

Pangborn 2025

16th Pangborn Sensory Science Symposium

CONNECTING SENSES AND MINDS



August 17–21, 2025 • Philadelphia, USA

16th Pangborn Sensory Science Symposium

Information for Exhibitors

<https://www.pangbornsymposium.com/>

This document contains important information to help you plan for a successful exhibition.

Please take time now to review the deadline dates, as they will save you inconvenience later and could save your company the expense of any late order surcharges. All compulsory forms should be returned at your earliest opportunity and by no later than the published dates.

These guides are not designed to replace our personal service and we are happy to answer any questions, explain a regulation or offer any special assistance you may require.

We look forward to seeing you at Pangborn 2025.

Wishing you a successful Event.

Stephanie Smith
Exhibition Operations Manager

Exhibitors

To view a list of participating Exhibitors, please view the below link:
<https://www.pangbornsymposium.com/conference-exhibitors.html>

Conference Programme

<https://www.pangbornsymposium.com/conference-program.html>

The Conference/Venue Location

Pangborn 2025 will take place at the Pennsylvania Convention Center in Philadelphia, USA.

Venue address:

Pennsylvania Convention Center (PCC) – Philadelphia
1101 Arch Street
Philadelphia, PA 19107

www.paconvention.com

Travelling to Philadelphia:

Please visit: <https://www.pangbornsymposium.com/conference-transportation.html>

Elsevier Team

Exhibition Operations Manager

Stephanie Smith

E: stephanie.smith@proj-x4.co.uk

Commercial Sales Manager

Daphnie Llewlyn Davies

E: daphne.davies@outlook.com

Senior Conference Project Lead

Carly Mole

E: c.mole@elsevier.com

Exhibitor's Check List – COMPULSORY FORMS & DEADLINES

Description	Form to be returned to:	Deadline Date	Date Actioned
Health & Safety Declaration	stephanie.smith@proj-x4.co.uk	27 th June 2025	
Risk Assessment	stephanie.smith@proj-x4.co.uk	27 th June 2025	
Copy of your Public Liability Insurance	stephanie.smith@proj-x4.co.uk	27 th June 2025	
Conference Personnel	Instructions sent by email	21 st July 2025	
Additional orders via AEX	See AEX guide	1 st August 2025 (for discounted prices)	
Additional orders via PCC	See AEX guide	25 th July 2025	

Exhibitor Passes

Additional Exhibitor Passes can be purchased for \$399. Please note that this does not include entrance to the conference. For further information or to order your pass, please contact Carly Mole on Email: c.mole@elsevier.com.

Exhibition Partner – AEX

AEX has been appointed as the official Contractor for the event.

AEX will reach out to exhibitors direct with the exhibitor guide, look out for an email with the subject line:

Pangborn Sensory Science Symposium Exhibit Ordering Is Now Open

Additional Orders for your Booth

All Shell Stand exhibitors must order any additional furnishing or decoration from the Official Contractors (AEX) only. Please note that outside suppliers may not be used.

Electrical & lighting orders

Orders for AV, electrical and lighting are to be made via the Pennsylvania Convention Center (PCC) details are included in the AEX guide.

A power supply and spot lights to booths are **not** included as standard.

Shipping

Advance to Warehouse

2025 Pangborn Sensory Science Symposium
C/O AEX Convention Services
3089 English Creek Avenue
Egg Harbor Township, NJ 08234
Warehouse Hours: Monday-Friday 9:00am-3:00pm

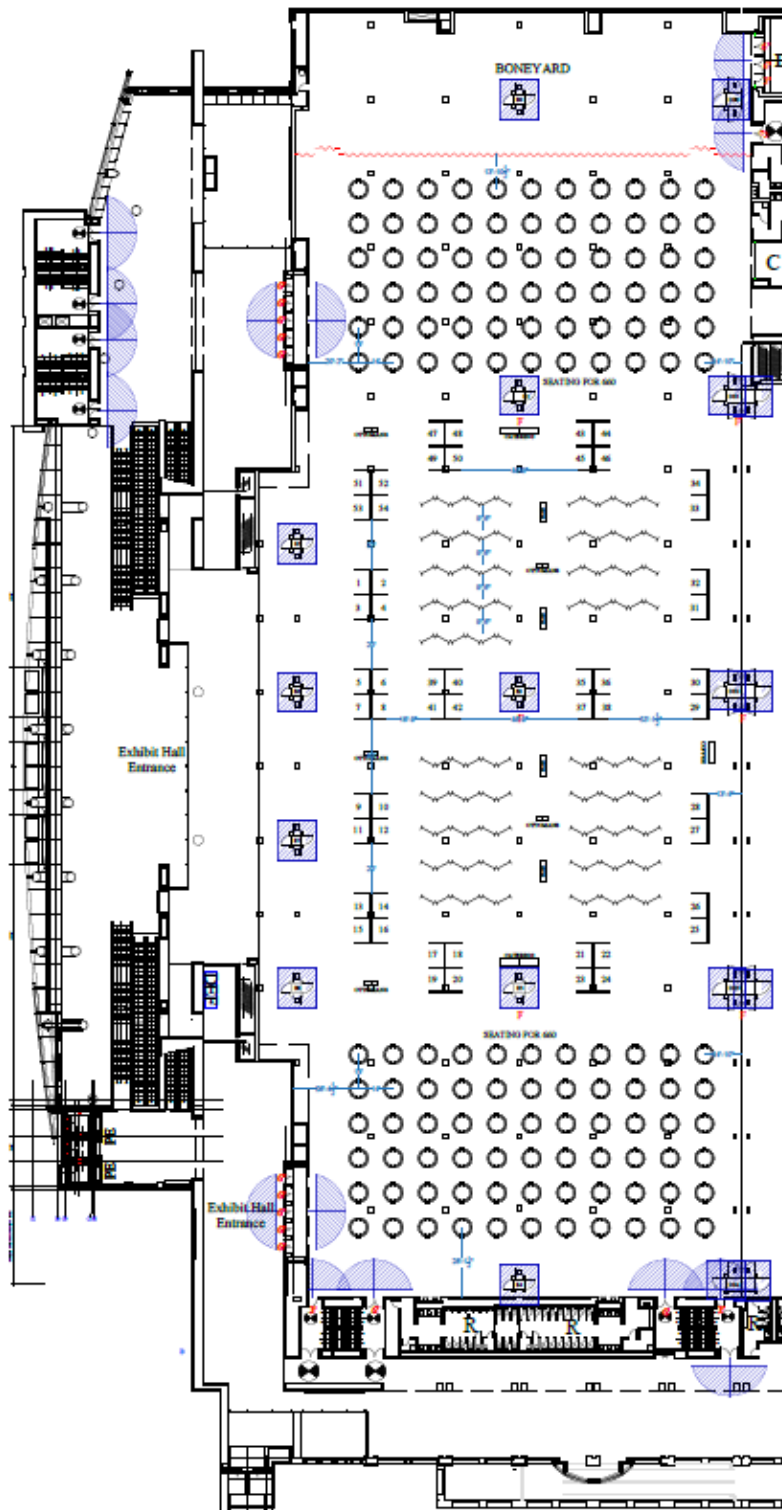
Deliveries will be accepted 30 days before the show load-in, 18th July and should arrive no later than Monday 11th August.

Floor Plan

(subject to amendments if required by the organisers)

The exhibition will take place in **Hall E**.

Poster Boards and catering will also be positioned in this area.



Catering

Aramark is the exclusive food and beverage provider for the conference, no outside food and beverage is permitted. Exhibitors can sample their product if 1) they are the manufacturer of that product, 2) they stay within the Aramark sampling sizes of 2 ounces for food and 3 ounces for non-alcoholic beverages, and 3) they complete and return the sampling release form.

You may order food and beverage services from Aramark to be delivered to your booth, please see the Exhibitor menu – order form, complete and return it direct to Leah Kenin Kenin-leah@aramark.com

Exhibition Timetable

Set-up Dressing of Exhibitor's Stands	Sunday 17 th August 10am-2pm
Exhibition open The exhibition will be busiest during the poster sessions and refreshment breaks	Monday 18 th – Thursday 21 st August – refer to the programme: https://www.pangbornsymposium.com/conference-program.html
Breakdown For reasons of security all exhibitors are advised to remove all portable and valuable items and not to leave the stand unattended until it has been cleared.	Thursday 21 st August, after 11am, complete by 3pm.

Important Breakdown Information

All exhibits must be removed from stands by 3pm on Thursday 21st August 2025.

The Shell Scheme booths will be dismantled from 3pm on Thursday 21st August 2025.

Please ensure that you remove any display materials from the shell scheme walls before 1.30pm. **Any items left onsite after this time will be deemed as rubbish, removed and thrown away.** Any costs incurred as a result will be forwarded to the exhibitor concerned.

Useful Information A-Z

Accommodation

Accommodation has been reserved at specially negotiated rates.

Please visit <https://www.pangbornsymposium.com/conference-accommodation.html> for options available.

Accessible Conferences

Elsevier and the Venue is committed to meeting all clients' needs, including providing an accessible environment and accommodating the needs of people with disabilities. The Venue is wheelchair accessible; elevators and accessible restrooms are located close to the conference rooms.

Please contact us at accessibleconferences@elsevier.com to discuss any requirements or answer any questions you may have.

Please let us have the details of any specific requirements by **27th June 2025** or as soon as possible after you register for the conference.

Conference App

We are delighted to announce Pangborn 2025 will have its own free app available on all Android and Apple devices, which will be made available the week before the conference. This includes information on presentations, speakers, sponsors/exhibitors and more. It will allow you to plan what presentations to attend, add notes to the program, make lists via the to-do feature and add custom tags/notes to presentations and exhibitors.

All sponsors and exhibitors will have their company details in the App, on your company page, the background image behind your company logo can be customized. [This image should be PNG or JPG and have a size of 1200x600px.](#)

Please ensure that the correct formats are provided – we are unable to use any other format or size.

The example below shows how your company logo will be displayed, the section you can customise with an image is the grey area behind the logo. Please send your image to c.mole@elsevier.com



Networking via the App

You can also contact and chat with other conference attendees via the App. Simply create a profile and sign into the app, this will allow you to;

- Be included in the attendee list
- Chat to attendees via the app
- Schedule appointments at the conference with other attendees
- Build up a contact list

Please ensure you have the most current version of the app (by checking in the app store) to enable this functionality to work correctly.

To download the app, please search for "Elsevier Conferences" in the App Store or on Google Play. Once you have installed this app, you will find the conference at the top of the screen. Simply tap the event and select 'Install' to download the interactive conference programme to your device.

Please note that the app is not available on Windows phones or BlackBerry devices and if you are downloading the app onto an Android device you must do so through the Google Play Store App/Website.

Exhibition

The Exhibition will take place in **Hall E**. Poster Boards will also be positioned in this area.

Spaces in use:	
Registration	Broad Street Atrium
Exhibition & Posters	Hall E
Plenaries	Terrace I and II
Parallel sessions	Rooms 120, 121, 122

Children

Children under 16 years of age are prohibited from accessing the Venue and loading bays during build up and break down periods. Security Officers have instructions not to allow children under 16 years of age, onto the site during these times. During the open period, children will be allowed in the exhibition area, however a child declaration form must be completed prior to access being granted. Please report to the conference registration desk upon arrival.

Clear Aisles

The aisles within the event have been subject to approval by the Venue and Local Authorities and must remain unobstructed and accessible at all times. Under no circumstances can any part of your stand, furniture or exhibits project beyond the boundary of your stand.

Closed Toe Shoes

Closed toe shoes must be worn at all times during the build-up and breakdown of the event.

Code of Practice

The distribution or display of printed materials other than by Exhibitors on their own stands, is strictly prohibited. Please ensure that your stand is staffed at all time during the open period of the exhibition and that all exhibits remain displayed during the show open hours. In order that no discourtesy is shown to last minute visitors to the show or to other exhibitors around you, we ask that no dismantling of displays or exhibits commence before 11am on the 21st August.

Dilapidations

Please remember that you are responsible for any damage caused to the fabric of the Venue buildings by you, your agents or contractors. In your own interest you should satisfy yourselves as to the condition of your stand site before the building of your stand and after its clearance. Nothing may be fixed to the fabric of the building.

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Exhibits

Presentation and distribution of exhibits/products that can harm other exhibitors or visitors, or that can deteriorate the pavement and/or existing constructions, as well as altering conditions or environmental rules are not allowed.

Health & Safety/Risk Assessment**Deadline Date: 27th June 2025****Health & Safety Declaration**

It is a condition of entry into the exhibition that every exhibitor, contractor, supplier, and their agents comply with the legislation covering the Venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others health and safety is not put at risk by their actions (or inactions) during Pangborn 2025. Please complete the Health & Safety Declaration form affirming your commitment to co-operation and co-ordination with the Organisers and the Venue.

Risk Assessment

All exhibitors must complete a Risk Assessment prior to exhibiting. A Risk Assessment template/example is included with this Exhibitor Guide.

You can use the risk assessment example to help you keep a simple record of:

- who might be harmed and how?
- what you're already doing to control the risks
- what further action you need to take to control the risks
- who needs to carry out the action?
- when the action is needed by

Please **do not** just copy the example and put your company name to it as that would not satisfy the law and would not protect your employees. You must think about the specific hazards and controls your business needs, whilst exhibiting at Pangborn 2025.

Public Liability Insurance

Whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment, we cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which may befall your personnel and their property.

All exhibitors are responsible for their own insurance for the event. A copy of your public liability insurance certificate (providing cover of US\$3,000,000) is required prior to the event.

Insurance is NOT included as part of the stand package and all exhibitors will need to provide proof of their insurance by 27th June 2025. Please email proof of your insurance certificate which should cover the dates of the conference to: Stephanie Smith, Email stephanie.smith@proj-x4.co.uk

Please arrange sufficient insurance to cover stand, goods and fittings exhibited at the event and transport to and from the venue. Exhibitors are also responsible for all claims arising from personal injury or damage to the property during the periods of Set-Up, Open Days and Breakdown. The Venue declines any responsibility in case of robbery and for any damage caused by the Event or resulting from it. The Exhibitor is responsible to obtain your own insurance for any products you are exhibiting.

For advice on this, and other insurances that would be of value, please talk to your insurance broker regulated by the FSA (Financial Services Authority) for professional advice.

We recommend that valuables particularly of a portable nature are not left unattended on your stand. THIS IS PARTICULARLY RELEVANT ON THE CLOSING EVENING AND THROUGHOUT THE BREAKDOWN.

Literature

The distribution of leaflets and other promotional materials is confined to the stand area and is not permitted in the gangways or elsewhere in the hotel grounds. The Organiser

reserves the right to prohibit the display or distribution of advertising matter that could give rise to offence and to confiscate the supplies thereof for the duration of the event.

For further information on literature distribution sponsorship opportunities please contact: Daphne on Email: daphne.davies@outlook.com

Patent and Copyright

The exhibitor must make sure of Protection of Patent Rights for equipment or products displayed, following the legal regulations in force. These formalities must be made before exhibiting these products or equipment, as the Organiser cannot be held responsible in this particular field.

Registered Trademarks

The contracting parties agree that displaying of counterfeits poses a grave danger to the success of the exhibition for the exhibitors affected and the reputation of the event as such.

No goods may be displayed at the exhibition that infringe property rights including, but not limited to, copyrights, trademarks, registered designs, utility models and/or patents. All Exhibitors are advised that exhibiting of counterfeits may result in immediate legal action.

Safety & Security

Elsevier Ltd take their responsibilities very seriously and it is vital that Exhibitors and their Contractors do likewise. Exhibition and Conference venues are places of work and as such, the set-up, open and break down periods are covered by mandatory requirements.

As Organisers, it is Elsevier's policy to make Pangborn 2025 a safe environment, so far as is reasonably practicable, and all work carried out on booths on-site, must conform to the venues safety and security practices.

The below information provides Exhibitors with clear, simple suggestions for understanding and implementing a suitable and sufficient safety management programme to comply with Safety & Security onsite.

As an Exhibitor you have a duty to ensure that all personnel contracted by you are aware that they have a responsibility, so far as is reasonably practicable, for the health, safety, and welfare of all employees, and that any plant or systems of work which may be used are, so far as reasonably practicable, safe and without risks to health. This includes, that all employees are provided with information, instruction, training, and supervision to ensure not only their own safety and security but, also that of others working or attending the vicinity.

- In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit.
- Official ID is mandatory on-site during all build up, event and move-out days. Please ensure that you wear your Exhibitor/Conference Badge at all times.
- If you require medical assistance, please contact a member of the Venue or Organising Team
 - Give as much information as possible including your location, age of person requiring assistance, and ***Do Not Panic***
 - If you have a medical condition that the Venue/Elsevier should be made aware of, please wear your medical ID bracelet.
- Children under the age of 16 are not permitted on-site during event build up or breakdown.

General Regulations

ALL EXHIBITORS MUST COMPLETE THE COMPULSORY "HEALTH & SAFETY DECLARATION" AND "RISK ASSESSMENT" INCLUDED WITH THIS EXHIBITOR GUIDE.

Shell Scheme supports may not be removed without the permission of the Venue/Organiser.

It is your responsibility to ensure, that the stand walls must be cleared of any double-sided tape, tac, Velcro or adhesive mounting squares and the like, before leaving the Exhibition.

Any damage to the walls will be charged directly to the exhibitor.

The Organisers, their Official Stand Contractors and the Venue Management will not be responsible for any damage caused to exhibitor's stands, fixtures, and fittings.

Sponsorship

A range of Sponsorship Packages are available which offer flexibility, choice, and variety to satisfy your organisation's need for visibility and recognition.

For more information on our exciting sponsorship opportunities please contact:

Daphne on Email: daphne.davies@outlook.com

Terms & Conditions of Booking are included on your contract.

Wi-Fi

A Wi-Fi network is available in all areas of the venue for web and email consultation.