBP. If you have special needs, please email Daglyn Carr at [info@sdbp.org](mailto:info@sdbp.org).

**Housing Rates and Reservations**

A block of rooms has been secured for SDBP meeting attendees and exhibitors at a discounted rate. Visit the meeting website for hotel booking information: <https://sdbp.org/annual-meeting/>

*Please contact **Daglyn Carr** at [info@sdbp.org](mailto:info@sdbp.org) or at 703-718-6008 for questions.*

*See next pages for RULES & REGULATIONS*



## **Exhibitor Rules and Regulations**

### ***Interpretation of Rules***

SDBP management shall have full power in the interpretation and enforcement of all rules and regulations governing exhibitors. All matters and questions not covered by the rules and regulations shall be subject to the final judgment and decision of SDBP. These rules and regulations can be amended at any time by SDBP and the amendments so made shall be binding upon the exhibitor equally with these rules and regulations, and shall become a part thereof, providing the exhibitor is notified of the amendments. Notice may be verbal or in writing, before or during the 2023 SDBP Annual Meeting, and may be given to any authorized agent or representatives of the exhibitor.

### ***Purpose of Exhibits***

The purpose of the exhibits, an integral part of the meeting's educational activity, is to complement the scientific and clinical sessions by enabling attendees to evaluate the latest development in products and/or services presented for use by professionals specializing in the field of developmental and behavioral pediatrics, child psychology, education, and related disciplines.

### ***Sales and/or Solicitation of Orders***

The sole purpose for contracting space is to display and/or demonstrate products and/or services. SDBP Management must pre-approve the selling of any products in the exhibit area.

### ***Eligibility to Exhibit***

The exhibits at the SDBP Annual Meeting are designed for the display and demonstration of products and services directly related to the practice and advancement of the field of developmental and behavioral pediatrics, child psychology, and education. Only companies exhibiting products and/or services related to the field of developmental and behavioral pediatrics, child psychology, and education are eligible to exhibit. SDBP management reserves the right to determine the eligibility of any company or product for inclusion in the exhibition.

Exhibiting companies must be in good financial standing with SDBP in order to exhibit. Exhibit space will not be assigned until any outstanding fees have been paid in full.

### ***Payment Information***

The exhibit fee of \$1200.00 must be received before the meeting. Payment by check or credit card will be accepted. Checks should be made payable to SDBP and must be drawn on a U.S. bank in U.S. funds. Remit to information will be on the application.

### ***FDA Compliance***

All products exhibited must have fulfilled all applicable Federal Drug Administration (FDA) regulations. Products that are not FDA approved for a particular use in humans or are not commercially available in the United States will be permitted to be displayed only when accompanied by appropriate signs that indicate FDA clearance status. The signs must be easily visible and placed near the product and on any graphics depicting the product. Display of Investigational Products is to remain within the expectations and limitations of the Food and Drug Administration's Guidelines on Notices of Availability. Any investigational product that is graphically depicted on a commercial exhibit should:

1. contain only objective statements about the product;
2. contain no claims of safety, effectiveness, or reliability;
3. contain no comparative claims to other marketed products;
4. exist solely for the purpose of obtaining investigators;
5. be accompanied by directions for becoming an investigator and list of investigator responsibilities;
6. contain a statement on signage: "Caution - Investigational Product - Limited to Investigational Use" (or similar statement) in prominent size and placement.

Please contact the FDA Office of Compliance regarding your responsibilities under the Federal Food, Drug, and Cosmetic Act. The phone number is: 301-796-3100.

### ***Subletting of Space***

The subletting, assignment, or apportionment of the whole or any part of an exhibitor's space by the exhibitor is strictly prohibited. Exhibitor may not advertise or display goods in their booth other than those manufactured or carried by them in the regular course of business.

### ***Refund/Cancellation***

Should the exhibitor be unable to occupy and use the exhibit space contracted for, he or she shall promptly notify SDBP management in writing on or before August 25, 2023. All sums paid by the exhibitor, less a service charge of 50 percent of the net contract price, will be refunded. No refund for cancellation will be made until after the meeting.

In the event that the premises where the exhibition is to be held shall, in the sole discretion of exhibit management, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, act of God, act of terrorism, fire or state of emergency declared by any government agency or by reason of any municipal, state or federal law or regulation, or by reason of any other occurrence beyond the control of SDBP management, SDBP management may

cancel or terminate the exhibition.

In the event of such cancellation or termination, the exhibitor waives any and all claims the exhibitor might have against SDBP or SDBP management for damages or expenses and agrees to accept in complete settlement and discharge of all claims of the exhibit management an equitable refund of such portion of the exhibit fees as is possible, after due consideration of expenditures and commitments already made.

### ***Exhibit Tables and Arrangement***

It is the intention of SDBP to offer **tabletop exhibits** at this meeting. The area in which the exhibits shall be set will be carpeted. No display material exposing an unfinished surface to neighboring booths will be permitted. Exhibitors will be provided one 6-foot skirted table and two chairs. Exhibitors may use tabletop pop-up displays or a freestanding backdrop, provided the entire display/exhibit does not exceed 10 feet deep or 8 feet wide.

Regular and specialty built back walls, including signs, may not exceed an overall height of 8 feet. The maximum booth height of 8 feet may extend out 50 percent of the booth from the back wall. Height limitations of the display in the balance of the area are 36 inches, except for product and equipment on display, which in itself exceed this height.

It is expressly agreed by the exhibitor that in the event he or she fails to install his or her products in his or her space or fails to pay the space rental at the time specified, SDBP management shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem appropriate.

Exhibits must be staffed at all times during open exhibit hours. SDBP reserves the right to remove items from a booth for those firms that do not keep their booth staffed and operating until the official close time.

### ***Fire Regulations***

All displays and exhibit materials must be fireproof to conform to all applicable federal, provincial, and city fire safety regulations and laws. Any exhibits or parts thereof found not to be fireproof may be ordered dismantled. Fire stations or fire extinguishers cannot to be covered or obstructed.

### ***Exhibit Access***

Exhibitor personnel must wear proper exhibitor badge identification while exhibits are open.

### ***Set-up***

Set-up hours on Saturday, September 9, 2023, 7:30am – 11:00am local time. All crates, packages, etc. must be removed from the exhibit floor and all exhibits must be presentable by 12:00pm on Saturday, September 9<sup>th</sup>.

### ***Independent Contractors***

Exhibitors who plan to use independent contractors must notify SDBP in writing no later than 30 days prior to the meeting. The company name, address, telephone number, Certificate of Insurance, name of the supervisor scheduled to be in attendance, and a statement that such contractor will comply with all rules and regulations of the show

(including observance of local labor rules and regulations) are required.

### ***Independent contractors must abide by the following:***

1. Perform all services in a timely manner, in accordance with SDBP established deadlines.
2. Not engage in solicitation of business on the exhibit floor for present and/or future conventions.
3. Provide a Certificate of Insurance to SDBP no later than August 11, 2023.
4. Register all employees and temporary help at the SDBP registration desk.

### ***Exhibitor Personnel***

Each booth will receive two exhibitor badges. All participants affiliated with exhibits must check-in with the onsite SDBP registration personnel. Only individuals who are employed by the exhibiting company or have a direct business affiliation may be registered as exhibitors. **Additional employees/exhibitors must register and pay the posted fees.** Registration for exhibitors must be submitted through our meeting order system (link on the website at [www.sdbp.org](http://www.sdbp.org)).

### ***Use of Signage and/or Promotion for Exhibitor-related Events***

Exhibitors may not promote non-approved events outside of their exhibit table. Unless approved in writing by SDBP, no signs are permitted outside of the exhibitor's table area. Signs and exhibitor staff holding signs or directing attendees to events or transportation are strictly prohibited in all public areas or common spaces of the host hotel. Any non-approved signs posted outside the exhibitor's table will be removed. Any exhibitor or employee, representative, agent, or guest of exhibitor holding signs or directing attendees to an event will be asked to immediately dismantle, close their exhibit, and leave the SDBP meeting and hotel. Additionally, door drops or other on-site promotion of any non-approved event is strictly prohibited.

### ***Restrictions***

SDBP reserves the right to restrict exhibits that are objectionable because of noise, glaring or flashing lights, method of operation, or any other reason, and also to prohibit or evict any exhibit which, in the opinion of SDBP show management, may detract from the general character of the meeting. This reservation includes persons, things, conduct, printed matter, or anything exhibit management judges to be objectionable. In the event of such restrictions or eviction, exhibit management is not liable for any refund of any amount paid hereunder. Demonstrations must be located so that crowds collected will be within the exhibitor's space, and not blocking aisles or neighboring exhibits. Contests of any kind must be approved in writing by SDBP Management.

### ***Exhibitor Activities***

Exhibitor agrees not to schedule or conduct any outside activity including, but not limited to receptions, seminars, symposiums, and hospitality suites that are in conflict with the official program of the Society for Developmental and Behavioral Pediatrics, whether such activities are held at or away from the hotel, without the written approval of SDBP. SDBP will not approve any event planned during official meeting hours.



### ***Handouts and Giveaways***

All giveaway items should conform with the AMA Ethical Opinion on Gifts to Physicians (Opinion 8.061). Distribution of descriptive product literature, notepads, pens, and pencils is permitted. Other items may be distributed with written approval from SDBP prior to the meeting.

### ***Insurance***

The exhibitor acknowledges that neither SDBP nor the Hilton Minneapolis Hotel, Minneapolis, MN shall be obligated to maintain property, liability, or business interruption insurance covering the exhibitors. Exhibitors wishing to insure their exhibit materials and goods against theft or damage by fire, accident or loss of any kind must do so at their own expense. Each exhibiting company is responsible for obtaining insurance (liability, fire, and theft) in such amounts deemed appropriate to comply with its obligations hereunder.

### ***Compliance***

The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state, and federal governing bodies concerning fire, safety, and health, together with the rules

and regulations of the operators and/or owners of the property wherein the exhibit is held. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules.

### ***Liability***

The Society for Developmental and Behavioral Pediatrics, the Hilton Minneapolis Hotel, and their agents or employees shall not be responsible for any loss, theft or damage to the property of the exhibitor, his or her employee(s) or representatives. Further, SDBP and the Hilton Minneapolis Hotel will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of exhibit space by the exhibitor or his or her assigns, and the exhibitor shall indemnify and hold harmless SDBP and the Hilton Minneapolis Hotel from all liability which might ensue from any cause whatsoever. If the exhibitor's material fails to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder.

## **Contact SDBP**

Direct questions regarding the meeting, exhibits, and registration to:

SDBP  
6728 Old McLean Village Drive  
McLean, VA 22101  
703-718-6008  
[info@sdbp.org](mailto:info@sdbp.org)