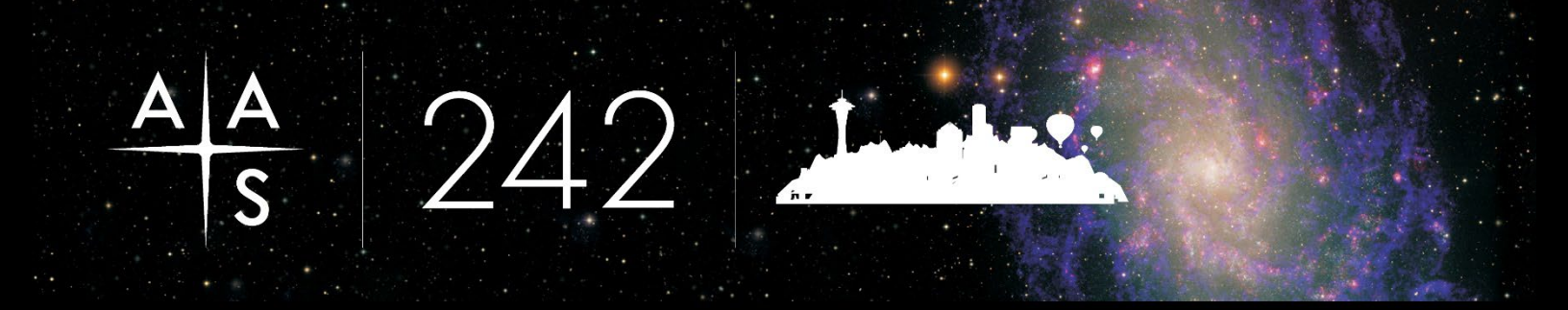


242ND MEETING OF THE AMERICAN ASTRONOMICAL SOCIETY

Joint with the AAS Laboratory Astrophysics Division

ALBUQUERQUE, NEW MEXICO
4–8 JUNE 2023

Exhibitor & Sponsor Prospectus

We invite you to exhibit at the 242nd Meeting of the American Astronomical Society to be held 4-8 June 2023 at the Albuquerque Convention Center.

This prospectus includes:

- List of Previous AAS Meeting Exhibitors
- Exhibitor Check List
- Important Dates
- Exhibit Hall Schedule
- Exhibit Booth Rates
- Exhibit Booth Reservation Form
- Exhibit Hall Floor Plan
- Sponsorship Opportunities

Exhibit space will be reserved on a first-come, first-served basis with priority given to AAS Corporate Members and Sponsors. Exhibit rates are classified by three different categories:

- Corporate Member/Publisher Affiliate
- Government/Non-Profit
- Nonmember

To qualify for the Corporate Member/Publisher Affiliate rate, your company must have a current AAS corporate membership. Individual memberships do not qualify for exhibit booth discounts. To qualify for the government rate, your exhibit must represent a US government agency. To qualify as a non-profit, you must show proof of your federal status.

To discuss exhibit and sponsor opportunities:

Rod Nenner
Director of Strategic Partnerships
rod.nenner@aas.org
(202) 328-2010 x148

The Service Kit, including electrical orders, furnishing, shipping information, etc., will be sent from Arata Expositions, the show contractor.

Meeting information is available on the website, aas.org/meetings/aas242. A block of rooms has been secured at the Clyde Hotel. Visit our website for more information and remember the importance of booking within the AAS hotel room block.

If you have any questions about exhibiting or if you would like to receive information about enhancing your participation at the AAS meeting, please contact Rod Nenner, Director of Strategic Partnerships at 202-328-2010 x148 or rod.nenner@aas.org

We look forward to seeing you in Albuquerque, NM.

Advanced Deadline	Regular Deadline	Final Deadline
24 March 2023	**14 April 2023**	**4 May 2023**

Join the List of Previous AAS Meeting Exhibitors

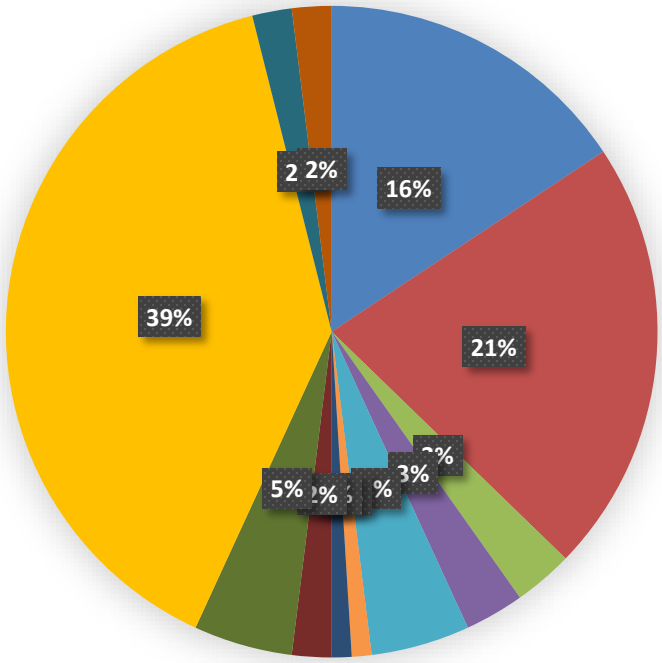
AAS
AAS Publishing
Adasi Publishing
Allied Powers, LLC
ALPAO
Andor Technology
American Association of Variable Star Observers - AAVSO
American Institute of Physics
American Institute of Physics, Physics Today
ANDOR
Applied Surface Technologies
Apogee Imaging Systems, Inc.
ARC - Sloan Digital Sky Survey
Arecibo Observatory
Asahi Spectra Co., Ltd
Association of Universities for Research in Astronomy - AURA
Astrobites and AstroBetter
Astro Haven Enterprises
Astrometric Instruments
AstroVenture
ASTRON
Astronomical Consultants and Equipment
Astronomical Society of the Pacific
AUI
Ball Aerospace & Technologies Corporation
Big Kid Science
Bowen Technovation/AstroFX
Caltech/IPAC
Cambridge University Press
Canon
Canada-France-Hawaii Telescope
Capital One Bank
CARMA
CCAT Observatory
Center for Astronomy and Physics Education Research - CAPER
Cengage
Chandra X-ray Center
Cherenkov Telescope Array (CTA)
CSIRO Astronomy and Space Science
Curtin Institute of Radio Astronomy
DFM Engineering, Inc.
Diffraction Limited - SBIG Imaging
Digitalis Education Solutions, Inc.
e2v Aerospace and Defense
Elsevier B.V.
Eureka Scientific, Inc.
European Southern Observatory
Field Tested Systems
Finger Lakes Instrumentation, LLC
Frontiers in Astronomy and Space Sciences
Galaxy Evolution Explorer
Gemini Observatory
Genesis Engineering Solutions
GMTO Corporation - Giant Magellan Telescope
Gravitational Wave Astronomy
Green Bank Observatory
Hadrasaur Press
Hands On Optics
Harris Corporation
Harvard University Press
Herschel Space Observatory
Historical Astronomy Division
High Energy Astrophysics Division
Horizon Globe
Hypatia Catalog Database
Indiana University Pervasive Technology Institute
Institut de Recherche En Astrophysique et Planetologie
Instituto de Astrofisica de Canarias
International Association of Astronomical Artists
International Astronomical Union
International X-Ray Observatory - NASA GSFC IXO
InterTronic Solutions
IOP Publishing
James Webb Space Telescope
Kiwistar Optics
Korea Astronomy and Space Science Institute
Large Binocular Telescope Observatory
Large Synoptic Survey Telescope - LSST
Las Cumbres Observatory
Laser Interferometer Gravitational-wave Observatory
Lockheed Martin Space Systems Company
Lowell Observatory
Lynx x-ray Observatory - Future of Chandra
Magdalena Ridge Observatory - New Mexico Tech
Magna-Tech Electronic Co., Konica
Minolta Planetarium Systems
Mauna Kea Spectroscopic Explorer
McDonald Observatory
MESATech
Microsoft Research Millennium
Space Systems MIT Press
MMT Observatory
Mt. Cuba Astronomical Foundation
NANOGrav
NASA Astrophysics Data System - ADS
NASA Cosmic Origins
NASA Exoplanet Science Institute, Kepler/K2 Project
NASA Exoplanet Exploration Program
NASA Extragalactic Database - NED
NASA Fermi Gamma-ray Space Telescope
NASA Herschel Science Center
NASA IPAC Infrared Science Archive
NASA Lunar Science Institute
NASA NuStar
NASA Physics of the Cosmos
NASA Science Mission Directorate
NASA SOFIA
NASA SWIFT Gamma-ray Burst Mission
NASA TESS Mission
National Astronomical Observatory of Japan - NAOJ
National Geographic Society
National Optical Astronomy Observatory -NOAO
National Radio Astronomy Observatory - NRAO
National Science Foundation - NSF
National Solar Observatory - NSO
Nature Astronomy
NIST Atomic Databases and Tools
Northrop Grumman
Officina Stellare
Olympus America, Inc. Omni Globe
OPT Telescopes
Orbital Sciences
Oxford University Press
Pearson
Physics Today Piazza
PLANCK
PlaneWave Instruments Princeton Instruments Princeton University Press QHYCCD
Rayleigh Optical Corporation
Royal Society Publishing
Rubin Observatories
SAAO / SALT
Sapling Learning
Schott North America, Inc.
Science on a Sphere
SciServer
SETI Institute
Sierra Remote Observatories
Smithsonian/SIMBAD Software
Bisque Inc.
Southern African Large Telescope
Southwest Research Institute SpaceFab US, Inc.
Space Science Institute
Space Telescope Science Institute - STScI
Spectral Instruments, Inc.
SPIE, The Intl Society for Optics & Photonics
Spitzer Science Center
Springer Nature
Square Kilometre Array Telescope
Starlight Xpress
STARtorialist Submillimeter Array
Sunpower Cryotel Cryocoolers Teledyne Imaging
The Elumenati
The National Academies of Sciences, Engineering and Medicine
Thirty Meter Telescope - TMT
Universities Space Research Association (USRA)
University of Arizona Press
University of Chicago Press
University of Hawaii Institute for Astronomy-Pan-STARRS
University of North Texas
University Science Books
U. S. Extremely Large Telescope
Virtual Astronomical Observatory
W.H. Freeman & Company Wiki Education Foundation Woodland Hill Telescopes
WorldWide Telescope Ambassadors
W.W. Norton, Inc
WFIRST
Wiley - Blackwell
WISE Mission

About the American Astronomical Society (AAS)

The American Astronomical Society (AAS), established in 1899, is a major international organization of professional astronomers, astronomy educators, and amateur astronomers. Its membership of approximately 8,000 also includes physicists, geologists, engineers, and others whose interests lie within the broad spectrum of subjects now comprising the astronomical sciences. The mission of the AAS is to enhance and share humanity's scientific understanding of the universe as a diverse and inclusive astronomical community, which it achieves through publishing, meetings, science advocacy, education and outreach, and training and professional development.

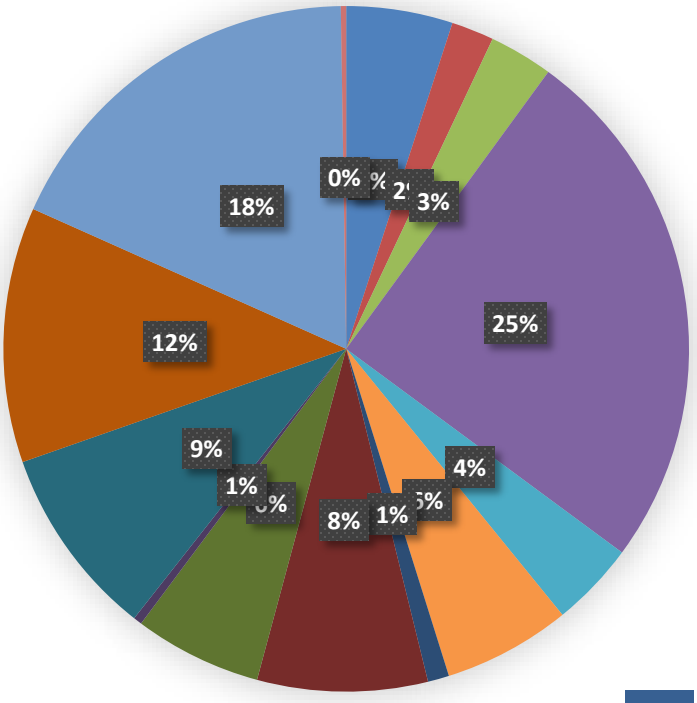
Who Attends AAS Meetings

Where do attendees work?



16%	Federal lab, observatory, or research facility
21%	Four-year teaching college or university
3%	Industry
3%	Non-profit management organization
5%	Other government (HQ, etc.)
1%	Planetarium or museum
1%	Press
2%	Primary or secondary (K-12) school
5%	Private/State observatory or research institute
39%	Research University
2%	Self-employed
2%	Two-year college

What are their areas of interest?



5%	Astronomy Education & Public Outreach
2%	Astronomy Education Research
3%	Data & Software
25%	Galaxies and Cosmology
4%	Gravitational Wave Physics & Astrophysics
6%	High Energy Phenomena & Fundamental Physics
1%	Historical Astronomy
8%	Instrumentation, Telescopes, & Spacecraft
6%	Interstellar Matter & the Local Universe
.4%	Laboratory Astrophysics/Chemistry
9%	Other
12%	Planetary Systems, Exoplanets, & Astrobiology
18%	Stars & Stellar Physics
.25%	The Sun & the Heliosphere

Exhibitor Checklist & Important Dates

- ☐ Submit Exhibit Booth Reservation Form (see rate change dates below)
- ☐ Submit Booth Preference - Exhibit Hall Floor Plan
- ☐ Review Exhibit Rules & Regulations and Anti-Harassment Policy
- ☐ Submit Sponsorship Program Form
- ☐ Email logo for website and signage to bill.mccall@aas.org
- ☐ Register your two complimentary full meeting and three Exhibit Hall-Only staff

IMPORTANT DATES

• 14 March 2023	Exhibitor Individual Registration Opens
• 24 March 2023	Advance Booth Reservation Deadline
• 14 April 2023	Regular Booth Reservation Deadline
• 4 May 2023	Final Booth Reservation Deadline
• 22 May 2023	Exhibitor Individual Registration Closes
• 4 June 2023	Exhibitor Move-in (9:00 am - 4:30 pm)
• 8 June 2023	Exhibitor Move-out (11:45 am - 2:45 pm)

Check the meeting website for updated information - aas.org/meetings/aas242

AAS CONTACTS

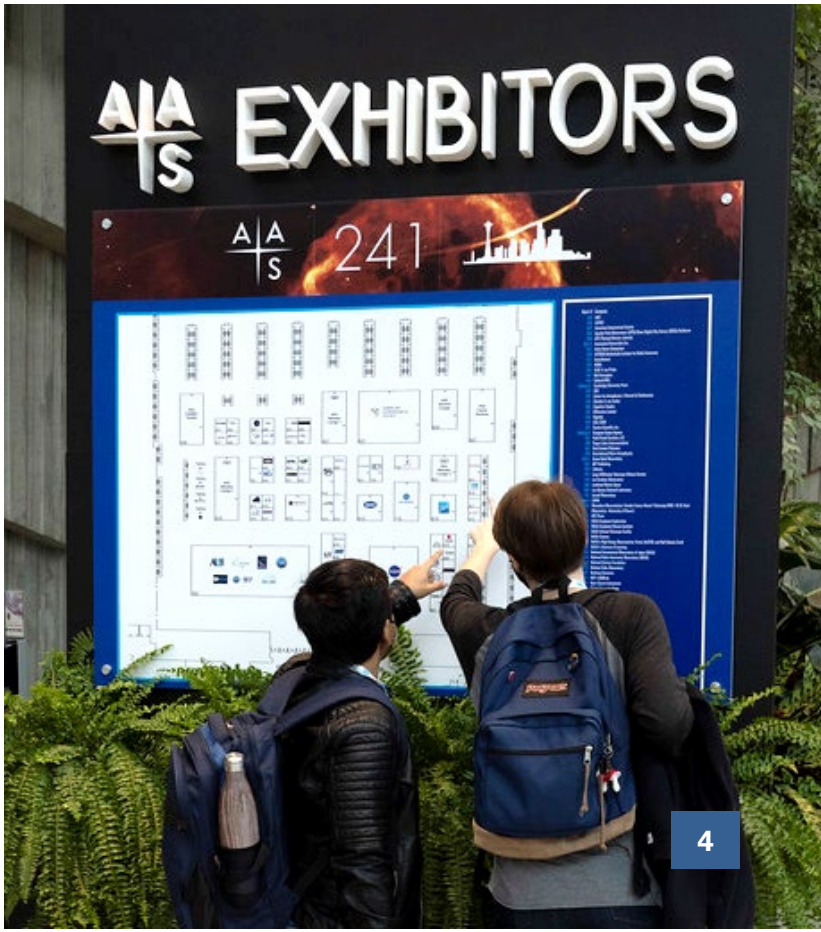
Rob Nenner, Director of Sales & Strategic Partnerships, 202-328-2010 x148
rod.nenner@aas.org

Bill McCall, Exhibits and Sponsorship Coordinator, 202-328-2010 x102
bill.mccall@aas.org

Megan Stainbach, Arata Expositions Inc.
301-921-0800
mstainback@arataexpo.com

Elizabeth Scuderi, AAS Director of Meeting Services, 202-328-2010 x133
elizabeth.scuderi@aas.org

Diane Frendak, AAS Director of Membership Services, 202-328-2010 x109
diane.frendak@aas.org



Promote your exhibit on Twitter and Instagram with #AAS242

Exhibit Hall Schedule

Sunday 4 June		Monday 5 June	Tuesday 6 June	Wednesday 7 June	Thursday 8 June
Exhibit Hall Hours	**Move-in** 9:00 am-4:30 pm	9:00 am -6:30 pm	9:00 am -6:30 pm	9:00 am -6:30 pm	8:30 am -11:45 am
Exhibit Hall Events	**Opening Reception** 7:00 – 8:30 pm	**iPoster Sessions** 9:00-10:00 am 5:30-6:30 pm	**iPoster Sessions** 9:00-10:00 am 5:30-6:30 pm	**iPoster Sessions** 9:00-10:030 am 5:30-6:30 pm	**Closing Breakfast** 8:30-10:00 am **Move Out** 11:45 am - 2:45 pm

Exhibitor Check-In

Check-in **Sunday, 4 June, beginning at 9:00 am**. Badges will be available for pickup at this time. Please be sure to complete the **Exhibitor Registration** by **4 May 2023** to ensure that your badges are available when you and your colleagues arrive.

Exhibit Hall Features

iPosters

Traffic to your booth will greatly increase each day during the morning iPoster sessions that includes a coffee break, as well as during the evening iPoster sessions that brings the day to a close and includes a cash bar.

Exhibitor Theater

Now for the third AAS Meeting, the Exhibitor Theater is growing on popularity. Exhibitors may sponsor a 30-minute talk on the topic of their choosing, and have the opportunity to engage the audience in post-presentation dialogue.

Coffee Breaks

Coffee breaks will occur in the Exhibit Hall each morning with a high volume of traffic. This provides lots of exposure for your booth.

Student Pavilion

Mentoring sessions and graduate school promotions will attract attendees to the Student Pavilion inside the Hall. There is an increasingly larger number of students attending AAS meetings. More than 1,300 attended in Seattle.

Exhibit Booth Rates

10'x10' Exhibit Booth	Advance by 24 March	Regular by 10 April	Late by 4 May	Extra 10'x10' Booth
AAS Corporate Member/ Publisher Affiliate	$2,664	$2,904	$3,658	$1,496
Government/ Non-Profit	$3,033	$3,419	$4,173	$1,753
Nonmember	$4,583	$5,219	$6,183	$2,610

Table-top Displays - includes 6' table and one exhibit hall staff badge are available for $1,500.

To qualify for the **Corporate Member/Publisher Affiliate** rate, your company must have a current AAS corporate membership and appears on the corporate member webpage. Individual memberships do not qualify for exhibit booth discounts. To qualify for the **Government** rate, your exhibit must represent a US government agency. To qualify as a **Non-Profit**, you must show proof of your federal status.

Exhibit Fees Include

- Two (2) full complimentary individual meeting registrations (access to all sessions and events)
- Three (3) Exhibit Hall-only staff badges
- Company listing on the AAS meeting website
- Company logo displayed on entrance units
- Free Wifi Access

Booth Selection Priority

Priority is given to Sponsors and Corporate Members for booth selection and forms will be processed in the following order:

- Sponsors/Corporate Members/Publisher Affiliates
- Government Organizations/Non-Profits
- Nonmembers

To increase your chances of getting your preferred booth location, the **Exhibit Booth Reservation Form** should be returned by 10 March 2023.

Please be sure to indicate a first, second, and third non-adjacent booth preference when you submit your form. We will do our best to meet your request; however, we cannot guarantee the availability of the locations you select. If we are unable to meet your request, we will notify you in advance and offer a comparable location.

AAS 242 Exhibit Booth Reservation Form

To Reserve Your Space:

- Complete this reservation form and include your three (3) preferences for booth location (see floor plan)
- Once we receive your completed form, you will receive an invoice for payment.
- Booths reserved and paid for by 4 May 2023 will be included on signage and the online meeting schedule.

Organization		AAS Corporate ID
Contact Person	Telephone	
Address		
City	State	ZIP/Postal Code
Email		
Website		
Twitter Account		
Name on Booth Sign		

Booth Selection

_____Sponsor _____Corporate Member/Publisher Affiliate _____Government

_____Non-Profit _____Non-member

Total number of 10'x10' booths: _____ Layout: ____In a row _____Island

Do you prefer a 6' table-top display only? ☐ Yes ☐ No

Preferences for booth location (see floor plan - select three non-adjacent locations)

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

We would like to be placed next to the following exhibitor(s):

☐ We are interested in employment recruitment activities.

☐ We are interested in Exhibitor Theater presentations(s) at a cost of $500 per 30-minute session.

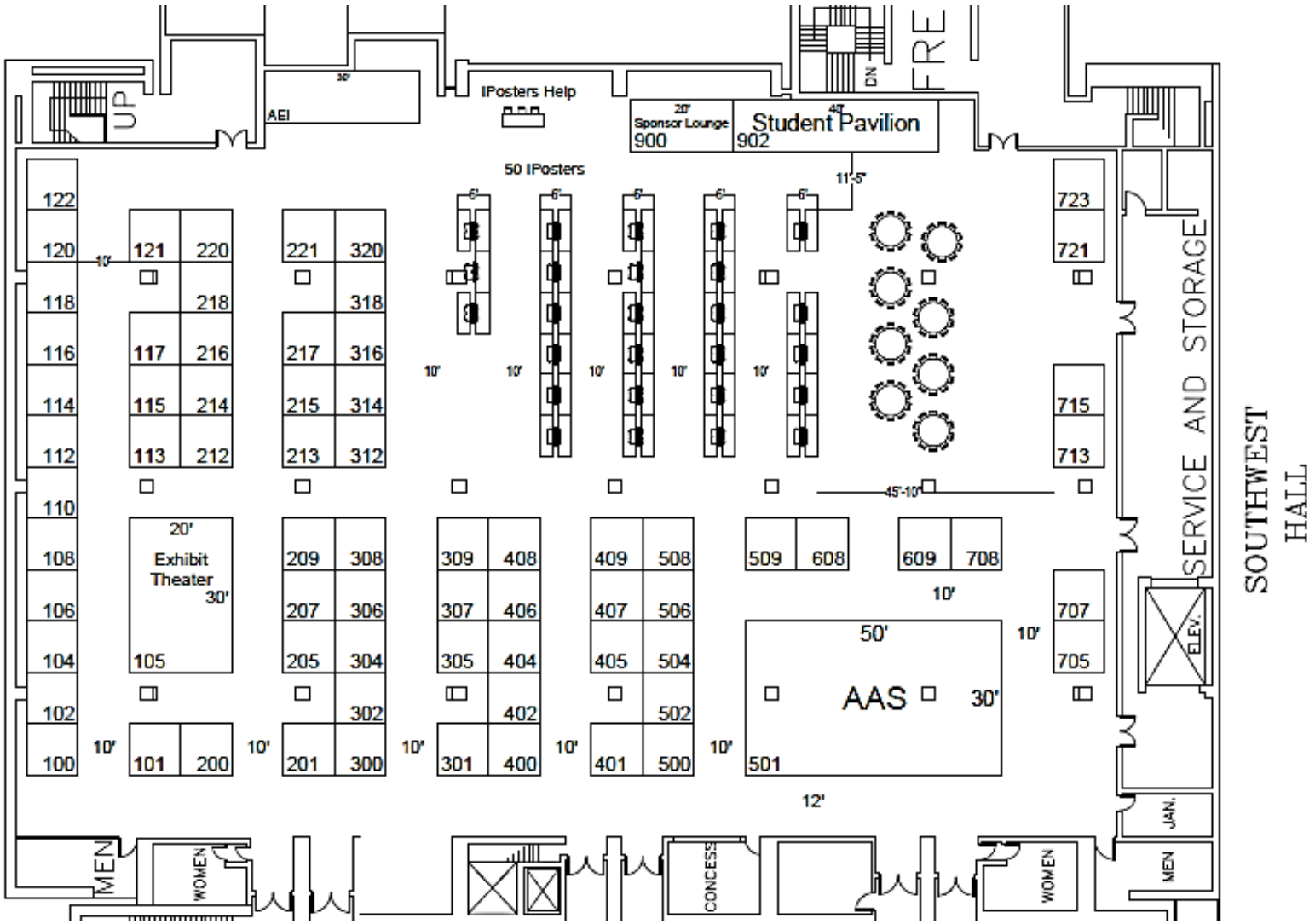
☐ We are interested in providing a raffle prize to be drawn at the Closing Breakfast.

Exhibitor agrees to abide by all terms, conditions, and regulations set forth in the exhibit rules.

Exhibitor Signature: _____ Date: _____

Return this form to: Bill McCall, Sponsorship and Exhibits Coordinator, bill.mccall@aas.org

Albuquerque Convention Center Exhibit Hall Floor Plan



Sponsorship Levels

Sponsorship Deadline: 4 May 2023

Becoming an AAS Meeting Sponsor is a great way to increase exposure for your organization and to show your support for the work and mission of the American Astronomical Society. Please contact Rod Nenner for more details or to customize a package: rod.nenner@aas.org

BENEFITS	Platinum $17,000	Gold $12,000	Silver $7,000	Bronze $4,000	Contributor $2,500
Handout station in registration area	x				
Invitation to 40-plus reception	4	2			
VIP meet and greet to meet with Executive Officer	x	x			
Company bio in online block schedule	x	x			
Four customized Facebook & Twitter postings	x	x			
Access to list of meeting attendees	x	x			
Complimentary full registration	3	2	1		
Banner on Meeting website schedule page	x	x	x		
Signage on specific item sponsored	x	x	x	x	
Access to the Sponsor Lounge throughout the meeting	x	x	x	x	
Onsite announcements and recognition	x	x	x	x	
Pre-meeting promotion	x	x	x	x	
Logo on the meeting website	x	x	x	x	x
One complimentary exhibit booth	x	x	x	x	x
Listing on meeting sponsor signage	x	x	x	x	x
Sponsor ribbons on badges	x	x	x	x	x
Priority location in exhibit hall	x	x	x	x	x

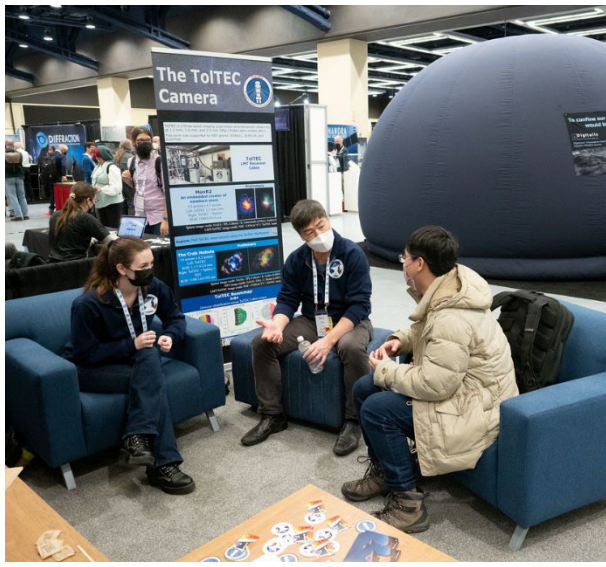
The AAS staff will work with you to maximize your sponsorship budget. Please note that sponsors from the previous year have the first right of refusal on the same product from previous meeting(s).

Sponsorship Opportunities

Opening Reception - $15,000
This special reception kicks off the meeting. Be one of the first to welcome attendees. Your organization's name and logo will be listed on all schedules, collateral material, two welcome signs at the reception, and napkins.

iPosters Sessions - $15,000
Scientific Posters are displayed throughout the week in the Exhibit Hall. Your organization's logo will be prominently displayed on the iPoster tower, on a large hanging banner above the iPosters, and on all marketing material regarding the iPoster sessions hours.

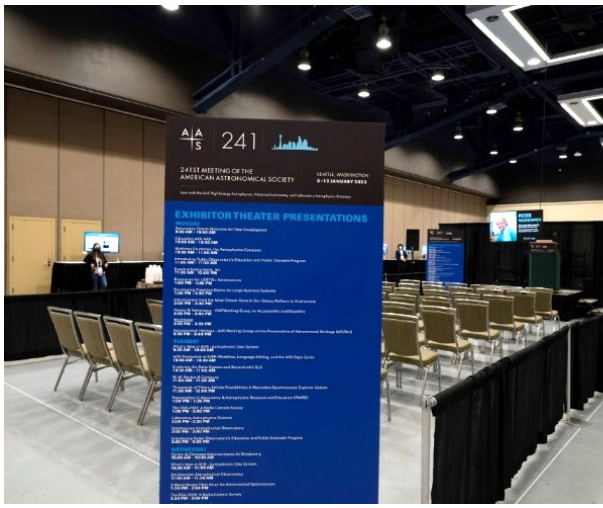
Column Wraps - $12,000
The Albuquerque Convention Center creates a wonderful opportunity to have your organization's logo wrapped high around a column for everyone to see. It could even have an arrow pointing to your booth. Ten columns available.



Closing Breakfast - $10,000
This breakfast brings the meeting to a close. You will have one more opportunity to leave a lasting impression. Your organization's name and logo will be listed on all schedules, marketing material, two welcome signs at the breakfast, and napkins.

Wayfinding Aisle Signs- $10,000
Your organization's logo will be printed on an aisle-numbered hanging banner at the entrance of each aisle. Visitors will see your logo frequently as they navigate the exhibit hall. Seven aisle signs available.

Attendee Totebags - $10,000
Your organization's logo will be printed on this "must have" premium. Each attendee will be provided with the tote bag that is useful in collecting materials from exhibitors.



Exhibitor Theater- $7,500.00
The Theater attracts crowds throughout the day. As a sponsor, your logo will be displayed on the hanging banner above the theater, on the scrolling slides, event schedule signage, and in marketing & collateral material.

Promote your exhibit on Twitter and Instagram with #AAS242

AAS 242 Albuquerque, NM

Sponsorship Opportunities

Attendee Lanyards and Badge Holders - $7,500
Each attendee will receive and wear a lanyard with your organization's logo imprinted. Your logo will also be displayed on the lanyard racks at the registration counter.

Daily Coffee Breaks - $7,000 each
Coffee and other refreshments will be provided for all attendees each day in the Exhibit Hall. Your organization's logo will be printed on two welcome signs, cups, napkins, and in all marketing material. Four opportunities available.

Hotel Guest Room Key Cards - $5,000
Each guest who checks into the host hotel for the AAS Meeting, will be given a key card bearing your organization's logo.

Meeting Schedule LCD Display - $5,000
We will display your logo on the meeting digital monitors that contains the schedule of events and on signage. These will be visited by all attendees as they check for daily schedules and updates. Three monitors available.

iPoster Session Evening Cash Bar - $5,000
Sponsors with have their organization's logo printed on welcome signage, drinking cups, and all marketing material. Four opportunities available

40+E Reception - $5,000
Sponsor this exclusive gathering of 40-year plus and emeritus members. You will have an opportunity to network face-to-face with AAS leadership and distinguished members. Your organization's logo will appear on signage and marketing material.

Job Board - $4,000
A large number of meeting attendees are seeking job opportunities. Employers will post job openings on this board that are sure to attract the attention of job seekers. Your organization's logo will be printed on signage and in marketing materials.

AAS Press Office - $4,000
Numerous press conferences are held throughout the meeting. Your organization's logo will be printed on signage at the entrance of the office, on the speaker's podium, and in marketing material.

Sponsorship Opportunities

Student Pavilion - $3,500
We anticipate a large number of students at the summer meeting who will frequent the pavilion for furthering education opportunities and networking. Your organization's logo will be printed on the hanging banner above the pavilion.

Wi-Fi - $2,500
Become a co-sponsor of the meeting's Wi-Fi. Your organization's logo will be printed on the main registration signage and other signage with the Wi-Fi code, and in marketing material.

Electronic Device Charging Station - $2,500
Charging stations will be setup in centralized locations for attendees to charge cell phones, tablets, and laptops. Your organization's logo will be printed on signage atop the station and in marketing material. Two opportunities available.

AAS Donor & Sponsor Lounge - $2,500
As we show gratitude to our financial supporters, you will have an opportunity to interact with donors and sponsors and display marketing material about your organization in the lounge. Your organization's logo will be printed on the welcome sign at the entrance and in marketing material.

Plenary Talks - $2,500
Increase your organization's visibility by sponsoring a plenary session. Sponsors will be able to distribute their organization's collateral. Logos will be printed on signage, rotating slides before and after the plenary, and in marketing & collateral material. Four days available, $2,500 per plenary.

Information/Message Center - $2,500
Increase your organization's visibility by displaying your logo on the information/message board centrally located in the highly trafficked registration area.

Wine or Beer in Exhibit Hall - varies
Host a wine or beer reception at your booth. Several options are available. Includes catering plus naming rights.

If you have any questions about the meeting or sponsorship packages, please don't hesitate to reach out. AAS 242 is going to be a great meeting. New Mexico is beautiful this time of year, and our conference program is outstanding! **Let us design a custom package for you today** as exhibitor space & sponsorship opportunities are filling up quickly.

Rod Nenner, rod.nenner@aas.org

Promote your exhibit on Twitter and Instagram with #AAS242

Sponsorship Commitment

Sponsorship Deadline: 4 May 2023

The AAS welcomes new ideas and requests. Custom packages can be designed based on your budget and visibility needs.

Contact Information (Please type or print clearly)

Organization Contact | Title

Organization Name

Address

City | State, Zip

Telephone | Mobile

Email

Item Sponsoring | Amount

Additional Description_____

_____

Signature_____

Payment method

You will receive an invoice once this form is received.

If you have any questions, please contact: Rod Nenner, rod.nenner@aas.org or 202-328-2010 ext. 148.

Exhibitor Meeting Registration, Travel, and Housing

Exhibitor Registration

Exhibitors are entitled to two (2) full complimentary individual meeting registrations and three (3) Exhibit Hall-only passes per exhibit. Each exhibitor must wear an official exhibitor's identification badge throughout the meeting. Badges will be required to gain entry to the Exhibit Hall, no exceptions. Additional individual booth registrants will be subject to paying the exhibitor registration fee. Exhibit Hall-only badges are available for $150 per badge.

Travel and Housing/Hotel

Exhibitors are responsible for making their own travel and housing arrangements. Rooms have been reserved at the Clyde Hotel adjacent to the convention center. Reservations should be made by visiting the travel and lodging page on the AAS meeting website: aas.org/meetings/aas242.

Exhibit Rules and Regulations

Definition

The words "Exhibit Management" as used herein refer to the American Astronomical Society (AAS).

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 eight feet in height. Material extending into the exhibit area by more than three feet from the back wall cannot exceed three feet in height. No partitions other than the side rails 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.

Exhibit booths may only be used in a straight line as it appears on the floor plan. Exhibitors wishing to exceed the height limit may do so in an island configuration.

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 by 4:30 pm on Sunday, 4 June 2023. 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 $500 fine for any exhibitor dismantling prior to the closing of the show.

Official Service Contractor

Arata Expositions, Inc. is the official service contractor. The contact is Megan Stainback, 301-921-0800 or mstainback@arataexpo.com. Please contact her for pricing information. Exhibit Kits and other important information will be sent to the primary exhibit contact listed on the AAS exhibit booth reservation form.

Occupancy of Booths

All booths should be staffed during the advertised show hours.

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.

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 AAS 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 AAS 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 booth area. The exhibitor also expressly indemnifies and holds harmless AAS, 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 the exhibit booth area. 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, ACH, money orders, and credit cards are accepted. Exhibit Fees should be made payable to the American Astronomical Society, 1667 K Street NW Suite 800, Washington, DC 20006.

Questions regarding exhibits and/or rates should be directed to Rod Nenner, AAS Director of Strategic Partnerships, 202-328-2010 ext. 148 or rod.nenner@aas.org

Cancellations

After a signed contract has been received, cancellations prior to 10 April 2023 will be liable for a penalty of $600 per booth reserved. No refunds will be given after 4 May 2023. All cancellations must be submitted in writing.

Anti-Harassment Policy for AAS & Division Meetings

Preface

The AAS Bylaws include an Article on non-discrimination in professional activities:

ARTICLE VI. NON-DISCRIMINATION IN PROFESSIONAL ACTIVITIES

Section 6.01 The Society is committed to the philosophy of equality of opportunity and treatment for all members, regardless of gender, gender identity, race, ethnic origin, religion, age, marital status, sexual orientation, disabilities, or any other reason not related to scientific merit. The Board of Trustees shall provide for such policies as are appropriate to recognize and maintain this commitment.

Consistent with this non-discrimination Bylaw, the AAS Council (Board of Trustees as of August 2017) at its January 2008 meeting approved the following anti-harassment policy.

Statement of Policy

It is the policy of the American Astronomical Society (AAS) that all participants in Society activities will enjoy an environment free from all forms of discrimination, harassment, and retaliation. As a professional society, the AAS is committed to providing an atmosphere that encourages the free expression and exchange of scientific ideas. In pursuit of that ideal, the AAS is dedicated to the philosophy of equality of opportunity and treatment for all members, regardless of gender, gender identity or expression, race, color, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disabilities, veteran status, or any other reason not related to scientific merit. Harassment, sexual or otherwise, is a form of misconduct that undermines the integrity of Society meetings. Violators of this policy will be subject to discipline.

Definition of Sexual Harassment

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Behavior and language that are welcome/acceptable to one person may be unwelcome/offensive to another. Consequently, individuals must use discretion to ensure that their words and actions communicate respect for others. This is especially important for those in positions of authority since individuals with lower rank or status may be reluctant to express their objections or discomfort regarding unwelcome behavior.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, debilitates morale, and therefore, interferes with work effectiveness. The following are examples of behavior that, when unwelcome, may constitute sexual harassment: sexual flirtations, advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; a display of sexually suggestive objects or pictures; sexually explicit jokes; unnecessary touching.

Definition of Other Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. This conduct includes, but is not limited to the following: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Definition of Discrimination

Discrimination refers to bias or prejudice resulting in denial of opportunity, or unfair treatment regarding selection, promotion, or transfer. Discrimination is practiced commonly on the grounds of age, disability, ethnicity, origin, political belief, race, religion, sex, etc. factors which are irrelevant to a person's competence or suitability.

Definition of Retaliation

Retaliation refers to taking some action to negatively impact another based on them reporting an act of discrimination or harassment.

Scope of Policy

This policy applies to all attendees at Society activities, including scientists, students, guests, staff, contractors, and exhibitors, participating in the scientific sessions, tours, and social events of any AAS or Division meeting or other activity.

Reporting an Incident

Advice for reporting sexual or other forms of harassment is available on the website of the Committee on the Status of Women in Astronomy (CSWA). Here is a summary of the more detailed information available on the CSWA website:

Write everything down (times, places, nature of the incident, and comments made). Save emails, notes, etc. Tell someone you trust. It is likely that you will have to write and sign an official letter of complaint, documenting the nature of the harassment and/or discrimination. Be as detailed as possible. Supporting documentation and statements from witnesses should be submitted with your letter.

Any individual covered by this policy who believes that he or she has been subjected to harassment should complete the online reporting form to submit the incident for review. All complaints will be treated seriously and be investigated promptly. Confidentiality will be honored to the extent permitted as long as the rights of others are not compromised.

The Investigation

Once a report is received, the Executive Officer or Secretary will inform the President. An external consultant will be retained to investigate the report. In most cases, the complainant will be interviewed first and the written complaint reviewed. If the complainant has not already filed a formal complaint, he or she should be asked to do so. The details of the complaint should be explained to the alleged offender by the investigator. The alleged offender should be given a reasonable chance to respond to the evidence of the complainant and to bring his or her own evidence. If the facts are in dispute, further investigatory steps may include interviewing those named as witnesses. If, for any reason, the investigator is in doubt about whether or how to continue, he or she will seek appropriate counsel. When the investigation is complete, the investigator will report the findings to the President, Executive Officer, and Secretary along with a recommendation for further action.

Retaliation Is Prohibited

The AAS will not tolerate any form of retaliation against persons who file a complaint or assist in the investigation. Retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Disciplinary Action

Individuals engaging in behavior prohibited by this policy as well as those making allegations of harassment in bad faith will be subject to disciplinary action. Such actions range from a verbal warning to ejection from the meeting or activity in question without refund of registration fees and the reporting of their behavior to their employer. Repeat offenders may be subject to further disciplinary action, such as being banned from participating in future Society or Division meetings or other activities. The Board of Trustees is granted the right in its Bylaws to terminate the membership of any member.

Appeal & Questions

In the event that the individual is dissatisfied with the results of the investigation, he or she may appeal to the President of the Society. Any questions regarding this policy should be directed to the AAS Executive Officer or other Society Officer.