

17th MEETING
HIGH ENERGY
ASTROPHYSICS
DIVISION

17-21 MARCH 2019

PORTOLA HOTEL & SPA
MONTEREY, CA

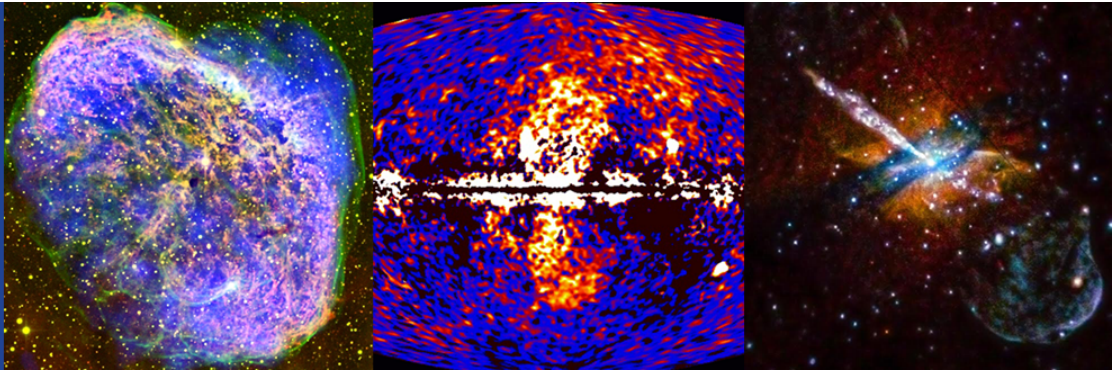


EXHIBIT AND SPONSOR PROSPECTUS

Dear Exhibitor and/or Sponsor,

We welcome your support at the 2019 High Energy Astrophysics Division of the American Astronomical Society Meeting in Monterey, California - **17th Meeting High Energy Astrophysics Division**. We are pleased that you are considering participating this year in what is sure to be a particularly exciting and well-attended meeting.

Meeting Location	Portola Hotel & Spa
Meeting Dates	17 - 21 March 2019
Booth Reservation Deadline	15 February 2019
Meeting Website	aas.org/meetings/head17
Hotel Reservations	aas.org/meetings/head17/travel-and-lodging

This prospectus includes information needed to reserve your exhibit space or become a sponsor. Further information will be sent to you after your Exhibit Request Form (page 4) is processed. Exhibit space will be reserved on a first-come, first-served basis.

Please remember the importance of booking within the HEAD hotel room block. Rooms fill up quickly!

If you have any questions, please contact me at exhibits@aaas.org or 202-328-2010 ext.110.

We look forward to seeing you in Monterey!

Take care,

A handwritten signature in black ink that reads "Debbie Kovalsky". The signature is written in a cursive, flowing style.

Debbie Kovalsky
AAS Director of Exhibits & Development

Exhibit Show Schedule*

	Move-In/ Move-Out	Exhibit Hours	Coffee Break	Poster Sessions
Sunday 17 March	2:00pm-4:00pm <i>Setup</i>			
Monday 18 March		8:30am-7:00pm	10:00-10:30am	6:00-7:00pm
Tuesday 19 March		8:30am-7:00pm	10:00-10:30am	6:00-7:00pm
Wednesday 20 March		8:30am-7:00pm	10:00-10:30am	6:00-7:00pm
Thursday 21 March	3:30-5:30pm <i>Teardown</i>	8:30am-5:30pm	10:00-10:30am	

*Times are subject to change as the scientific program is refined. Exhibits do not need to be staffed all day.

Posters

Presenters will hang their posters for the duration of the meeting.

Opening Reception

Sunday, 17 March - 7:00 - 8:30 PM

Exhibit & Poster Session Daily Events

- Grab & Go Breakfast
- Morning Coffee Breaks
- Grab & Go Lunch Breaks
- Afternoon Break
- Poster Sessions & Happy Hours

17th Meeting HEAD Exhibit Pricing Structure

Sponsor/Exhibitor - \$5,000

- Sponsor Recognition
- Fully Furnished Exhibit
- Prominent Location
- 8-foot draped table
- Poster Board
- 2 Chairs
- 2 Full Complimentary Registrations
- Prominent Acknowledgement on Meeting Signage and Website
- Prominent Acknowledgement in pre- and post- meeting email exploders
- Prominent Acknowledgement on-site in printed meeting program and during chair's remarks

Exhibitor - \$2,500

- 8-foot draped table
- 2 Chairs
- 1 Full Complimentary Registration
- Acknowledgement on Meeting Signage and Website
- Acknowledgement on-site in printed meeting program

Unstaffed Exhibit - \$1,500

- 8-foot draped table
-

17th Meeting HEAD Sponsors

The HEAD Division welcomes institutional sponsorship to support the efforts of our meeting. There are a variety of custom sponsorship packages available to meet your goals.

Naming opportunities are available for Plenary Sessions, Internet/Wi-Fi, Daily Breaks, Poster Sessions, Receptions, Meeting Collateral and much more!

Please call Debbie Kovalsky, 202-328-2010 x110 or exhibits@aas.org to discuss the various options.

- Platinum Sponsor (includes Platinum Designation & Gold Exhibitor Benefits + 2 additional registration) - \$10,000
- Gold Sponsor - \$5,000
- Silver Sponsor - \$2,500
- Sponsor - \$1,500

17th Meeting HEAD Exhibit Space & Sponsorship Reservation Form

To Reserve Your Space

- Complete the reservation form
- Payment should accompany the application
- Return from to exhibits@aes.org or fax to 202-234-7850
- Booth confirmed by **15 February 2019** will be included in Meeting Program.

Organization _____

Contact Person: _____ Email: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Email: _____

Website: _____ Twitter: _____

Exhibit Booth/Sponsor Sign Name: _____

Booth Type (see previous page for descriptions):

- Gold Exhibitor - \$5,000
- Exhibitor - \$2,500
- Unmanned Exhibit - \$1,500
- General Sponsor, specify level and amount: _____

Payment Options:

Amount Due: _____

Visa MasterCard American Express Check Number: _____

Credit Card Number: _____ Exp. Date: _____

Signature: _____ Date: _____

Print Name: _____

Return this form and payment to:

Debbie Kovalsky - 17th Meeting HEAD Exhibits, 1667 K Street NW, Suite 800 Washington, DC 20006
OR Email: exhibits@aes.org

17th Meeting HEAD Meeting Exhibit Rules

Definition

The words “Exhibit Management” as used herein refer to the High Energy Astrophysics Division (HEAD).

Exhibitor Registration

Gold Exhibitors are entitled to TWO Full Complimentary Registrations. Each exhibitor must wear an official exhibitor’s identification badge.

Housing/Hotel

Exhibitors are responsible for making their own travel and housing arrangements. Discounted sleeping room rates have been negotiated at The Portola Hotel & Spa.

Arrangement of Exhibits

All exhibits must be arranged without obstructing the general view or hiding other exhibits. Backgrounds (including signs) must be no more than 8 feet in height. Material extending into the exhibit area by more than 3 feet from the back wall cannot exceed 3 feet in height. No partitions will be allowed, unless specifically approved by Exhibit Management. Exposed, unfinished sides of exhibit backgrounds must be draped to present an attractive appearance. Exhibit Management may (at the exhibitor’s expense) direct revisions of any exhibit that does not comply with the above guidelines.

Location/Layout of Exhibits

At all times, Exhibit Management reserves the right to alter the location and/or layout of the exhibits in the best interests of the overall exhibition and meeting.

Installation/Dismantling

Exhibits must be completely installed at least two hours prior to the opening of the show. Exhibit Management reserves the right to re-assign any space not installed at that time. No packing or dismantling of exhibits will be permitted prior to the official closing of the exhibition, and there will be a \$300 fine for any exhibitor dismantling prior to the closing of the show. Setup begins Sunday 17 March 2019 from 2:00pm-4:00pm. Teardown occurs on Thursday, 21 March 2019 from 3:30-5:30pm.

General Conduct of Exhibitors

All materials and activities must be confined to the limits of the exhibit booth(s) and may not impede traffic or interfere with other exhibits. Furthermore, all of the following practices are expressly prohibited: the promotion of products or services other than the exhibitor’s, excessive noise that would interfere with other exhibitors, the storage or use of flammable or explosive materials (or any substance prohibited by local laws or insurance carriers), the operation of x-ray equipment, the soliciting of participation in surveys or any other harassment of attendees, the use of live animals, the solicitation of business by anyone other than the representatives of exhibiting organizations, and the publicizing or conducting of any activities that would attract attendees away from the exhibition during exhibit hours.

Occupancy of Booths

We request that all exhibit booths be staffed during the scheduled breaks.

Rejection & Penalties

Exhibit Management reserves the right to refuse any applicant for exhibit space, as well as the right to restrict or evict any exhibit that, in the opinion of Exhibit Management, detracts from the general character of the exhibition. This reservation applies to displays, printed matter, promotional materials, noise, personal conduct, and method of operation. In the event of such restrictions or eviction, Exhibit Management will not be liable for any refunds or other exhibit expenses.

Insurance

Exhibitors are urged to take out a portal-to-portal rider on their own insurance policy, usually available at a nominal cost, to protect against loss through theft, fire, damage, etc. Exhibitors are responsible for their equipment and property. The exhibit area will be monitored and secured, but HEAD does not guarantee nor protect the exhibitor against loss of any kind. Each party agrees to be responsible for its own property through insurance or self-insurance; exhibitors shall hold harmless HEAD for any and all damage caused by theft and those perils normally covered by fire and extended coverage policy.

Liability

The exhibitor agrees to assume all responsibilities for any damage to the exhibit area. The exhibitor also expressly indemnifies and holds harmless HEAD, the show's official service contractor, and any other agents of Exhibit Management from any and all liability that may ensue from accidents, injuries, damage by fire, loss or theft of property, or any other cause. Security guards will be provided; however, the exhibitor retains sole responsibility for his/her own exhibit materials. In the event that the exhibition is canceled, the liability of Exhibit Management shall be limited to the monies paid by the exhibitor as exhibit booth rental, less a proportionate share of all expenses incurred by Exhibit Management for the exhibition.

Subletting of Space

No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted without the knowledge and written consent of Exhibit Management.

Payment Terms

Checks and credit cards are accepted. Exhibit Fees should be made payable to the High Energy Astrophysics Division (HEAD), 1667 K Street, NW Suite 800, Washington, DC 20006. Questions regarding exhibits and/or rates should be directed to Debbie Kovalsky, Director of Exhibits, 202-328-2010 ext. 110 or exhibits@aes.org.

Cancellations

After a signed contract has been received, cancellations prior to 15 February 2019 will be liable for a penalty of \$375 per booth reserved. Exhibitors cancelling after 15 February 2019 will be liable for the total booth fees. All cancellations must be submitted in writing.