Reach Your Target Audience at SSP2018!
Dear Exhibitors and Sponsors:

We are excited to invite you to sponsor and exhibit at the 40th SSP Annual Meeting at the Sheraton Chicago Hotel & Towers, May 30 – June 1, 2018. The SSP Annual Meeting typically has nearly 850-950 attendees. Exhibitors and sponsors can make valuable contacts through our targeted audience.

This brochure outlines the many opportunities you have to reach this important market, including exhibits, sponsorships, advertising, and media distributions.

Sponsor or Exhibit at the SSP 40th Annual Meeting

- Share your latest products and services in an energized and focused setting.
- Take advantage of traffic builders, including advertising in the onsite program and having your brochure included in the attendee’s registration packets. (Separate fees apply.)
- Network with your colleagues and other professionals.
- Enjoy multimedia exposure through the printed program, SSP website and promotional materials.

Whether your company sells products or a service, the SSP 40th Annual Meeting is the place to be!

We hope to see you in Chicago!

About the SSP Annual Meeting

The SSP Annual Meeting is the focal point for those engaged in scholarly communication. By bringing professionals together in an open exchange of the newest technical information, the meeting provides the highest standard in professional communication. The Annual Meeting offers the opportunity to showcase their products and services to a key market.

Our Attendees

Attendees at the SSP Annual Meeting include professionals in the various sectors concerned with scholarly publishing. All sectors, including publishers, technology providers, scholars, librarians, database producers and other stakeholders are represented. Each attendee comes to the meeting seeking new ideas in product and service technology.

Accommodations

The meeting will be held at the Sheraton Grand Chicago. A special rate of $259 single/double (plus applicable taxes) has been arranged. Reserve your room by calling +1 877 242 2558 and reference SSP to receive the discounted rate. The reservation cut-off date is May 6 at 5 pm ET; thereafter the hotel will accept reservations on a space available basis. Exhibitors are encouraged to stay at the conference hotel.

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The Exhibitors Marketplace will be located in the Grand Ballroom at the Sheraton Grand Chicago. The Exhibitors Marketplace will host all breaks, breakfasts, and the receptions, and lunch on Friday. Each exhibit booth and table top includes one exhibitor registration which includes access to all sessions (excluding pre-meeting seminars). Additional booth representative registration fees are $375 per person (includes access to all sessions except pre-meeting seminars). Limit three additional registrations per booth or table top space. To reserve your exhibit booth, please include a $500 non-refundable deposit, with the balance due no later than February 23, 2018.

**Exhibit Booth includes (8’x10’):**
- 8’ high back wall and 3’ high side drape
- One 6’ x 30” draped table
- Two side chairs
- One waste basket
- One 7” x 44” booth identification sign
- One-time use of the attendee mailing list
- One full meeting registration (excludes pre-meeting seminars)

**Table Top Includes:**
- One 6’x30” draped table
- Two Side chairs
- One waste basket
- One 7” x 44” booth identification sign
- One-time use of the attendee mailing list*
- One full meeting registration (excludes pre-meeting seminars)

The exhibit hall is carpeted. The show colors will be indicated in the decorator kit that will be sent to you at a later date. **PLEASE NOTE:** To maintain uniformity and to prevent obstruction of the view of adjoining booths, displays must NOT be higher than 8’ in the back and 4’ high along dividers and aisles. No walls, partitions, decorations or any other obstructions may be erected which in any way interfere with the view of any other exhibit. Exhibitors desiring to use materials other than standard booth equipment or any signs, decorations, or arrangements of display materials conflicting in any way with these above regulations must submit a detailed sketch or a proposed layout by email at least 60 days prior to the opening of the exhibit, and must receive written approval from the meeting manager.

**Exhibit Booth and Table Top Fees:**
(Please see exhibit hall map for Tier A/B and table top locations)

**EARLY BIRD RATES ON OR BEFORE JANUARY 12, 2018:**

<table>
<thead>
<tr>
<th></th>
<th>Organizational Member Rate</th>
<th>Non-Organizational Member Rate</th>
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<tr>
<td>Tier A</td>
<td>$2,185</td>
<td>$2,590</td>
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<tr>
<td>Tier B</td>
<td>$1,995</td>
<td>$2,370</td>
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<tr>
<td>Tabletop</td>
<td>$1,200</td>
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**RATES AFTER JANUARY 12, 2018:**

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<th>Organizational Member Rate</th>
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<td>Tier A</td>
<td>$2,285</td>
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<td>Tier B</td>
<td>$2,095</td>
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<tr>
<td>Tabletop</td>
<td>$1,300</td>
<td>$1,500</td>
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</tbody>
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**Early Bird Deadline and Payment Information**
The exhibitor early bird deadline is January 12, 2018. We anticipate selling out again. Reserve your booth early, so your company information can be included in all the marketing materials! All booths and table tops secured after the early bird deadline require payment in full. No applications will be accepted or processed before the early bird deadline without receipt of the $500 non-refundable deposit. To reserve your exhibit space before the early bird deadline please include a $500 non-refundable deposit, with the entire balance due no later than February 23, 2018.

Payments by check should be made payable to SSP and forwarded to SSP, Attn: Jan Kalne, 10200 West 44th Avenue, Suite #304, Wheat Ridge, CO 80033.

**Exhibit Hours**

**Wednesday, May 30**
- Set Up ...................................................... Noon to 5:00 pm
- Exhibits Open ........................................... 5:30 to 7:00 pm
- Reception .................................................. 5:30 to 7:00 pm

**Thursday, May 31**
- Exhibits Open ........................................... 7:30 to 8:45 am and 10:15 to 10:45 am
- Awards Luncheon and Exhibits Open .............. 12:15 to 2:00 pm
- Exhibits Open ........................................... 3:30 to 4:00 pm and 5:30 to 7:00 pm
- Reception .................................................. 5:30 to 7:00 pm
- Prize Drawing .......................................... 6:30 pm

**Friday, June 1**
- Exhibits Open ........................................... 7:30 to 8:45 am
- Networking Luncheon .................................. 12:15 to 1:30 pm
- Dismantle .................................................. 1:30 to 3:00 pm

*This schedule is preliminary and subject to change. Exhibitors will be notified of changes by email.*
Online Registration
Register for your exhibit space, advertising, sponsorships and exhibitors through the SSP website at www.sspnet.org.

Cancellation Policy
SSP must be notified in writing in the event of cancellation or space reduction. If cancellation of exhibit booth or sponsorship occurs prior to February 23, 2018, the exhibitor will be refunded 50% of the booth fee less the $500 deposit. After February 23, 2018, no refunds will be made.

Assignment of Exhibit Space
Every effort will be made to assign the exhibitor the first choice of locations or as near the first choice as possible. In the event that two or more exhibitors request the same booth location, the exhibitor with the most points accumulated from past meetings will receive their preference, if their request was submitted before the early bird deadline. All booth applications, regardless of point status with SSP, received after the early bird deadline will be assigned on a first come, first served basis. Booths will be assigned after the early bird deadline. SSP reserves the right to assign space as necessary in the best interest of the Annual Meeting.

Points are accumulated on the following basis:
• 250 points for being a Sustaining Member of SSP for the current year
• 100 points for being a Supporting Member of SSP for the current year
• 10 points per booth per year exhibiting for the previous 5 years
• 5 points for each $100 contributed for a 2018 Annual Meeting Sponsorship

Mailing List
All exhibitors will receive, free of charge, a one-time use of the attendee mailing list. The list will be distributed approximately two weeks before the meeting. An additional attendee list is available for a one-time use to exhibitors at the regular price of $395 for members or non-members $595 for pre or post marketing. If you are interested in purchasing an additional mailing list please contact info@sspnet.org.

Trade shows are one of the best opportunities for face-to-face marketing. Come be a part of this exciting event!
— SSP DEVELOPMENT COMMITTEE

Set Up/Dismantle of Exhibit Space
Exhibitors will have access to the marketplace Wednesday, May 30, from noon to 5:00 pm for set up. All exhibits must be installed by 5:00 pm for the exhibit hall opening and reception at 5:30 pm. Exhibits will be dismantled on Friday, June 1, 1:30 – 3:00 pm. Packing or dismantling of exhibit booths may not begin before 1:30 pm Friday, June 1. If an organization dismantles early it may jeopardize its eligibility to exhibit at future SSP Annual Meetings. All space occupied by an exhibitor must be surrendered in the same condition as originally leased at the commencement of occupation.

Exhibit Shipping Information
Exhibitors are responsible for any handling charges associated with their packages and it is recommended to use the decorator or a trackable service. The shipping address, dates and information will be located in your exhibitor kit sent directly to you from the SSP decorator. SSP, the decorator, its employees and agents are not responsible for the shipping of stored materials. The hotel will not accept any exhibit material shipments.

Conflicting Event Policy – Meetings, Entertainment and Social Functions
No entertainment, social functions or meetings may be scheduled to conflict with the official SSP Annual Meeting program, events, or specific exhibit hours. Requests for use of function space at the facility must be made in writing to SSP at jlanphere@kellencompany.com. Upon receipt of request for function space, SSP will put you in contact with the hotel directly. It is the responsibility of the exhibitor to finalize arrangements with the hotel.

Prize Drawings
Exhibitors can offer prize drawings for all attendees visiting the SSP Exhibitors Marketplace. Invite attendees to put their business cards in a bowl (you supply) at your booth. We will draw for the prize drawing during the Thursday night reception. An SSP liaison will draw the winning business card from your bowl and announce the winner. Any exhibitor can participate, simply indicate on the registration form that you will be hosting a give-away. Let us know what prize you will be offering and we will advertise it in the onsite program. Attendees must be present to win. This is an opportunity for you to support the SSP Exhibitors Marketplace and to encourage attendees to visit and leave their information at your booth.
Exhibitor Rules & Regulations

Eligibility for Exhibiting
The Annual Meeting is SSP’s premiere conference. Its purpose is to enhance the professional development of its members. Accordingly, SSP reserves the exclusive and total right to control all aspects of the conduct of the meeting and exhibits. SSP specifically reserves the right to determine the acceptability of applications for exhibit space. Applications must meet all of the following criteria:

- The products or services to be exhibited are of professional or educational interest or benefit to the registrants and are directly related to scholarly communication.
- The applicant is determined by SSP to be ethical and reputable, and the goods and services to be exhibited are reasonably believed by SSP not to be harmful, ineffective, or illegal.
- The applicant agrees to comply with SSP’s rules and regulations governing exhibits.
- The application, fees, and any required documents are received prior to the established deadline.

Care of Exhibit Space
The exhibitor must, at its own expense, maintain and keep the booth and exhibit in clean and good order in accordance with these rules and regulations and all other applicable rules and ordinances.

Sub-Leasing
Subleasing of the exhibit space is NOT permitted, and two or more companies may not share a single leased space.

Utilities
Utilities (e.g., electrical, telephone, etc.) must be ordered directly from the designated vendors and are not included in the booth fee. Order forms will be provided by SSP staff.

Security
Each exhibiting company is responsible for safeguarding its goods, materials, equipment and exhibit booth at all times. SSP is not responsible for loss of or damage to any property.

Fire Regulations
All doors and openings must be kept clear. Exhibit signs, fire alarms and extinguishers must be visible at all times. Combustible decorations shall not be used. All packing containers, excelsior, wrapping paper, etc., are to be removed from the floor and must not be stored under tables or behind displays. All decorations must be able to stand a flameproof test.

Liability and Insurance
Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save SSP, Sheraton Grand Chicago, its owners, its operator, and each of their respective parent, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney’s fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of SSP, Sheraton Grand Chicago, and its employees and agents.

Exhibitors shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the contractual liability set forth in this Exhibit Agreement, in an amount not less than $2,000,000 combined single limit for personal injury and property damage. SSP, Sheraton Grand Chicago, its owners, its operator, shall be included in such policies as additional named insureds. In addition, exhibitor acknowledges that neither SSP, Sheraton Grand Chicago, its owners, its operator, maintain insurance covering exhibitor’s property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance insuring any losses by exhibitor.

Hotel Use
SSP reserves the right to control suite reservations at the hotel. No potential exhibitor will be allowed access to a hotel suite for the express purpose of circumventing the SSP Exhibitors Marketplace and its attendant costs.

Press Conferences
Press conferences by exhibitors on the exhibit floor during the exhibit hours are prohibited. All news conferences must be coordinated with the SSP meeting manager.

Interpretation and Enforcement
These rules and regulations become a part of the contract between the exhibitor and SSP. SSP has full power of interpretation and enforcement of these rules and its decision is final. All matters in question not covered by these rules are subject to the decisions of SSP and all decisions so made shall be binding on all parties affected by them as the original regulations. Exhibitors or their representatives who fail to observe these conditions, or contract or who, in the opinion of SSP, conduct themselves unethically, may be dismissed from the exhibition without refund or other appeal.
Sponsorship Opportunities

Make the most of your visibility at the SSP 40th Annual Meeting. SSP offers support opportunities designed to showcase your company in a single event or on a single item, and multiple opportunities at different levels of support. We have something for every participating company to support and make the most of their marketing dollars.

All sponsorships include:
• Recognition in online and printed marketing/PR promotions
• Company logo and 50-word company description in the meeting program
• Listing on SSP’s Annual Meeting website with hyperlink
• Company logo on onsite conference signage

• Announcement of your participation in the RE:member newsletter
• Press release announcing your sponsorship of the SSP AM
• Listing in the meeting app
• Sponsor ribbons for badges

Paint the Town Red and help SSP celebrate its 40th Anniversary in Chicago!

The SSP Annual Meeting is always the highlight of the conference calendar, and 2018 — our 40th anniversary — is poised to be our biggest and best meeting yet. We plan to celebrate this milestone in grand fashion with a gala event for all attendees, Wednesday evening at the Navy Pier Lakeview Terrace, complete with music, fireworks, and the opportunity to promote your organization to more than 950 attendees. A limited number of Ruby-level sponsorships carrying VIP privileges are available for this year only. Don’t miss this special opportunity to promote your brand and show your support for SSP.

40th Anniversary Ruby Package
$10,000 — Five Options Available
Sponsorship of red carpet, champagne toast, souvenir photo frame, selfie station, or anniversary cake (choose one)
• Red Carpet Option: Prominent signage on/near the red carpet entrance to the Navy Pier Lakeview Terrace
• Champagne Toast Option: Recognition during the champagne toast and prominent signage near serving station
• Souvenir Photo Frame Option: Branding on commemorative photo frame
• Selfie Station Option: Branding incorporated into selfie station backdrop
• Anniversary Cake Option: Prominent signage near cake display and branding on napkins

Package includes:
• One reserved VIP table for 10 guests at the 40th Anniversary Celebration
• Company logo and Ruby Sponsor attribution prominently displayed on signage at the meeting
• Exclusive branding prominently displayed on signage at the 40th Anniversary Celebration.
• Two complimentary registrations to the 2018 Annual Meeting
• Inside full page color ad in the onsite program
• Banner ad on SSP’s Annual Meeting website home page
• One conference attendee list (for one-time mailing use)
• Use of “SSP 2018 Ruby Sponsor” on all corporate signage, signatures, and logos immediately before, during, and after the Annual Meeting
• Additional benefits listed above
Sponsorship Opportunities

Diamond Package
$8,500 — Two Options Available
• Wifi: Sponsor’s choice of password will be displayed on signage, in the program book, and in the pocket program (password is subject to availability with the venue)
• Evening Reception: Includes company logo projected at the sponsored reception and napkins with logo at the sponsored reception

Sponsorship includes:
• Two complimentary registrations to the 2018 Annual Meeting
• Pre-approved marketing material placed in attendee registration packets
• Inside half-page color ad in the onsite program
• Banner ad on SSP’s Annual Meeting website home page
• One-time use of the attendee mailing list
• Use of “SSP Diamond Sponsor” on all corporate signage, signatures, and logos immediately before, during, and after the Annual Meeting
• Additional Benefits listed above

Upgrade Option:
Upgrade your Diamond package to the Ruby package for $1,500. Additional benefits include:
• One reserved VIP table for 10 guests at the 40th Anniversary Celebration
• Exclusive branding prominently displayed on signage at the 40th Anniversary Celebration

Gold Package
$6,500 — Sponsor a coffee break
Three Options Available:
• Coffee break on Thursday morning, May 31
• Coffee break on Thursday afternoon, May 31
• Coffee break on Friday morning, June 1

Package includes:
• Company logo on napkins at coffee break
• Company logo on signage at the break
• 50 percent discount on an ad in the onsite program
• Use of “SSP Gold Sponsor” on all corporate signage, signatures, and logos immediately before, during, and after the Annual Meeting
• Additional benefits listed above

Platinum Package
$4,500 — Three Options Available
• Mobile App
• Awards Luncheon
• Professional Headshot Studio

Luncheon Option: Includes pre-approved marketing material placed on attendee chairs
Mobile App Option: Includes exclusive branding on mobile app
Headshot Studio Option: Includes signage near photo studio and mentions in related push-notifications

Sponsorship includes:
• One complimentary registration to the 2018 Annual Meeting
• 50 percent discount on an ad in the onsite program
• One-time use of the attendee mailing list
• Use of “SSP Platinum Sponsor” on all corporate signage, signatures, and logos immediately before, during, and after the Annual Meeting
• Meeting App only: Logo on splash screen of meeting app
• Additional benefits listed above

Virtual Conference Package
$4,000
Seven Options Available; sessions will be announced in early 2018
SSP will broadcast a selection of Annual Meeting sessions for registered virtual attendees to participate in real-time.

Package includes:
• One complimentary Virtual Conference Group Registration (unlimited viewers via single log in)
• Recognition in printed and online materials as “SSP Virtual Conference Sponsor”
• Exclusive recognition (logo/ad) on title screen for one live-streamed concurrent or plenary session
• Logo on virtual attendee welcome page
• Recognition (logo) on archived sessions
• Additional benefits listed above
Sponsorship Opportunities continued

**Silver Package**
**SSP Fellowship Program**
* $2,500
Each year, the SSP awards fellowships to early career professionals and students of publishing, librarianship and information science. The program provides annual membership to fellows, educational seminars, mentoring, and travel and attendance at the SSP Annual Meeting. Please consider a sponsorship to support this important program.

**Package includes:**
- Company logo with SSP Awards Fellowship Sponsor attribute on signage at meeting
- Additional benefits listed above

**Industry Partner**
**Up to $2,000**

**Package includes:**
- Company logo with SSP Industry Partner attribute on signage at meeting
- Additional benefits listed above

**Branded Items**
Put your brand or logo in all attendees hands at the Annual Meeting by sponsoring a branded item.

- Lanyard .......................................................... $4,500
- Tote Bag ........................................................ $4,000
- Key Cards .................................................. $3,500
- Water Bottle .............................................. $2,500
- USB Drives ................................................ $2,000
- Portable Chargers ...................................... $2,000
- Note Pad .................................................... $1,500
- Pen ............................................................... $1,000
- Mints ............................................................ $750

*All branded items will be produced and delivered by the sponsor to the meeting location. SSP reserves the right for final approval prior to production.

**Contact sales@sspnet.org for further details.**

**Custom Support Opportunities are Available!**
Work directly with SSP to create a customized sponsorship opportunity. Email sales@sspnet.org to design a sponsorship package that meets your organization’s unique needs.

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To reserve your sponsorship, you will need to include a **$500 non-refundable deposit**, with the balance due no later than **February 23, 2018**.
SSP offers a number of opportunities to expand your presence at the Annual Meeting. To place an ad in the SSP Annual Meeting onsite program, a web banner ad on the meeting website or a mobile app push notification, please complete the ad order section on the advertising form.

**Onsite Program Advertising**
SSP offers four-color advertising in the meeting program given to every attendee at the Annual Meeting. SSP reserves the right to accept, reject, delete or reword advertising. The deadline to submit ad materials for the meeting program is **April 2, 2018**. We can accept your ad as an electronic file, TIFF or PDF. Print ads must be at least 350 dpi high-resolution files. Please call if your ad is in a different format than listed above. **DEADLINE:** We must receive your ad materials no later than April 2, 2018.

**Four-Color Print Ads**

**PREMIUM POSITIONS**

Inside Front Cover ................................................................. $900

5” wide x 8” tall (no bleed)

OR

6” wide x 9” tall plus 1/4” bleed added on all sides (full bleed)

Inside Back Cover ................................................................. $900

5” wide x 8” tall (no bleed)

OR

6” wide x 9” tall plus 1/4” bleed added on all sides (full bleed)

Full Page .................................................................................. $725

5” wide x 8” tall (no bleed)

OR

6” wide x 9” tall plus 1/4” bleed added on all sides (full bleed)

Half Page .................................................................................. $575

5” wide x 3.75” tall (no bleed)

**Media Insert**
SSP will place your brochure, pamphlet or flyer in each registration packet. All materials must be pre-approved by SSP. Exhibitors are responsible for any shipping and handling charges associated with these pieces. Unused materials cannot be returned.

**Media Insert Fees**

- SSP Members ................................................................. $500
- Non-members ................................................................. $650

**Web Banner Ads and Mobile**

Banner ad for 1 month on the Annual Meeting landing page ........................................ $500

Please provide your banner ad in all 3 of the following sizes for optimum viewing on all devices: 300x250, 468x60 and 728x90

Push notifications through the mobile app ........................................ $100
Conference Floorplan

Floorplan Details:
- AIR WALL
- STORAGE
- ROLL-UP DOOR
- OVERHEAD DOOR
- FH
- EXIT
- ENTRANCE
- RAMP TO TRUCK DOCK
- HOTEL STAIRS & ELEVATOR TO ON MEETING ROOM LEVEL
- PARKING VALET, SELF-PARK
- MAXIMUM CEILING HEIGHT IN THIS AREA IS 8'
- PERMANENT REGISTRATION/BAR
- COUNTER & CABINETS
- CEILING HEIGHT 9'6''
- CEILING HEIGHT 11'2''
- CEILING HEIGHT 9'5''
- CEILING HEIGHT 11'
- CEILING HEIGHT 8'1''
- KEEP CLEAR
- MB
- 112B
- 114B
- 116B 118B
- 120B 121B
- 122A 123A
- 211A
- 212A 213A
- 214A 215A
- 216A 217A
- 218A 219A
- 220A 221A
- 222A 223A 323A
- 410A
- 412B
- 414B
- 416B 418B 420B 422A
- 5' 6' TABLE
- 6' TABLE
- 72" TABLE W/10 CHAIRS
- N710 90
- N720 67
- 3' 6' Table
- 6' Table
- 6' Table
- 72" TABLE W/10 CHAIRS
- Food & Beverage
- 119B
- 117B
- 115B
- 113A 212A
- MB
- KEEP CLEAR
- CEILING HEIGHT 11'
SSP EXHIBITOR CONTRACT

Society for Scholarly Publishing  |  40th Annual Conference
Sheraton Grand Chicago  |  May 30 – June 1, 2018  |  Early Bird Deadline: January 12, 2018

Company Name: ________________________________________________________________

Authorized Representative: __________________________________ Title: ________________

Address: ______________________________________________________________________

City, State, Zip: __________________________________________________________________

Phone: ______________________________________________________________________

Email: __________________________________ Website/URL: ____________________________

Please list your company name, address, phone # and website as you wish them to appear in official programs and on the SSP website.

This exhibit contract includes one exhibitor pass for each paid booth. Please list your representative here:

1: __________________________________________________________________________ Email: __________________________________________________________________

Badges for additional representatives may be purchased in advance or onsite at registration for $375 per person. Meals and access to the conference are included in this price. Limit three additional reps per booth. Please list your additional exhibitor reps here.

2: __________________________________________________________________________ 4: ___________________________________________________________________

3: __________________________________________________________________________

AGREEMENT: In signing this application, I agree to conform to the Society for Scholarly Publishing’s exhibit regulations for the 2018 Annual Meeting, which are hereby made a part of this application. I also agree that I understand the SSP point system and booth placement policy and that SSP reserves the right to assign booths in the best interest of the 2018 Annual Meeting.

Signature ______________________________________________________________________

APPLICATION DEADLINE: To reserve your exhibit space and/or sponsorship, you will need to include a $500 non-refundable deposit, with the entire balance due no later than February 23, 2018. In the event of two or more exhibitors requesting same preference for booth location the exhibitor with the most points accumulated will receive their preference. Please see point system as detailed on page 3.

Booth Location Request:

_____ # of exhibit spaces ordered  1st choice ______  2nd choice ______  3rd choice ______  4th choice ______

Please locate us near...

We prefer to be located NEAR one of the following organizations (specific names, not type of businesses):

1. __________________________________________________________________________

2. __________________________________________________________________________

3. __________________________________________________________________________

4. __________________________________________________________________________

Do not locate us near...

“Located away” means not directly next to or across the aisle. We prefer to be located away from the following competing organizations (specific names, not type of businesses):

1. __________________________________________________________________________

2. __________________________________________________________________________

3. __________________________________________________________________________

4. __________________________________________________________________________

Company Listing:

Please provide a description of 50 words or less for your company’s product(s)/service(s) to be published in SSP promotional materials and on the website. Please email your description to info@sspnet.org before April 2, 2018.

☐ YES, we will participate in the prize drawing. Please provide a brief description of the item (30 words) to be included in the promotional emails and the onsite program:

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________
SSP SPONSORSHIP CONTRACT

General
This contract, properly executed by sponsor, shall upon written acceptance and notification of sponsorship assigned by meeting management, constitute a valid and binding contract. The Society for Scholarly Publishing (SSP), reserves the exclusive and total right to control all aspects of the conduct of this event; and specifically, it reserves the right to determine the eligibility of any sponsor for inclusion in the meeting sponsorship. Requests for sponsorship may be refused or restricted for any reason determined by SSP. SSP also reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well being of the sponsorships and meetings. Meeting management’s decisions and interpretations shall be accepted as final in all cases. The acceptance of this contract does not carry nor imply endorsement of the product or service by SSP.

SSP reserves the right to restrict any sponsorship because of method of operation, or any behavior that is judged objectionable; and also to prohibit or to that which is considered to detract from the general character of the sponsorships as a whole. This general restriction includes persons, things, conduct, printed matter, or anything deemed objectionable by SSP. In the event of such restriction, SSP is not liable for any refund or other sponsor expenses. All sponsorship packages may not be altered or changed in anyway. All sponsorships are as initially agreed upon.

Branded Items
All branded items will be paid for, produced and delivered by the sponsor to the meeting location. All branded items must be approved by SSP prior to production.

Payment for Sponsorship
A $500 nonrefundable deposit must be received to secure a sponsorship. Full payment must be received by February 23, 2018; otherwise the sponsorship will be forfeited to a company on the waiting list. Checks must be made payable to the Society for Scholarly Publishing. Visa, MasterCard, Discover and American Express will also be accepted. No sponsorship will be made prior to full payment of sponsorship fees. Sponsors with a balance due will not be allowed to sponsor until the balance is paid in full.

Cancellation/Refund
SSP must be notified in writing in the event of cancellation. If cancellation occurs prior to February 23, 2018, the exhibitor will be refunded 50% of the sponsorship fee less the deposit. After February 23, 2018, no refunds will be made.

SSP Sponsorship Contract
Please complete the information below and mail, or email with payment. Please email your company logo (high resolution 350 dpi, 6" wide in TIFF, EPS or PDF format) and brief company profile (50 words or less) to info@sspnet.org for inclusion in the program no later than April 2, 2018.

In signing this contract sponsor agrees to conform to all rules and regulations stated above. Breaches or infractions of these rules may jeopardize the eligibility to sponsor at future meetings hosted by SSP.

Company Name: ____________________________

Authorized Representative: ____________________ Title: ____________________

Address: ______________________________________

City, State, Zip: ____________________________

Phone: ____________________________

Email: ____________________________ Website/URL: ____________________

Please list your company name, address, phone # and website as you wish them to appear in official programs and on the SSP website.
Exhibitor, Sponsor & Advertising Application

Sponsorship Opportunities

RUBY SPONSOR
- Red Carpet ........................................ $10,000
- Champagne Toast ................................ $10,000
- Souvenir Photo Frame ......................... $10,000
- Selfie Station ...................................... $10,000
- Anniversary Cake Sponsor .................. $10,000

DIAMOND SPONSOR
- Wifi .................................................... $8,500
- Evening Reception ............................... $8,500

GOLD SPONSOR
- Morning Coffee Break on Thursday ...... $4,500
- Afternoon Coffee Break on Thursday .... $4,500
- Morning Coffee Break on Friday .......... $4,500

VIRTUAL CONFERENCE SPONSOR .......... $4,000

PLATINUM SPONSOR
- Mobile App ...................................... $6,500
- Awards Luncheon ............................... $6,500
- Professional Headshot Studio ............. $6,500

SILVER SPONSOR ................................. $2,500

INDUSTRY PARTNER ........................ Up to $2,000

BRANDED ITEMS
- Lanyard ........................................... $4,500
- Tote Bag .......................................... $4,000
- Key Cards ........................................ $4,000
- Water Bottle ..................................... $2,500
- USB Drive ........................................ $2,000
- Portable Charger ............................... $2,000
- Note Pad .......................................... $1,500
- Pen .................................................. $1,000
- Mints ............................................... $750

Advertising Opportunities
Ad materials deadline is April 2, 2018. SSP reserves the right to accept, reject, delete or reword advertising.

FOUR-COLOR PRINT ADS
- Inside Front Cover ................................ $900
- 5" wide x 8" tall (no bleed) OR 6" wide x 9" tall plus 1/4" bleed added on all sides (full bleed)
- Inside Back Cover ................................ $900
- 5" wide x 8" tall (no bleed) OR 6" wide x 9" tall plus 1/4" bleed added on all sides (full bleed)
- Full Page ............................................ $725
- 5" wide x 8" tall (no bleed) OR 6" wide x 9" tall plus 1/4" bleed added on all sides (full bleed)
- Inside One-Half Page ........................... $575
- 5" wide x 3.75" tall (no bleed)

WEB BANNER AND MOBILE
- Web Banner ....................................... $500
- Push Notifications ............................... $100

Fee Summary
Exhibit Booth(s): $_______
Additional Exhibitor Pass(es) $_______
(One exhibitor full meeting pass (excludes pre-meeting seminars) is included in the booth fee. Additional exhibitor passes are available for $375 each, limit to three additional rep passes.)
Sponsorship: $_______
Advertising: $_______
Media Distribution: $_______
Total Enclosed: $_______
Total Amount Due: $_______

Payment Summary
Company Name ___________________________
Name of Cardholder ________________________
- Visa  - Master Card  - AMEX  - Discover
Credit Card # _____________________________
Exp. Date: _____ / _____
CVV Code (number on back of card) __________
Signature _________________________________
- Check Enclosed

Important Deadlines:
Early-Bird Deadline .................................... January 12
Final Payments ........................................ February 23
Website and Onsite Program Listings ............ April 2
Ad Deadline ........................................... April 2
(Company logo/profile for sponsors, company listing/profile for exhibitors)

Mail or email completed form and payment to: SSP, 10200 West 44th Avenue, Suite 304, Wheat Ridge, CO 80033-2840
Email: sales@sspnet.org  |  Online: www.sspnet.org