

**Announcement of the 44th Meeting of the
American Society of Primatologists
Exhibitor Information**

**August 25-28, 2022
Denver, Colorado**



The next meeting of the American Society of Primatologists (ASP) will be held from August 25-28, 2022 in Denver, Colorado. The meeting will be held at the Sheraton Denver Downtown Hotel. Standing committee meetings will begin at 1:00 p.m. on Thursday, August 25 and the opening reception will be held that evening. The scientific meeting will begin at 8:00 a.m. on Friday, August 26 and the meeting will close with the traditional banquet on Sunday, August 28. Also of note, this year we will be offering a virtual/hybrid format for our attendees.

ASP is a multidisciplinary association of approximately 700 professionals and students whose work is focused on nonhuman primates. In recent years, our meetings have attracted around 250 registrants. Our members include students, technicians, veterinarians, geneticists, psychologists, physicians, neuroscientists, anthropologists, zoologists, conservation biologists, and ethologists, mainly from universities and research facilities throughout North America. Both laboratory and field scientists are active members of this society, so there is great interest in research and biomedical instrumentation, data acquisition and analysis equipment and programs, tracking and recording equipment, books, journals and other information resources, enrichment devices, housing environments, diets, etc.

It is our hope that you will contribute to the success of our meeting by exhibiting materials from your organization. The conference activities will take place in the meeting rooms of the Sheraton Denver Downtown Hotel. Exhibitors will be assigned space in the designated exhibit area in a well-travelled area near all conference activities, including poster sessions, refreshment tables, and the silent auction fundraiser. All other scientific sessions for the conference are in the adjacent meeting rooms. Attendees will be free to examine the exhibits at their leisure from Friday through Sunday.

New this year, we are excited to offer an Exhibitor Blitz. The Exhibitor Blitz will take place prior to a keynote address and will give you the opportunity to briefly introduce yourself, your company and the products and services you provide for the research community.

If you are interested in exhibiting materials at our meeting, please complete exhibitor's registration form (enclosed) and email it to me no later than August 11, 2022. If you have additional questions about the meeting, either now or at any time before the meeting takes place, please feel free to contact me. Finally, if you are unable to exhibit materials for our meeting, but wish to offer support for the ASP, we ask that you consider a donation to our organization. Donors will be specially recognized in the program materials.

I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Justin A. McNulty'.

Justin A. McNulty, MLAS, CPIA, RLATG
Meeting Coordinator, American Society of Primatologists

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ASP Meeting Advisor: Justin A. McNulty, MLAS, CPIA, RLATG
Meeting Coordinator, American Society of Primatologists
PO Box 3010
Edwards, CO 81632-3010
justinmcnulty@gmail.com | +1 206-391-3677 (mobile)

Exhibitor’s Fees: Included: one skirted table (8’ long), one chair, one three minute timeslot in the “Exhibitor Blitz” (see below), and one tabletop sign with your organization’s name/logo (MUST provide by August 11, 2022) for most of four days (Thursday afternoon through Sunday afternoon). Sorry, no one- or two-day rates or half-table rates. Exhibition of merchandise will be allowed only within the designated area and only by individuals registered as exhibitors. Wall and floor outlets are not part of the display space. If you will require electricity, please refer to “Equipment Rental” section below for more information.

Level	Description	Cost	Benefits
Donor – not attending	No items to exhibit	Contact J. McNulty for fee information	Acknowledgment in Opening Remarks and Business Meeting
Exhibitor – not attending	Shared table space	\$295	Acknowledgment in Opening Remarks and Business Meeting
Exhibitor – non-profit	Exhibition table	\$395	Acknowledgment in Opening Remarks and Business Meeting Exhibit space includes table.
Exhibitor – for-profit	Exhibition table	\$595	Acknowledgment in Opening Remarks and Business Meeting Exhibit space includes table.
Morning or Afternoon Break Sponsor	Morning or afternoon coffee breaks offered in the Ballroom area.	Contact J. McNulty for fee information	Sign posted during break Acknowledgment in Opening Remarks and Business Meeting Exhibit space includes table.
Poster Session Sponsor	Bar with hors d’oeuvres.	Contact J. McNulty for fee information	Sign posted during event. Acknowledgment in Opening Remarks and Business Meeting Exhibit space includes table.
Reception or Banquet Cocktail Sponsor	Receptions to give participants a chance to visit and network. Bar with hors d’oeuvres.	Contact J. McNulty for fee information	Sign posted during event. Acknowledgment in Opening Remarks and Business Meeting Exhibit space includes table.

Registration Fees: All exhibitors must be registered for the meeting, and as such, are invited to the opening reception, breaks, evening receptions, all scientific sessions, and the banquet. See Exhibitor Registration Form for the fee schedule. Registration fees are not refundable.

Non-attending exhibitors: There is a nominal fee for shared table space for the display of non-attended items (maximum ten items). The Local Arrangements Committee will set up your display and monitor it on a regular, but not continuous, basis. Display items will not be returned but will be donated to an appropriate organization at the discretion of the local host.

Exhibitor Blitz: We invite you to participate in the Exhibitor Blitz, where you will have three minutes to introduce yourself, your company and the products and services you provide for the research community. The Exhibitor Blitz will take place in the mornings before a keynote address (depending on popularity, this event may spread over multiple days). To be showcased in the exhibitor blitz, submit a brief abstract via email to justinmcnulty@gmail.com by August 2, 2022. Priority will be given by order of completed registration and receipt of abstract. Only one presentation per company/exhibition booth will be allowed.

Equipment Rental: If you need electricity, computer, monitor, phone line, Internet connection, additional screen(s), etc., please contact Alyson Fetherolf (alyson.fetherolf@encoreglobal.com) at Encore directly. A pricing sheet with instructions and contact information is included. Advanced rates are available if order is placed 10 days or more before show opening.

Set-up: You may set up your display beginning at noon on Thursday morning (August 25). Displays must be completely dismantled by 3:00 p.m. on Sunday afternoon (August 28). Exhibits may be visited from 8 a.m. through 6 p.m. each full day and during poster sessions in the evening. PLEASE NOTE: The hotel will provide official setup/teardown times at least 30 days prior to the event.

Shipping/Storage: All shipping and handling is through FedEx Office Business Center. It is the sole responsibility of the exhibitor to work with FedEx Office Business Center regarding any shipping, receiving and/or handling of any materials or items for the meeting. Please see the attached FedEx Office Shipping Instructions for further information.

Taxes and Fees: If you plan to sell merchandise at the meeting, you will need to comply with all local licensing laws and taxes. It is your responsibility to determine how to comply with these laws.

Accommodations: Accommodations will be available at the Sheraton Denver Downtown Hotel, the site of the meeting. Rates and further details are available on the ASP website (www.asp.org/meetings).

Promotion of your Support: The American Society of Primatologists is extremely grateful for your support of our Society and annual meeting. Please provide a company logo and a short “tweetable” blurb about your company and ASP will promote your sponsorship via ASP’s official twitter account [@ASPvoice](https://twitter.com/ASPvoice). Your company logo will also be conspicuously displayed at the meeting venue.

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Email completed form to justinmcnulty@gmail.com. Upon receipt, you will be provided payment instructions.

Name (as it will appear on name tag):	
Affiliation (as it will appear on name tag):	
Address:	
Email:	
Phone:	

Registration Fees (fees are NOT refundable)

Note: Registration includes refreshment breaks, receptions, and the banquet

Indicate Below		Early Bird before 31-May-22	On-Time before 31-July-22	Late/On-Site after 1-Aug-22
	ASP Member Registration Fee	\$425	\$500	\$575
	Non-ASP Member Registration Fee	\$550	\$625	\$695

Exhibition Fees (fees are NOT refundable)

Indicate	Description	Fee
	<u>Donor</u> I cannot attend, but would like to make a donation in support of the society.	Indicate donation amount below.
	<u>Exhibitor – not attending</u> I cannot attend, but would like to send relevant materials (maximum ten items) for display on a shared table. I understand that the materials will not be returned to me.	\$295
	<u>Exhibitor – non-profit</u> My organization is non-profit.	\$395
	<u>Exhibitor – for profit</u> My organization is for profit.	\$595
	<u>Morning or Afternoon Break Sponsor</u> There are up to five opportunities available to sponsor morning and/or afternoon coffee breaks	Contact J. McNulty for fee information.
	<u>Poster Session Sponsor</u> There are two opportunities available to sponsor food and/or beverages.	Contact J. McNulty for fee information.
	<u>Reception or Banquet Cocktail Sponsor</u> There are up to five opportunities available to sponsor food, beverages, and/or entertainment at these social events.	Contact J. McNulty for fee information.

If you have any additional requests, questions, and/or notes about your registration, please email Justin McNulty (justinmcnulty@gmail.com).

Additional Registration Information:

Indicate Below	
	All attendees, including guests, are expected to abide by the ASP Code of Conduct Policy . Please check the box to the left to indicate you have read and will abide by the ASP Code of Conduct Policy at the 2022 Meeting.
	The ASP Board of Directors has decided to require all attendees to have been fully vaccinated for COVID-19. Before the meeting you will be emailed a link to upload your proof of vaccination. DO NOT PROVIDE your proof of vaccination at this time. Please check the box to the left to indicate that you will be fully vaccinated for COVID-19 and will upload your proof of vaccination to a secure site prior to the meeting.
	Please check the box to the left to indicate that you are interested in participating in the Exhibitor Blitz. To be showcased in the exhibitor blitz, submit a brief abstract via email to justinmcnulty@gmail.com by August 2, 2022.

Conference Options:

Indicate Below	
	Please check the box to the left to indicate you WILL ATTEND the Opening Reception.
	Please check the box to the left to indicate you WILL NOT ATTEND the Opening Reception.
	Please check the box to the left to indicate that you WILL ATTEND the Closing Banquet and would prefer a REGULAR meal option.
	Please check the box to the left to indicate that you WILL ATTEND the Closing Banquet and would prefer a VEGETARIAN meal option.
	Please check the box to the left to indicate that you WILL NOT ATTEND the Closing Banquet.

Amount Due:

Registration Fee	+	Exhibition Fee	+	Donation	=	Total
	+		+		=	

Payment Method:

Indicate Below	
	Credit Card – <i>Visa, Mastercard, or Discover only</i>
	Check – <i>Please make checks payable to “American Society of Primatologists (ASP)”</i> Please indicate the check number in the box to the left.

Once your registration form has been received:

- If paying by credit card, you will be provided a link to securely provide your credit card number.
- If paying by check, you will be provided the address to mail your check.



Sheraton Denver Downtown Hotel Shipping Instructions

Preparing Your Shipment

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names unless the items are specifically for their use (e.g., hotel specifications, rooming lists or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office business center at **303.218.5465**. Package deliveries should only be scheduled after the recipient has completed the check-in process.

Package Labeling Standards and FedEx Office Contact

(Guest Name) (Guest Cell Number)
 c/o FedEx Office at Sheraton Denver Downtown
 1550 Court Place
 Denver, CO 80202
 (Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
 Sheraton Denver Downtown Hotel
 1550 Court Place
 Denver, CO 80202
 Phone: 303.218.5465
 Fax: 303.595.4403
 Email: usa3025@fedex.com

Operating Hours
 Mon.-Fri.: 8:00 a.m. - 5:00 p.m.
 Saturday: 8:00 a.m. - 12:00 p.m.
 Sunday: Closed

Shipments With Special Requirements

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office with any specific questions in advance of shipping their items. If you have any special needs (e.g., refrigeration requirements, after-hours delivery requests or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

On-Site Package Delivery

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting/event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies and flatbed carts.

Package Delivery to Guest Suites/Meeting Rooms

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



Sheraton Denver Downtown Hotel Shipping Instructions

Upon Your Arrival

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **303.218.5465** ; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

Upon Your Departure

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third-party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

Package Handling And Storage Fees

Package weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1.0 lb.	\$2.00	\$5.00
0.0–1.0 lb.	\$2.00	\$5.00
1.1–10.0 lbs.	\$10.00	\$15.00
10.1–20.0 lbs.	\$15.00	\$20.00
20.1–30.0 lbs.	\$20.00	\$30.00
30.1–40.0 lbs.	\$25.00	\$40.00
40.1–50.0 lbs.	\$25.00	\$50.00
50.1–60.0 lbs.	\$35.00	\$50.00
60.1–150.0 lbs.	\$35.00	\$70.00
Pallets & crates*	-	\$150.00 or \$0.75/lb. > 200 lbs.

Package weights will be rounded up to the nearest pound.

*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 or \$0.75/lb. > 200 lbs., which is applied to each pallet/crate handled.

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
0.0–10.0 lbs.	\$5.00
10.1–30.0 lbs.	\$10.00
30.1–60.0 lbs.	\$15.00
60.1–150.0 lbs.	\$25.00
Pallets & crates	\$50.00
Over 6.5' in size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

Additional Services

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

Terms and Conditions

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.

ENCORE VENUE/NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERD BY	EMAIL		PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.
 Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

PROJECTION	QUANTITY	ADVANCED RATE	REGULAR RATE
LCD PROJECTOR		\$480.00	\$480.00
TRIPOD SCREEN		\$95.00	\$95.00
25' HDMI CABLE		\$32.00	\$32.00

MONITOR	QUANTITY	ADVANCED RATE	REGULAR RATE
32" MONITOR TABLETOP		\$297.00	\$297.00
42" MONITOR W/ FLOOR STAND		\$637.00	\$637.00
55" MONITOR W/ FLOOR STAND		\$837.00	\$837.00
80" MONITOR W/ FLOOR STAND		\$1,382.00	\$1,382.00

AUDIO	QUANTITY	ADVANCED RATE	REGULAR RATE
PERSONAL SPEAKER		\$90.00	\$90.00

INTERNET	QUANTITY	ADVANCED RATE	REGULAR RATE
SIMPLE WIFI CONNECTION		\$85.00	\$105.00
HARD LINE CONNECTION		\$195.00	\$240.00

POWER	QUANTITY	ADVANCED RATE	REGULAR RATE
120V SINGLE PHASE – 20 AMP		\$240.00	\$345.00

MISCELLANEOUS	QUANTITY	ADVANCED RATE	REGULAR RATE
LAPTOP		\$250.00	\$250.00
POST-IT FLIPCHART PACKAGE		\$96.00	\$96.00

If You Are Experiencing Technical Difficulties On Site
 Please Contact Encore At **303.596.8189**


Sheraton Denver Downtown Hotel

EXHIBITOR SERVICES ORDER REQUEST

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location for your internet drop (s) using "W" to signify a wired internet drop. If no location is indicated, the internet drop will be placed in the middle of the booth.

Rigging

If rigging is required, please use the following link to request approval.

<https://www.encoreglobal.com/rigging-portal/>

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g. 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____

