



HAPS 40th Annual Conference

May 23 – 27, 2026

Exhibitor Opportunities

Sheraton Crown Center Kansas City, MO

The Human Anatomy & Physiology Society (HAPS) cordially invites you to attend and exhibit at our 40th HAPS Annual Conference in Kansas City. The exhibits portion of the conference is May 24-25 at the Sheraton Crowne Center, and the workshops portion of the conference is May 26-27 at Kansas City Kansas Community College (KCKCC). All paid staff registered as exhibitors are invited to attend both portions of the conference.

The HAPS Annual Conference concentrates on A&P instructional faculty in a way that no other conference does, regardless of size. HAPS ensures that exhibitors have plenty of time to interact with attendees and generate actionable leads. This is your one chance each year to interact with so many A&P instructors.

Key information:

- The HAPS Annual Conference brings in between 500-600 attendees. All attendees teach anatomy and/or physiology, most at the undergraduate level. Most attendees also teach an array of other courses in biological sciences including general intro biology, neurobiology, microbiology, and genetics.
- Set-up is scheduled for Friday, May 22nd from 8:00 AM to 5:00 PM. If you have a travel delay, please send a note to rformby@hapsconnect.org.
- Teardown is scheduled for Monday, May 25th starting at 4:00 PM.
 - **Note: Any exhibitor tearing down prior to 4:00 PM on Monday will incur a \$500 fine and may be excluded from participating in future conferences.**

Deadline to guarantee space is January 31, 2026
Full payment is required to guarantee space.

CONFERENCE OVERVIEW

- | | |
|--------------------------------------------------|--------------------------------|
| • Exhibit Hall set-up: Sheraton Crowne Center | Friday, May 22 |
| • Welcome reception site: Sheraton Crowne Center | Saturday, May 23 |
| • Exhibit Hall site: Sheraton Crowne Center | Sunday & Monday, May 24-25 |
| • Update seminars site: Sheraton Crowne Center | Sunday & Monday, May 24-25 |
| • Closing reception site: Sheraton Crowne Center | Monday, May 25 |
| • Exhibit Hall tear-down: Sheraton Crowne Center | Monday, May 25 |
| • Workshop site: KCKCC | Tuesday & Wednesday, May 26-27 |

REGISTER TO BE AN EXHIBITOR (May 24-25)

10x10 booth space:

- Includes one 6 ft. table, 2 chairs, a wastebasket, 10 drink tickets for “Drinks with Exhibitor” event, and registration for two staff members.....\$2,200

20’x20’ booth space:

- Includes four 6 ft. tables, 8 chairs, a wastebasket, 10 drink tickets for “Drinks with Exhibitor” event, and registration for five staff members.....\$4,500

Each additional staff member\$450

KEY DATES ASSOCIATED WITH HAPS 2026 IN Kansas City

January 31

- Completed forms and full payment must be submitted by this day to guarantee space in the exhibit hall.

February 13

- Deadline to submit a workshop or poster presentation. Registered exhibitors may apply to teach a workshop or present a poster. Any workshop or poster that focuses on a single product or institution will be considered a “sponsored” workshop or poster requires an additional fee of \$200 per workshop session or \$100 per poster session. Presentations will be scheduled at the discretion of the Conference Committee. **Note:** **Exhibitors are limited to one sponsored workshop.** Exhibitors are invited to discuss proposals for workshops that are co-sponsored with HAPS. Such workshops must substantially focus on a specific aspect of HAPS that is of particular interest to HAPS members. If approved, these workshops would be submitted using the normal process, will not count against the one workshop limit, and will not incur a fee.

Presentations MUST be submitted using the HAPS online form found on the HAPS 2026 Event webpage (<https://www.hapsweb.org/conferences-events/conference-hub/annuals/>) by the deadline. *Payment of a sponsored workshop or poster does not guarantee acceptance. If your presentation is not submitted by the deadline or is not accepted, the fee will be refunded in full. Late submissions will not be accepted.*

Mar 27

- Deadline for advertisements to be placed in the conference book.
- Deadline to coordinate hotel-based advertising with HAPS.
- Deadline for Exhibit Hall passport logos
- Deadline to cancel participation with refund, less a 15% processing fee

April 28

- Deadline to coordinate additional activities (focus groups, etc.) with HAPS.
- Deadline for Exhibitor Personnel Badge Request Form.

KEY CHANGES FOR 2026

- The registered attendee list will be distributed to all exhibitors on May 1st. Sponsors will receive the list earlier, based on their sponsorship level.
- Each exhibiting company will receive one membership per 10x10 purchased table. A 20x20 booth will receive 3 memberships. Please send the name(s) and email(s) address for the designated member(s) from your company to rformby@hpsconnect.org.
- A charge may be applied for any bulk trash items left on the show floor after move-out.
- Exhibitor door prizes should not conflict with the HAPS door prize drawing. As such, all exhibitor sponsored door prizes must be completed before or after the HAPS door prizes that start at 4:15 PM on Monday, May 25th. Anyone in violation of this may incur a \$1,000 fine.

Exhibit rental does not include installation of any booth-related equipment including electrical power, water, gas, audio-visual equipment, furniture or decoration. Rental does not include any receiving, storage, packing, shipping, or security and cleaning services. Since the HAPS Conference is being held in a hotel with limited storage, exhibitors will be required to use the selected tradeshow contractor, Viper, to secure the above needs. The Exhibitor kit will be sent to participating companies by February 20, 2026.

2025 HAPS Annual Conference Attendance Distribution by Geographic Area

The 2025 Annual Conference was in-person and was hosted in Pittsburgh, PA

Attendance by Membership:

Regular (Full-time Faculty and
Conference Members): 393
Contingent Faculty: 21
High School Faculty: 2
Retired Faculty/Emeritus: 10
Undergrad Students: 26
Grad Students: 22
Post-Doc: 1

Attendance by Region:

Central Region: 83
Eastern Region: 90
Southern Region: 69
Western Region: 50
Outside of North America: 12

Attendance by Registration:

Member - Full Conference: 325
Undergrad - Full Conference: 15
Grad - Full Conference: 18
Post-Doc - Full Conference: 1
Update Seminar Only: 62
Workshop Only: 31
First Time Attendees: 102
Second Time Attendees: 67



SPACE ASSIGNMENT

Tables/bulk space will be assigned in the following order for all exhibitors who submit the completed application and provide full payment by January 31, 2026. All Priority Points are based on participation as an exhibitor or sponsor in past Annual Conferences and Regional Meetings. (See below for more details.)

1. Reservations will start on January 31, 2026.
2. Reservations will be based on the number of booths orders and priority points. If two companies with the same number of booths also have the same number of priority points, the company that submitted their application first will be given priority.
3. After March 1st, space will be assigned on a first come, first served basis. If necessary, Priority Points will be used as a tiebreaker.

PRIORITY POINTS

HAPS has created a Priority Point system based on participation as an exhibitor or sponsor in past Annual Conferences (2009 to 2025) or Regional Meetings (2012 to 2025).

- Annual Conference
 - 1 point for exhibiting at the Annual Conference
 - Extra points are gained via sponsorship. Priority Points gained through each sponsorship level.
- Regional Meeting
 - ½ point for exhibiting at the Regional Meeting
 - ½ point for sponsoring an event up to \$1,000 unless otherwise stated.

2026 HAPS Exhibitor General Terms and Conditions

CANCELLATION

An exhibitor not making payments in accordance with specified instructions forfeits all rights, claims, and reservations to table/bulk space requested and assigned. Exhibitors canceling on or before March 31, 2026, will be charged a 15% processing fee per 10x10 bulk space. There will be no refunds of table/bulk space registration fees after March 31, 2026.

SHIPPING TO THE SHERATON CROWN CENTER

Shipping information can be found on the Exhibitor Kit webpage. The Exhibitor kit will be sent to participating companies in February 2026. Viper will be the official tradeshow contractor for the meeting.

EXHIBIT RESTRICTIONS

HAPS reserves the right to refuse rental of display space to any company whose display of goods or services is not likely to be, in the opinion of HAPS, compatible with the general character and objectives of the exposition. The conference is a "closed trade show" designed to provide a showcase for equipment, goods, and services used by the participants of the Human Anatomy and Physiology Society. HAPS will refund the deposit of any prospective exhibitor whose Exhibitor Application is not accepted by HAPS. *HAPS reserves the right to restrict exhibits which, because of noise, method of operations, or any other reason are deemed objectionable, and may also prohibit or evict any exhibit which, in the opinion of the Executive Committee of HAPS, may detract from the general character of the show. In the event of such restrictions or eviction, HAPS is not liable for any refunds, rentals, or other exhibit expenses.*

SPONSORED ITEMS

Exhibitors are welcome to offer up giveaways at their booth. However, the items must not be identical in nature to an item that is sponsored. For example, if the conference bags are sponsored, exhibitors may not hand out this item as a giveaway.

USE OF SPACE

No exhibitor may assign, sublet, or apportion the whole or any part thereof, of space allotted nor exhibit therein any goods other than those manufactured or handled by the exhibitor in the regular course of his/her business, nor permit any representative of any other firm to solicit business, take orders, or sublet in his/her space.

SIZE LIMITATIONS FOR BULK SPACE

Built-up exhibits or other construction cannot exceed 8 feet on background wall height without prior approval of Caitlin Hyatt, the HAPS Executive Director. If your display or equipment will not fit within the space you purchased, you will need to purchase an additional table or booth, or you will be asked to modify the exhibit. To create an island, exhibitors must purchase a minimum space of 20'x 20'. Exhibits will not be permitted to protrude into the aisles or significantly impede the visibility of neighboring exhibitors.

"BE A GOOD NEIGHBOR"

No exhibits will be permitted to interfere with other exhibits, impede access to them, or impede free use of the aisle. Booth personnel, including demonstrators, receptionists, and models are required to confine their activities within the exhibitor's table/bulk space. Apart from the specific display space for which an exhibiting company has contracted with HAPS, no part of the Crown Center or its grounds may be used by any organization other than HAPS for display.

MUSIC AND AMPLIFICATION

Due to ASCAP and BMI licensing requirements and U.S. copyright laws, no copyrighted music, live or recorded, will be permitted in the exhibit hall unless the exhibitor using the material has purchased the appropriate license. Exhibitor agrees to indemnify, defend, and hold harmless HAPS from any liability arising due to use of copyrighted music by exhibitor. This rule includes background music and audiovisual presentations. The use of recordings, videos, slides, or other audiovisual devices (except for speakers and microphones) is permissible; however, the sound volume of any such device must not exceed that of normal conversation voice level and must not be objectionable to neighboring exhibitors.

SELL OUT/WAITING LIST

Upon the show becoming a sell-out, HAPS will establish a waiting list for space on a first come, first served basis. Companies on the official waiting list will be considered as an “exhibitor” for purposes of preference in assignment of 2026 booth space and will have all the rights and privileges to reserve 2026 booth space as other exhibitors who have booths at the Conference provided all applications and deposits are received when due. In the event of a “no show” by a registered exhibitor by 5:00 pm, on May 22, 2026 (unless other arrangements are made) the waiting list will be used to give companies the opportunity to utilize the empty space. Set up for waiting list companies will occur between 5:00 pm and 9:00 pm on Friday, May 22, 2026.

ADDITIONAL EXHIBITOR EVENTS (Public or Private)

Exhibitors wishing to schedule additional public or private functions must notify the HAPS Business Manager and receive approval for the event. These events include author dinners, focus groups, and other exhibitor-specific events. Events that conflict with any official HAPS Conference event will be denied. ***Exhibitors who conduct such events anyway will be fined \$1000, may be removed from the event, and may be denied access to future events.*** **April 28, 2026, is the deadline for reporting events for approval to the HAPS Executive Director.**

EXHIBITOR APPOINTED CONTRACTOR (EAC)

An Exhibitor using an Exhibitor Appointed Contractor (EAC) agrees to notify HAPS and Viper, the official contractor of the 2026 HAPS Annual Conference of such appointment and agrees to indemnify and hold harmless HAPS, the Sheraton Crowne Center and their respective officers, directors, staff, employees, and agents from any and all liability or losses for any act, complaint, damage or loss to the any other exhibitor, the exhibit facility, the property of any contractor or any consequential damages arising out of any such act or loss from the time the independent EAC first arrives at the facility until the final move-out is complete.

The exhibitor further agrees that HAPS may prohibit the EAC from working in the facility if they do not fully comply with all the rules and regulations set forth for them at this event. Any Exhibitor using an EAC agrees to advise its EAC of all terms and conditions. (In short – if you have someone set up your booth – they must abide by the rules.) Since Viper was selected as the official contractor for the meeting, any company choosing to use a third party must contact HAPS and Viper to fill out any necessary paperwork.

SELLING GOODS AT THE CONFERENCE

Retail selling from table/bulk space by exhibitors is prohibited. Solicitation by non-exhibitors is prohibited. Any person representing a non-exhibitor, identified soliciting in common areas of the convention center, will be asked to vacate the premises.

FIRE CODES

Fire regulations will be in accordance with the City of Kansas City.

CANCELLATION OR POSTPONEMENT OF THE CONFERENCE

In the event that the Conference is postponed due to any occurrence not occasioned by the conduct of HAPS or Exhibitor, whether such occurrence be an Act of God or the common enemy, a pandemic or outbreak of a major communicable disease, or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this Lease, then the performance of the parties under this Agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. If such occurrence results in cancellation of the Exposition, the obligations of the parties under this Agreement shall be automatically terminated and all payments made under this contract shall be refunded to Exhibitor, less a pro rata share of expenses actually incurred by HAPS in connection with the Conference. HAPS shall not be financially liable in the event the show is interrupted, cancelled, moved, or dates changed except as provided herein.

LIABILITY

It is expressly understood and agreed between exhibitors and HAPS that there shall be no liability for loss of, or damage to goods or property of exhibitors, or personal injury to the exhibitor or exhibitor's employees. Exhibitor hereby agrees to protect, defend, indemnify, and save HAPS, its officers, directors, employees, 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 the exhibitor's 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 HAPS and its employees and agents.

INSURANCE

Exhibitors shall obtain and keep in force, during the term of the installation and use of exhibit premises, policies of Comprehensive General Liability Insurance insuring the liability set forth in this Exhibitor Contract, in an amount not less than \$1,000,000 combined single limit for personal and property damage. Exhibitor acknowledges that HAPS does not maintain insurance covering exhibitor's property and that is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance insuring any losses by Exhibitor.

Other information:

MAKE YOUR HOTEL RESERVATIONS

The contracted hotel for the 2026 HAPS Annual Conference is the Sheraton Crown Center. Reservation information can be found at <https://www.marriott.com/event-reservations/reservation-link.mi?id=1730302544039&key=GRP&guestreslink2=true> .

CONTACT INFO

For sponsor and exhibit hall questions, contact formby@hapsconnect.org, or 706-845-8204.

Even if it is not possible for you to attend the conference, please see the enclosed information on alternative opportunities to showcase your products and services.

**40th HAPS Annual Conference – May 2026
Exhibitor Application & Contract**

Contact Person:
Company Name:
Company Address:
Company City, State/Province:
Company Zip, Country:
Email:
Company Phone Number:
Website:
Description of company for the conference program (1-2 sentences only please):
Is this your first year exhibiting with HAPS? YES NO

Exhibitor Fees & Payment

Quantity	Description	Cost	Total
	10x10 bulk space	\$2200	
	20x20 bulk space (as available)	\$4500	
	Additional Staff	\$450/person	
	Workshop fee: (deadline to apply is Feb 13) NOTE: Exhibiting companies are limited to one sponsored workshop or poster. Sponsors may have additional sponsored workshops or poster based on the sponsorship level.	\$200	
	Poster fee: (deadline to apply is Feb 13) NOTE: Exhibiting companies are limited to one sponsored workshop or poster. Sponsors may have additional sponsored workshops or poster based on the sponsorship level.	\$100	
Sponsorship (check with rformby@hapsconnect.org for availability)		Please refer HERE for fee structure	
Advertising (check with rformby@hapsconnect.org for availability)		Please refer HERE for fee structure	
TOTAL DUE			

Key Policies for 2026

Please read this page and sign the bottom. Applications **MUST** include this signed page.

- Any service, token, or activity provided by an exhibitor must be available to all registered participants on a first-come, first-served basis.
- **All** exhibitor-sponsored events open to conference participants must be coordinated through the Business Manager, Caitlin Hyatt. Focus group meeting times must be coordinated with the HAPS Executive Director, by April 28, 2026. Exhibitor private events such as focus groups **must not** be held during times scheduled for seminars, workshops or even the evening socials. **Failure to abide by this policy may lead will incur a \$1000 fine plus you may be removed from the event and be denied access to future events.**
- Exhibitors are welcome to offer up giveaways at their booth. However, the items must not be identical in nature to an item that is sponsored. For example, if the conference bags are sponsored, exhibitors may not hand out this item as a giveaway.
- All table personnel must be registered to participate in the HAPS 40th Annual Conference. Registration includes admission to all receptions, all update sessions, continental breakfasts, refreshment breaks and conference activities including workshops. Additional staff may be added above what is included with the booth space for \$450 per person.
- Any exhibitor tearing down prior to 4:30 PM on Monday will be assessed a \$500 fine and may be excluded from participating in future conferences.
- This agreement is incorporated by reference to the Exhibitor Contract. All points not covered are subject to the decision of the HAPS and/or the HAPS Executive Committee.
- Music and Amplification: Due to ASCAP and BMI licensing requirements and U.S. copyright laws, no copyrighted music, live or recorded, will be permitted in the exhibit hall unless the exhibitor using the material has purchased the appropriate license. The exhibitor agrees to indemnify, defend, and hold harmless HAPS from any liability arising due to use of copyrighted music by exhibitor. This rule includes background music and audiovisual presentations. The use of recordings, videos, slides, or other audiovisual devices (except for speakers and microphones) is permissible; however, the sound volume of any such device must not exceed that of normal conversation voice level and must not be objectionable to neighboring exhibitors.
- Exhibitors are invited to discuss proposals for workshops that are co-sponsored with HAPS. Such workshops must substantially focus on a specific aspect of HAPS that is of particular interest to HAPS members. If approved, these workshops would be submitted using the normal process. Please keep in mind the proposal deadline – February 13.
- **HAPS 2026 Annual Conference - Be Well Agreement:** Any public space where other people are present holds an inherent risk of exposure to COVID-19 and other communicable diseases. By attending this event, I agree to voluntarily assume all risk related to exposure and agree to not hold HAPS or any of their affiliates including partners, sponsors, directors, officers, employees, agents, contractors, volunteers, or sponsored venues liable for illness. I agree to not attend any HAPS event if I feel ill or have recent exposure to a COVID-19 case. HAPS will review all relevant information provided by the Centers for Disease Control (CDC) and keep attendees and exhibitors informed on any change in policies via the [HAPS 2026 Annual Conference webpage](#).

By signing below my organization/company agrees to comply with the 2026 Human Anatomy and Physiology Society Annual Conference Terms and Conditions for exhibitors in this Contract and hereby incorporated by reference.

Signed: _____ Date: _____

**2026 HAPS Annual Conference
Exhibitor Application & Contract**

Applications may be sent as an email attachment to rformby@hapsconnect.org.

If paying by check, please mail the application and check and signed page of the contract to the address below.

Human Anatomy and Physiology Society (HAPS)
251 S. L. White Blvd.
LaGrange, GA 30241

This information will only be used for Human Anatomy & Physiology Society. For your convenience, we will use this authorization to charge your credit card account (if not paying by check). We will advise you, prior to charging card, of any unpaid balances at the conference or any additional amounts incurred at the show-site by your representative(s). This information is confidential.

Check **type** of credit card: _____ MasterCard _____ Visa _____ American Express _____ Discover

Credit Card Number

Expiration Date

CVV

Company Name

Cardholder's Name

Cardholder's Billing Address

City, State/Province

Zip/Country

Signature

By signing below, I authorize the Human Anatomy and Physiology Society to charge the card above.

Signed: _____ Date: _____