

# Exhibitor Prospectus & Sponsorship Opportunities

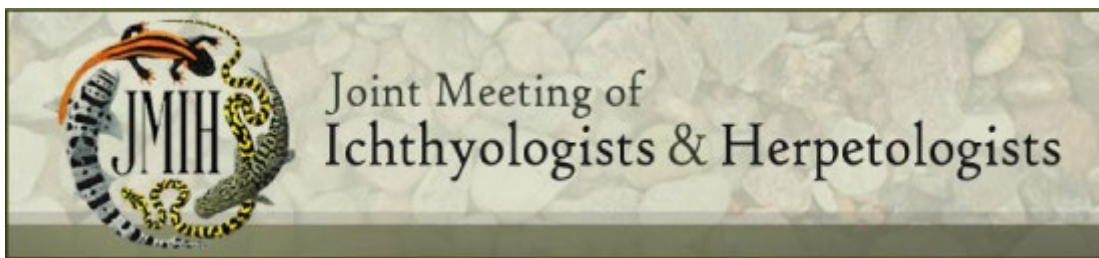


## JMIH 2024 Annual Meeting

July 10-14, 2024

David L. Lawrence Convention Center  
Pittsburgh, PA





# About JMIH

The **Joint Meeting of Ichthyologists and Herpetologists** is an annual meeting of three scientific societies to share current research and network with professional peers. Graduate students compete for presentation and travel awards.

- **The American Elasmobranch Society**

The American Elasmobranch Society is a non-profit organization that seeks to advance the scientific study of living and fossil sharks, skates, rays, and chimaeras, and the promotion of education, conservation, and wise utilization of natural resources.

- **American Society of Ichthyologists and Herpetologists**

The American Society of Ichthyologists and Herpetologists (ASIH) is dedicated to the scientific study of fishes, amphibians, and reptiles.

- **The Herpetologists' League**

The Herpetologists' League is an international organization of people devoted to studying herpetology -- the biology of amphibians and reptiles.







# 2024 Annual Meeting

SESSIONS

SYMPOSIA

SOCIAL EVENTS

The Annual **Joint Meeting of Ichthyologists and Herpetologists (JMIH)** is an educational and research forum. More than one thousand field biologists and environmental scientists attend, traveling from all over the world to learn and participate. The meeting includes many symposia, poster sessions, special programs, and workshops, as well as topical sessions planned using the hundreds of submitted papers. Each day includes events for socializing.

The 2024 Annual Meeting will run from July 10-14 at the David L. Lawrence Convention Center, in Pittsburgh, Pennsylvania, a vibrant city with an active downtown area.

# Sponsorship Opportunities

## TITLE PARTNERSHIP PACKAGES

### PLATINUM - \$5,000

- ✓ Two complimentary 10'x10' booths with three full conference registrations
- ✓ Banner advertisement with link in the mobile meeting app
- ✓ Official sponsor of one coffee break during the meeting, including logo signage and the opportunity to have the refreshments distributed by the sponsor's booth location
- ✓ Signage at JMIH registration desk and exhibit hall entrance with logo
- ✓ Onscreen acknowledgement on the sponsor session slide and at the plenary session
- ✓ Acknowledgement on the JMIH website (logo and link), in the meeting mobile app, on the meeting website, and in meeting promotional ads and materials

### GOLD - \$3,500

- ✓ One complimentary 10'x10' booth with two full conference registrations
- ✓ Official sponsor of one coffee break during the meeting, including logo signage and the opportunity to have the refreshments distributed by the sponsor's booth location
- ✓ Signage at JMIH registration desk and exhibit hall entrance with logo
- ✓ Onscreen acknowledgement on the sponsor session slide and at the plenary session
- ✓ Acknowledgement on the JMIH website (logo and link), in the meeting mobile app, on the meeting website, and in meeting promotional ads and materials

### SILVER - \$1,250

- ✓ One complimentary 10'x10' booth with one full conference registration
- ✓ Signage at JMIH registration desk and exhibit hall entrance with logo
- ✓ Onscreen acknowledgement on the sponsor session slide and at the plenary session
- ✓ Acknowledgement on the JMIH website (logo and link), in the meeting mobile app, on the meeting website, and in meeting promotional ads and materials

### BRONZE - \$800

- ✓ Signage at JMIH registration desk and exhibit hall entrance with logo
- ✓ Onscreen acknowledgement on the sponsor session slide and at the plenary session
- ✓ Acknowledgement on the JMIH website (logo and link), in the meeting mobile app, on the meeting website, and in meeting promotional ads and materials

# Sponsorship Opportunities

## SINGLE PARTNERSHIPS

### Opening Reception \$4,000

Help sponsor the social event for attendees and open the meeting with your message. Signage for your organization will be displayed during this reception and acknowledged in the program book.

### Coffee Break \$1,500 per break

Assist in providing a morning or afternoon refreshment break for attendees. Break will include logo signage, printed logo napkins and the opportunity to have the refreshments distributed by the sponsor's booth.

### Advertising in Online Final Program

Include an advertisement in the program! The final program will be available online in a downloadable format.

Full Page Ad.....\$250.00  
Half Page Ad.....\$150.00

### Insert/Handouts \$400

Have your flyers distributed to all the attendees upon registering.

### Lanyards \$1,200

See your logo on every attendee! Your organization's logo will be printed on the lanyards that are distributed to all attendees to hold their conference badges.

### Water Bottles \$3,000

Your organization's logo will be printed on water bottles distributed to all attendees. An eco-friendly way to promote your cause while eliminating the waste of disposable cups!

### Conference Pens \$1,000

Have your company name on pens given to all attendees upon arrival at the registration desk.

### Mobile Meeting App Banner Ads \$700

Want to make an impact and get your organization's name in front of the attendees? Your ad with a weblink will appear multiple times throughout the mobile meeting app on the bottom featured ad space.

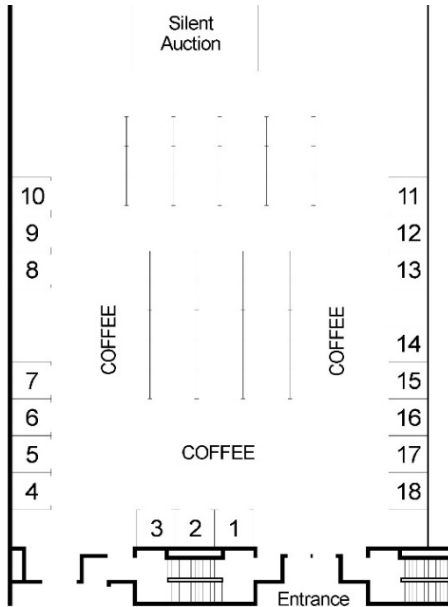
### Session Room Slide Advertisement \$400

Gain visibility in the session rooms. Your organization's name and logo will be projected on-screen during the breaks.



If you're interested in sponsorships, please reach out to [exhibits@burkinc.com](mailto:exhibits@burkinc.com) as soon as possible as availability is limited. They can provide you with further information and assistance.

# Exhibitor Opportunities



View the current floor plan of available booths at <https://jmih2024.expofp.com/>

## EXHIBITOR BOOTH FEES:

(Rates per 10'x10' space)

Early Exhibitor Rate (By 3/1/24).....	\$850
Standard Exhibitor Rate (After 3/1/24).....	\$950
Non-Profit Organization Rate.....	\$600
Additional 10'x10' Booth Space.....	\$350

## EXHIBITOR PACKAGE INCLUDES:

- ✓ 10'x10' booth space
- ✓ Pipe and hanging drape, identification sign, draped table, and two chairs
- ✓ One complimentary full-meeting registration for company representative
- ✓ Option to purchase additional exhibit-only registrations for \$100/person
- ✓ Opportunity to select top booth location choices (placement will be assigned on a first-come, first-served basis after title sponsors)
- ✓ Company description and contact information printed in Final Program and available online (due to JMih by June 15, 2024)
- ✓ Access to discounted hotel rates via the conference website
- ✓ Complimentary food and drink for some meeting events and breaks

## PRELIMINARY EXHIBITOR SCHEDULE\*

### MOVE-IN

Wednesday, July 10 1:00 pm – 5:00 pm

### EXHIBIT HALL HOURS\*

Thursday, July 11 9:00 am – 5:00 pm

Friday, July 12 9:00 am – 5:00 pm

Saturday, July 13 9:00 am – 5:00 pm

### BREAK DOWN

Saturday, July 13 4:00 pm – 8:00 pm

Meeting ends Sunday, July 14

\*schedule subject to change

## Academic Displays

### Part of a college or university and interested in recruitment?

This year we will have special exhibit opportunities for educational institutions to promote their academic programs.

The society is offering tabletop exhibits for \$150 to qualifying universities and colleges in order to promote their academic programs. The tables do not need to be manned so that staff can attend sessions. Promotional brochures and materials can be placed on the table for students to learn more about the institution. Each tabletop will include an identification sign with the institution name, listing in the program, and the mobile meeting app.

Please note that meeting registration is **NOT** included with the Academic displays.

# 2024 JMIH Sponsorship Application & Contract

## ORGANIZATION INFORMATION

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Postal \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_

Website \_\_\_\_\_

Pre-Event Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Ext \_\_\_\_\_

Pre-Event Contact Email \_\_\_\_\_

*(All exhibitor communications will be emailed to the pre-convention contact)*

## EXHIBIT BOOTHS

Booth Location Preference (Choose 3): View the current floor plan of available booths at <https://jmih2024.expofp.com/> Booth space is allocated in order of receipt of contract.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Prices per 10'x10' booth space

Early Exhibitor Rate (By 3/1/24).....	\$850	\$ _____
Standard Exhibitor Rate (After 3/1/24).....	\$950	\$ _____
Non-Profit Organization Rate.....	\$600	\$ _____
Additional 10'x10' Booth Space.....	\$350	\$ _____
University Display Table.....	\$150	\$ _____

## SPONSORSHIP/ADVERTISING

Sponsorship Item

Amount

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

## BOOTH ATTENDEES

One attendee is complimentary with each full-rate exhibit space and will enjoy full conference registration. Exhibitors will be given a special access code to register once the booth space has been paid in full.

If you would like additional booth personnel with the Exhibits Access Only rate, there is an additional \$100 charge per attendee.

Note that Exhibits Only badges do not allow access to the program and sessions. If additional personnel wish to have full conference access, please have them register independently.

Exhibit Access Only Badges \$100 X \_\_\_\_\_ = \$ \_\_\_\_\_

# 2024 JMIH Sponsorship Application & Contract

Company Name \_\_\_\_\_

## COMPANY LISTING

Please submit your Company's 50-word description by June 15, 2024, for inclusion in the mobile app electronically by using the [Exhibitor Listing Form](#).

## PAYMENT INFORMATION

Submit both pages of the signed contract to [exhibits@burkinc.com](mailto:exhibits@burkinc.com)

Full payment is due within 30 days of reservation to secure your booth and sponsorship opportunity. After that time, booth selections will be released.

Payment must be received by June 15, 2024, to be included in the Final Program.

Please indicate how you would prefer to make payment. An invoice and payment information will be sent accordingly.

Company Check     Credit Card

Checks are to be in US Dollars only and drawn on US Banks. Make checks payable and mail to:  
Burk & Associates Meetings, LLC  
950 Herndon Parkway, Suite 450  
Herndon, VA 20170

Please note that wire transfers will incur a \$65 transfer fee. Contact [exhibits@burkinc.com](mailto:exhibits@burkinc.com) for details.

## SPONSORSHIP/EXHIBIT FEES

Booth Total	\$ _____
Sponsorship Total	\$ _____
Advertising	\$ _____
Attendees	\$ _____
TOTAL FEES	\$ _____

## AGREEMENT

By registering to exhibit and/or attend the JMIH Annual Meeting you and your representatives agree to follow the JMIH Code of Conduct. [Click here](#) for more information or the complete [JMIH Code of Conduct](#).

I have read, understood, and agree to abide by this and the entire set of Rules & Regulations of the Joint Meeting of Ichthyologists and Herpetologists (JMIH). I understand that failure to adhere to the Rules & Regulations may impact upon our ability to participate in this and future meetings. I have the authority to sign this application on behalf of the organization exhibiting.

Signature of Company Representative \_\_\_\_\_ Date \_\_\_\_\_

Submit both pages of the signed contract to: [exhibits@burkinc.com](mailto:exhibits@burkinc.com)

*Approximately 30 days prior to the show date, the official decorator and drayage company, Summit Exposition, will forward an email link to the exhibitor service website complete with information regarding furniture rental, shipping, electrical, installation, dismantling, labor, and signage requirements.*



# Rules and Regulations

1. Location, Dates, and Hours of Exhibit: The Exhibition will be held at the David L. Lawrence Convention Center, in Pittsburgh, Pennsylvania. The exhibit area will be open free of charge to the meeting registrants as follows: Thursday, July 11 from 9:00 am – 5:00 pm, Friday, July 12 from 9:00 am – 5:00 pm, and Saturday, July 13 from 9:00 am – 6:00 pm. These hours are subject to change as dictated by program requirements.
2. Installation and Dismantling: Booths will be accessible to Exhibitors for setting up displays from 1:00 pm – 5:00 pm Wednesday, July 10 and are to be ready for display by Thursday, July 11 by 8:00 am. Packing and removal is from 5:00 pm – 8:00 pm, Saturday, July 15.
3. All booth personnel must register using the exhibitor reservation form. One registrant per booth is allowed; these registrants may attend sessions. Each additional booth personnel must register as “Exhibits Only” for an additional \$100. If additional personnel wish to have full conference access, please have them register independently.
4. Standard and Special Booth Equipment: Standard booth equipment consists of draperies assembled with polished aluminum attachments, backs 8' high and side rail dividers 3' high, one draped table, and two chairs. These are included in the booth charge. An identification sign with one line of copy for identification is furnished for the backdrop. The official Decorator/ Drayage Company for the Exhibitors is Summit Exposition. A complete line of furniture, display tables, and other items is available. All independent service companies performing work at the show site will be required to submit certificates of insurance for both workers comprehensive and general liability insurance at amounts established by the state of Pennsylvania. The deadline for receipt of these materials is June 19. In addition, such a contractor must submit his request in writing using the EAC form in the exhibitor service manual and adhere to all rules and regulations listed.
5. Space assigned to an Exhibitor may be transferred by the Exhibit Manager to affect balance against congestion, avoid confusion in firm names, solve competitive conditions, or similar reasons. No such transfer will be made without notice to the Exhibitor in writing. An Exhibitor may not share or sublet space to another party. One Exhibitor may not exhibit the named “end product” of another Exhibitor without permission of that Exhibitor and the Exhibit Manager in writing.
6. General Regulations: Loud speaking sound displays are prohibited. The Society reserves the right to refuse any exhibit not in good taste or inconsistent with a meeting of this kind. All exhibits, back walls, and decorations will be limited to 8' in height and not extending more than 4' from the back wall except actual equipment which in normal operation exceeds this height. Permission to exhibit equipment with abnormal heights must be obtained from the Exhibit Manager. Any large items must be placed in the rear 4' of the booth. Please refer to the Booth Display Rules in the Exhibitor Service Manual.
7. Exhibitor will be responsible for any business license required by Pennsylvania. Exhibitor will be responsible for sales tax owed to Pennsylvania, on any transactions made on the show floor. No exhibitor will be permitted to give away premium items, nor to conduct any prize drawings, awards for the signing of names and addresses, or other extreme promotions without first obtaining written permission from the Exhibit Manager.
8. Photographing booths are limited to non-exhibit hours or candid shots only. Exhibitors and photographers shall not disrupt visitor traffic by clearing booths or aisles for photography during the regular conference hours.
9. All exhibit and booth materials, particularly drapes, curtains, table covers, etc. must comply with Federal, State, and City Fire Laws, Insurance Underwriter, and Venue Safety Regulations, and must be flame-proof. All packing containers, excelsior and similar materials are to be removed from the exhibition area upon completion of the booth arrangement. The Exhibitor is restricted to materials that will pass fire inspection. Decorations of paper, pine boughs, leafy decorations, or tree branches are prohibited. Volatile or flammable oils, gases, unprotected picture films, other explosives or flammable matter, or any substance prohibited by the City Departments or authorities will not be permitted in the exhibition areas. Likewise, all electrical wiring must be approved and installed in accordance with State and Local Regulations. Smoking in exhibits may be prohibited. Crowding will be restricted. Aisles and fire exits cannot be blocked by exhibits.
10. In their own best interest, and for security, Exhibitors shall keep an attendant in their own booths during all exhibit hours. No exhibit may be dismantled before the specified time, nor may any part of the exhibit or equipment be removed, once it has been set up, without permission of the Exhibit Manager.
11. Due to the tremendous value of exhibits, it is impractical and impossible to insure Exhibitor's equipment against loss, theft, damage, and breakage. Neither the Venue nor any of its employees, nor representatives, nor any representatives of the Joint Meeting of Ichthyologists and Herpetologists, nor Burk and Associates Meetings, Inc., nor Summit Exposition, LLC, nor any subcontractor will be responsible for any injury, loss or damage to the Exhibitor, the Exhibitor's employees or property, however caused. In addition, the Exhibitor must assume responsibility for damages to the Venue's property and indemnify and hold harmless the Venue nor any of its employees, nor representatives, nor any representatives of the Joint Meeting of Ichthyologists and Herpetologists, nor Burk and Associates Inc., nor Summit Exposition, LLC, nor any subcontractor from liability, which might ensue from any cause, whatsoever, including accidents or injuries to Exhibitors, their agents or employees. The Exhibitor must also assume responsibility for any accident, injury or property damage to any person viewing their exhibit where such accident, injury, or property damage is caused by the negligence of the Exhibitor, their agents, or employees. In view of the foregoing, Exhibitors are urged to place “extraterritorial” and other coverage on equipment and exhibits and arrange for extended public liability insurance with their regular insurance carrier, particularly if they are conducting experiments or demonstrations using heat or high voltage.
12. The Joint Meeting of Ichthyologists and Herpetologists and the Exhibit Manager for the meeting, Burk & Associates Inc. and Summit Exposition, LLC will cooperate fully, but cannot assume responsibility for damage to the Exhibitor's property, lost shipments either coming in or going out of the premises or for moving costs. Any damage due to inadequately packed property is Exhibitor's own responsibility. If the exhibit fails to arrive, the Exhibitor will be, nevertheless, responsible for booth rent and no refund will be made. Exhibitors should carry insurance against such risks.
13. Exhibitors wishing to have Hospitality Suites must reserve them through the Exhibit Manager. Such Suites cannot be open during any Meeting or Exhibit Hours and can be open after midnight only with Exhibit Manager's permission.
14. The Exhibit Management will attempt to assist and generally protect Exhibitors, keep them informed, and will assume responsibility for its own misconduct and negligence all in good faith.
15. Rejected Displays: Unethical conduct or infraction of rules on the part of the Exhibitor or his representatives or both will subject the Exhibitor or his representatives to dismissal from the exhibit area, in which event it is agreed that no refund shall be made and further that no demand for redress will be made by the Exhibitor or his representatives. Alcoholic beverages may not be distributed from any booth, its attendees, or company representative.
16. Care of Building and Equipment and Safety Precautions: Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the booths, or the equipment in the booths, when such damage appears, the Exhibitor is liable to the owner of the property so damaged.
17. The Exhibitor will engage at its expense, and through the official decorator where the venue so requires, all necessary labor and trade performing functions directly related to the exhibit. The Exhibitor agrees that any person employed to perform such functions on a temporary basis at the Venue shall be represented by the appropriate bona fide Union.
18. Ethical Conduct during the JMIH Meeting – By registering to exhibit and/or attend the JMIH Meeting you and your representatives agree to follow the Code of Conduct. The complete code of conduct can be viewed at [https://burkclients.com/JMIH/meetings/2023/site/files/JMIH\\_Code\\_of\\_Conduct\\_2019-01-23.pdf](https://burkclients.com/JMIH/meetings/2023/site/files/JMIH_Code_of_Conduct_2019-01-23.pdf)
19. Exhibit Booth Cancellation Policy: If the space contracted for is canceled by an exhibitor after April 1, 2024, or if the exhibitor fails to occupy the space contracted for, JMIH is entitled to the full amount of the booth space charge. If the space reserved is canceled by the exhibitor on or before April 1, 2024, 50% of the booth fee will be retained by JMIH, and the balance refunded. If booth space is not occupied by 9:00 am Thursday, July 23, 2024, JMIH will have the right to use such space as it sees fit to eliminate blank spaces in the exhibit area.
20. Amendment to Rules: Any and all matters or questions not specifically covered by the preceding Rules and Regulations shall be subject solely to the discretion of the Joint Meeting of Ichthyologists and Herpetologists. The foregoing regulations have been formulated for the best interests of all Exhibitors; the cooperation of all Exhibitors is requested

# Contact JMIH

We are happy to discuss your business goals and help you select the opportunities that will maximize your success at the 2024 JMIH Annual Meeting.

We encourage you to contact us at

[exhibits@burkinc.com](mailto:exhibits@burkinc.com)

Reserve your booth and sponsorship today!

