

**Announcement of the 43<sup>rd</sup> Meeting of the  
American Society of Primatologists  
Exhibitor Information**

**November 17-20, 2021  
Oklahoma City, Oklahoma**



The next meeting of the American Society of Primatologists (ASP) will be held from November 17-20, 2021 in Oklahoma City, Oklahoma. The meeting will be held at the Omni Oklahoma City Hotel. Standing committee meetings will begin meeting at 1:00 p.m. on Wednesday, November 17 and the opening reception will be held that evening. The scientific meeting will begin at 8:00 a.m. on Thursday, November 18 and the meeting will close with the traditional banquet on Saturday, November 20.

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 250-400 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 Omni Oklahoma City Hotel. Exhibitors will be assigned space in the designed exhibit area, which will be 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 Thursday through Saturday.

If you are interested in exhibiting materials at our meeting, please fill out the exhibitor's registration form (enclosed) and email/send it to me, along with the appropriate fee, no later than October 15, 2021. 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,

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

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**ASP Meeting Advisor:** Justin A. McNulty, MLAS, CPIA, RLATG  
Meeting Advisor, ASP  
PO Box 3010  
Edwards, CO. 81632-3010  
206-391-3677 (mobile)  
[justinmcnulty@gmail.com](mailto:justinmcnulty@gmail.com)

**Exhibitor's Fees:** Exhibitor's fees and sponsorship information is shown below. Fees include one (1) UNskirted table (8' long), two (2) chairs, and one (1) tabletop sign with your organization's name/logo (if provided by October 15, 2021) for most of four days (Wednesday afternoon through Saturday 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 contact Justin McNulty for additional information.

<b>Level</b>	<b>Description</b>	<b>Cost</b>	<b>Benefits</b>
Donor – not attending	No items to exhibit	TBD	Acknowledgment in Opening Remarks and Business Meeting
Exhibitor – not attending	Shared table space	\$275	Material provided by vendor will be available for examination by participants.
Exhibitor – non-profit	Exhibition table	\$375	Acknowledgment in Opening Remarks and Business Meeting Exhibit space includes table.
Exhibitor – for-profit	Exhibition table	\$575	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.

**Equipment Rental:** If you need a computer, monitor, phone line, Internet connection, screen, etc. please contact Mikey Fletcher, Sales Manager, Encore Productions (formerly PSAV): [Mikey.Fletcher@encoreglobal.com](mailto:Mikey.Fletcher@encoreglobal.com) or (913) 963-3999.

**Set-up:** You may set up your display beginning at 10:00 a.m. on Wednesday morning (November 17). Displays must be completely dismantled by 4:00 p.m. on Saturday afternoon (November 19). Exhibits may be visited from 8 a.m. through 6 p.m. each full day and during poster sessions in the evening.

**Shipping/Storage:** All shipping and handling is via the Omni OKC. It is the sole responsibility of the exhibitor to work with the Omni OKC regarding any shipping, receiving and/or handling of any materials or items for the meeting. Packages may be delivered to the hotel within 48 hours prior to November 17, 2021. The following information must be on all packages to ensure proper delivery:

**EXHIBITOR:** \_\_\_\_\_ / \_\_\_\_\_ (Name/Company)

**Contact Phone:** \_\_\_\_\_

Group: American Society of Primatologists Annual Conference 2021

Arrival: Monday, November 15, 2021

Property Address: 100 W. Oklahoma City Boulevard  
Oklahoma City, OK 73109

Convention Services Manager: Amanda Clark

Sales Manager Phone/Email: (405) 438-6437 / [Amanda.Clark@omnihotels.com](mailto:Amanda.Clark@omnihotels.com)

Please contact the Omni OKC with any questions and refer to the attached “Group Package Info Sheet” for additional information. PLEASE NOTE: The Omni OKC expects a UPS to open in the hotel over the summer. Once they join, all packages will be handled through them.

**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 Omni Oklahoma City Hotel, the site of the meeting. Rates and further details are available on the ASP website ([www.asp.org/meetings](http://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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All exhibitors (attending and non-attending) must register using this form.

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

By submitting this registration form, you agree that you have read & will abide by the Acceptable Behavior Policy at the meeting.

**Registration Fees (fees are NOT refundable)**

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

Indicate		<b>Early Bird</b> before 01-Aug-21	<b>On-Time</b> before 10-Nov-21	<b>Late/On-Site</b> after 11-Nov-21
	ASP Member Registration Fee	\$410	\$485	\$560
	Non-ASP Member Registration Fee	\$525	\$595	\$670

**Exhibition Fees (fees are NOT refundable)**

Indicate	Description	Fee
	<b><u>Donor</u></b> I cannot attend, but would like to make a donation in support of the society.	Indicate donation amount below.
	<b><u>Exhibitor – not attending</u></b> 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.	\$275.00
	<b><u>Exhibitor – non-profit</u></b> My organization is non-profit.	\$375.00
	<b><u>Exhibitor – for profit</u></b> My organization is for profit.	\$575.00
	<b><u>Morning or Afternoon Break Sponsor</u></b> There are up to five opportunities available to sponsor morning and/or afternoon coffee breaks	Contact J. McNulty for fee information.
	<b><u>Poster Session Sponsor</u></b> There are two opportunities available to sponsor food and/or beverages.	Contact J. McNulty for fee information.
	<b><u>Reception or Banquet Cocktail Sponsor</u></b> There are up to five opportunities available to sponsor food, beverages, and/or entertainment at these social events.	Contact J. McNulty for fee information.

**Amount Enclosed:**

<b>Registration Fee</b>	+	<b>Exhibition Fee</b>	+	<b>Donation</b>	=	<b>Total</b>
	+		+		=	

If paying by check or money order, please make checks payable to “American Society of Primatologists (ASP)”

If paying by credit card, please complete the following:

**Credit Card Authorization Form**  
**(Visa, Mastercard, or Discover only)**

Card Number:	
Expiration Date:	
CVV (security code):	
Registration Fee, Exhibition Fee, and/or Donation:	
Voluntary Contribution to cover processing fees (3.5%):	
Total to charge to credit card:	
Name on Credit Card:	
Billing Address of Credit Card:	
Authorizing Signature:	

*Please send all relevant forms and your payment to (if not registering online):*

*Justin A. McNulty*  
*ASP Meeting Advisor*  
*PO Box 3010*  
*Edwards, CO 81632-3010*  
*206-391-3677 (mobile)*  
[\*justinmcnulty@gmail.com\*](mailto:justinmcnulty@gmail.com)

# OMNI HOTELS & RESORTS

oklahoma city

## **GROUP PACKAGE INFO SHEET**

### **SHIPPING/RECEIVING**

Hours of Operation – Monday through Friday 8am-3pm, for special arrangements contact CSM.

### **MATERIALS/DELIVERIES**

All hotel deliveries (including Load in's and Load out's) must enter through the hotel loading dock. Delivery vehicles must be moved as soon as they are empty. Vehicles cannot be left on the property overnight. All delivery schedules should be coordinated through the Conference Services Department at least two weeks prior to show.

### **PACKAGES**

All package shipments must flow through the receiving department loading dock within 48 hours of the function date. Packages or materials of excessive weight or value must be approved by the CSM prior to shipping. A storage fee of \$10.00 per box per day will apply to any boxes received prior to 48 hours of the first function. This storage fee will also apply to each empty packing container stored during the function. The hotel is in no way liable for the contents of these packages. There will also be a handling fee for all packages processed, detailed below.

Package Weight	Handling Fee
Flat Envelopes	\$2.00
0.1-1.0 lbs.	\$2.00
1.1-10 lbs.	\$10.00
10.1-25 lbs.	\$25.00
25.1-50 lbs.	\$50.00
50.1 - 75 lbs.	\$75.00
Over 75.1 lbs.	\$100.00
Pallets & Crates	\$200.00 (\$0.75/pound over 300 lbs.)
Storage Fee	\$10.00 per box per day (beyond 48 hrs.)

The following information is required on all package labels to ensure proper delivery and storage.

**EXHIBITOR:** \_\_\_\_\_ / \_\_\_\_\_ (Name/Company)

**Contact Phone:** \_\_\_\_\_

Group: American Society of Primatologists Annual Conference 2021

Arrival: Tuesday, November 15, 2021

Property Address: 100 W. Oklahoma City Boulevard  
Oklahoma City, OK 73109

Convention Services Manager: Amanda Clark

### **OUTGOING PACKAGES**

All outgoing shipments must include a completed Shipping Form to assist in the appropriate billing/address/recourse of the packages. Shipping Form *copy* can be given to the guest as a receipt of packages (*but not of charges*). Shipping cost can be estimated by vendor website calculator. Guest can utilize their own air-bills but must include one Shipping form per group for billing and recourse.