

244



244TH MEETING OF THE AMERICAN ASTRONOMICAL SOCIETY
MADISON, WISCONSIN **9-13 JUNE 2024**



Joint with the AAS Laboratory Astrophysics Division

Exhibitor and Sponsor Prospectus



244



We invite you to exhibit at the 244th meeting of the American Astronomical Society to be held 9 -13 June 2024 at the Monona Terrace Convention Center in Madison, Wisconsin.

This prospectus includes:

- List of Previous AAS Exhibitors
- Exhibitor Checklist
- 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/Nonprofit
- 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 nonprofit, you must show proof of your federal status.

To discuss exhibit and sponsor opportunities:

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

The Exhibitor Service Kit, with details for electrical orders, furniture, shipping, etc., will be sent from Arata Expositions, Inc., the general services contractor.

Meeting information is available on the website, aaas.org/meetings/aas244. A block of rooms has been secured at the Hilton Madison and the Madison Concourse Hotel Center. 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 would like to receive information about enhancing your participation at the AAS meeting with a sponsorship, hosting a coffee break, etc., please contact Rod Nenner at 202-328-1020 or rod.nenner@aaas.org.

We look forward to seeing you in Madison, Wisconsin.

**Advanced Deadline
28 March 2024**

**Regular Deadline
28 April 2024**

**Final Deadline
7 May 2024**

Cover photo credit: Comet Neowise (C/2020 F3) captured by amateur astrophotographer David Rousseau on 21 July 2020 in Quebec, Canada, in a Bortle 4 sky Davrou, CC BY-SA 4.0, via Wikimedia Commons



Join the List of Previous AAS Meeting Exhibitors

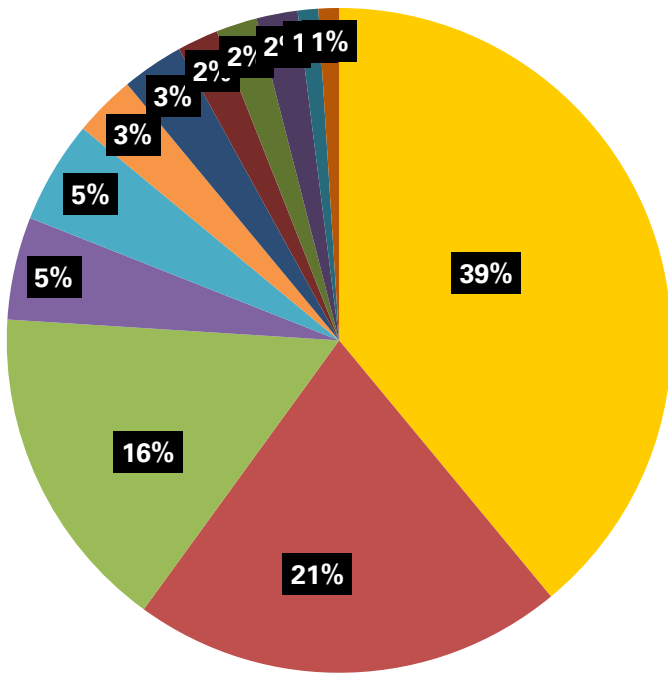
AAS
 AAS Publishing
 Adasi Publishing
 AFLR Regional Network
 Allied Powers, LLC
 ALPAO
 American Association of Variable Star Observers - AAVSO
 American Institute of Physics
 American Institute of Physics, Physics Today
 American PaperWear
 Andor Technology
 Apache Point Observatory (APO)
 Apogee Imaging Systems
 Applied Surface Technologies, 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
 AURA
 AXIS: Advanced X-ray Imaging Satellite
 Ball Aerospace & Technologies Corporation
 Big Kid Science
 Bowen Technovation/AstroFX
 Caltech/IPAC
 Cambridge University Press
 Canon
 Canada-France-Hawaii Telescope
 Canadian Astronomy Data Centre
 Capital One Bank
 CARMA
 CCAT Observatory
 Center for Astronomy and Physics Education Research - CAPER
 Cengage
 Chandra X-ray Center
 Cherenkov Telescope Array (CTA)
 CMB-S4
 CSIRO Astronomy and Space Science
 Curtin Institute of Radio Astronomy
 DFM Engineering, Inc.
 Diffraction Limited - SBIG Imaging
 Digitalis Education Solutions, Inc.
 DSA-2000
 e2v Aerospace and Defense
 Elsevier B.V.
 Eureka Scientific, Inc.
 European Southern Observatory
 European Space Agency
 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
 IAU General Assembly
 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 Millimeter Telescope
 Large Synoptic Survey Telescope - LSST
 Las Cumbres Observatory
 Laser Interferometer Gravitational-wave Observatory
 Lawrence Livermore National 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 Balloon Program Office
 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 Universe of Learning
 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
 NSF's NOIRLab
 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
 SAAO / SALT
 Sapling Learning
 Schott North America, Inc.
 Science on a Sphere
 SciServer
 Sea West Observatories
 SETI Institute
 Sierra Remote Observatories
 Sloan Digital Sky Survey (SDSS)
 Slooh
 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
 StarSpec Technologies
 STARtorialist
 Submillimeter Array
 Sunpower Cryotel Cryocoolers
 Teledyne Imaging
 Teledyne
 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
 US Extremely Large Telescope
 US Naval Observatory
 United States Air Force Recruiting
 Vera C. Rubin Observatory
 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
 Yerkes Observatory

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.



Who Attends AAS Meetings

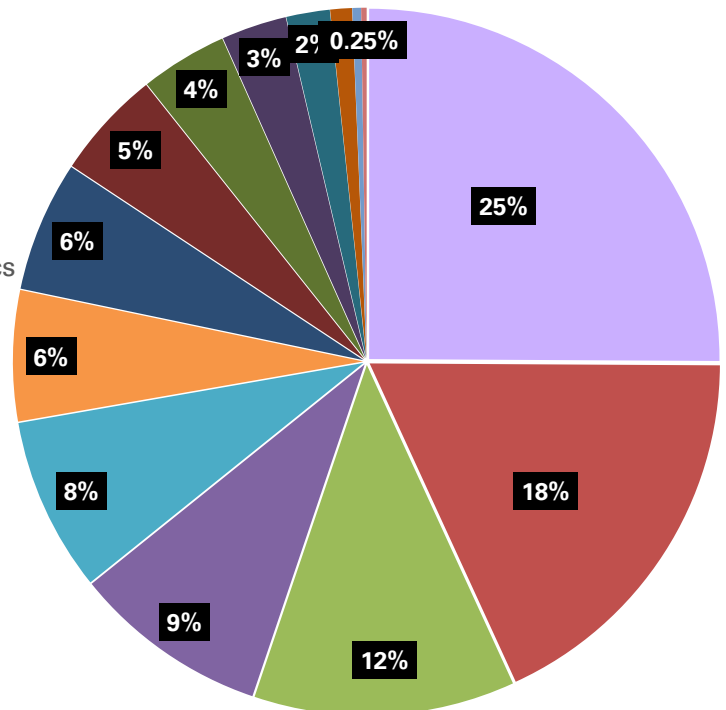


Work Settings

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

Areas of Interest

- 25% ■ Galaxies and Cosmology
- 18% ■ Stars & Stellar Physics
- 12% ■ Planetary Systems, Exoplanets, & Astrobiology
- 9% ■ Other
- 8% ■ Instrumentation, Telescopes, & Spacecraft
- 6% ■ High Energy Phenomena & Fundamental Physics
- 6% ■ Interstellar Matter & the Local Universe
- 5% ■ Astronomy Education & Public Outreach
- 4% ■ Gravitational Wave Physics & Astrophysics
- 3% ■ Data & Software
- 2% ■ Astronomy Education Research
- 1% ■ Historical Astronomy
- .4% ■ Laboratory Astrophysics/Chemistry
- .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, mobile app, and signage to bill.mccall@aes.org
- Register for the meeting

Important Dates

- 07 March 2024 Exhibitor Individual Registration Opens
- 28 March 2024 Advance Booth Reservation Deadline
- 28 April 2024 Regular Booth Reservation Deadline
- 07 May 2024 Final Booth Reservation Deadline
- 09 June 2024 Exhibitor Move-in (9:00 am - 4:30 pm)
- 13 June 2024 Exhibitor Move-out (3:00 pm – subject to change)

Check the meeting website for information updates - aes.org/meetings/aas244

AAS Contacts

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

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

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

Michele Stevenson, AAS Director of Meeting Services, 202-328-2010 x140
michele.stevenson@aes.org

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



Exhibit Hall Schedule

	Sunday 9 June	Monday 10 June	Tuesday 11 June	Wednesday 12 June	Thursday 13 June
Exhibit Hall Hours	Move-in 9:00am – 4:30pm	9:00am – 6:30pm	9:00am – 6:30pm	9:00am – 6:30pm	9:00am – 6:30pm
Exhibit Hall Events	Opening Reception 7:00pm – 8:30pm	iPoster Sessions 9:00am – 10:00am 5:30pm – 6:30pm	iPoster Sessions 9:00am – 10:00am 5:30pm – 6:30pm	iPoster Sessions 9:00am – 10:00am 5:30pm – 6:30pm	iPoster Sessions 9:00am – 10:00am 5:30pm – 6:30pm Move-out 3:00 pm

Exhibitor Check-In

Check-in **Sunday, 9 June 2024, beginning at 9:00 am**. Name badges will be available for pickup at this time. Please be sure to complete the **Exhibitor Registration by 7 May 2024**.



Exhibit Hall Features

iPosters

Traffic to your booth will 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

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.

Morning and Evening Breaks

These breaks occur in the Exhibit Hall each morning at 9:00 am (coffee) and evening at 5:30 pm (cash bar) with high volumes of traffic. These provide lots of exposure for your booth.

Student Pavilion

Mentoring sessions and graduate school promotions will attract attendees to the Student Pavilion inside the Hall. More than 900 students registered for the New Orleans meeting in January 2024.

Exhibit Booth Rates

10'x10' Exhibit Booth	Advance by 28 March	Regular by 28 April	Late by 7 May	Extra 10'x10' Booth
AAS Corporate Member/ Publisher Affiliate	\$2,800	\$3,050	\$3,840	\$1,570
Government/ Nonprofit	\$3,185	\$3,590	\$4,380	\$1,840
Nonmember	\$4,810	\$5,480	\$6,490	\$2,740

Table-top Only (includes 6' table, one chair, and one exhibit hall staff badge) **is available for \$1,575.**

Exhibit Booth Fees Include

- Two (2) full complimentary individual meeting registrations (access to all sessions and events)
- Three (3) Exhibit Hall-Only staff badges (does not provide access to sessions or events outside of the exhibit hall)
- Company listing on the AAS meeting website and mobile app
- Company logo displayed on entrance units
- Free Wi-Fi Access
- Additional complimentary registrations for booths under one company name, not shared booths:
 - Two (2) full registrations and three (3) exhibit hall-only passes for 4 to 6 booths
 - Four (4) full registrations and five (5) exhibit hall-only passes for 8 to 10 booths
 - Please email rod.nenner@aes.org for larger booths
- Optional ability to purchase additional exhibitor registrations (contact rod.nenner@aes.org)

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 and Publisher Affiliates
- Government Organizations/Nonprofits
- Nonmembers

To increase your chances of securing your preferred booth location, the **Exhibit Booth Reservation Form** should be returned by 28 March 2024.

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 244 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 7 May 2024 will be included on signage and in the online meeting schedule.
- Please note the deadlines for advance, regular, and late booth reservations on page 6.

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
____ Nonprofit ____ Non-member

Total number of 10'x10' booths: _____ Layout preference: ____ 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):

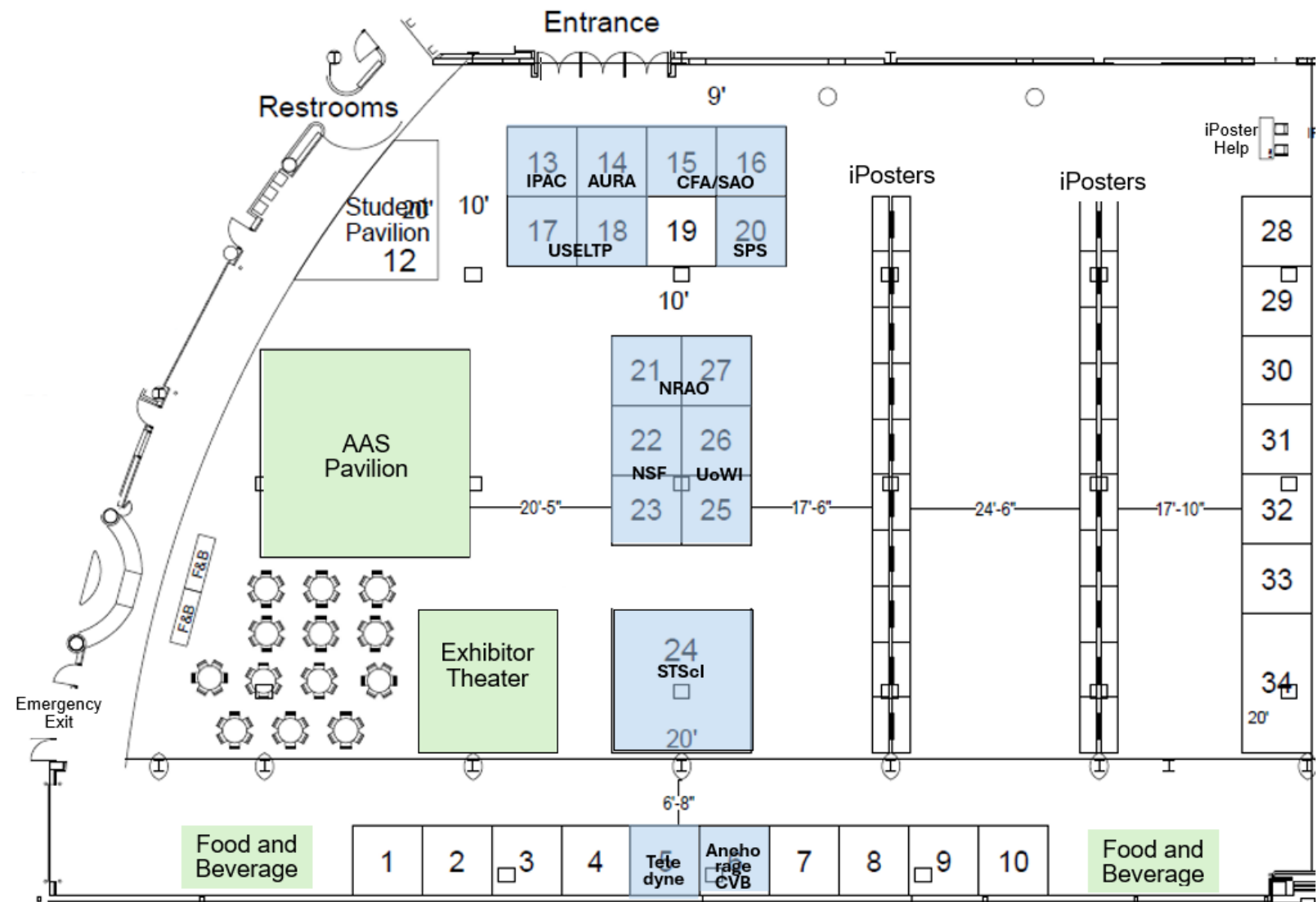
- _____
 We are interested in employment recruitment activities.
 We are interested in Exhibitor Theater presentation(s) at a cost of \$525 per 30-minute session.
 We are interested in providing a raffle prize to be drawn at the Closing Reception.

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@aes.org

Monona Terrace Convention Center Exhibit Hall A Floor Plan



Sponsorship Levels

Sponsorship Deadline: 7 May 2024

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@aaas.org

Benefits	Platinum \$17,000	Gold \$12,000	Silver \$7,000	Bronze \$4,000	Contributor \$2,500
VIP meet and greet with Executive Officer at 40+E Reception	4	2			
Priority location in exhibit hall	x	x			
Company bio in online block schedule	x	x			
Four customized Facebook, Instagram, and Twitter postings	x	x			
Access to list of meeting attendees	x	x			
Complimentary full registration	3	2	1		
Banner on meeting mobile app	x	x	x		
Branding on specific item sponsored	Select any sponsorship asset \$15K and under	Select any sponsorship asset \$10K and under	Select any sponsorship asset \$5K and under	Select any sponsorship asset \$2.5K and under	
Access to the Sponsor Lounge throughout the meeting	x	x	x		
Onsite announcements and recognition	x	x	x		
Inclusion in pre-meeting promotion	x	x	x	x	
Logo on the meeting website	x	x	x	x	x
Complimentary exhibit booth	3	2	1		
Listing on meeting sponsor signage	x	x	x	x	x
Sponsor ribbons on badges	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, welcome signs at the reception, and napkins.

Official Carbon Offset Partner - \$15,000

As the #AAS244 official Carbon Offset partner, you will help us move towards becoming a sustainable, carbon neutral meeting by purchasing carbon offsets as directed by our Board which might include planting trees, investing in sustainable farming, carbon capture programs, etc.

Closing Reception - \$15,000

This well-attended reception 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 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.



Wayfinding Aisle Signs- \$10,000

Your organization's logo proudly displayed on high impact wayfinding signage at the entrance of each aisle providing your brand multiple exposure each day by attendees.

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 at registration 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 and collateral material.



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.

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 will 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.

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.

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 signage.

Daily Coffee Breaks - \$2,500 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 and signage at serving stations. Four opportunities available.

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 and 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.

If you have any questions about the meeting or sponsorship packages, please don't hesitate to reach out. AAS 244 is going to be a great meeting. Madison, Wisconsin is an exciting city with lots to explore, and our conference program is outstanding! **Let us design a custom package for you today** as exhibitor space and sponsorship opportunities are filling up quickly.

Rod Nenner, rod.nenner@aes.org

Sponsorship Commitment

Sponsorship Deadline: 7 May 2024

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 returned and processed.

If you have any questions, please contact: Rod Nenner, rod.nenner@aes.org or 202-328-2010 x148.

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.

Travel and Housing/Hotel

Exhibitors are responsible for making their own travel and housing arrangements. A block of rooms has been reserved at the Madison Hilton. Reservations should be made by visiting the travel and lodging page on the AAS meeting website: aas.org/meetings/aas244.

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 (financial penalty for early dismantling)

Exhibits must be completely installed by 4:30 pm on Sunday, 9 June 2024. 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 on Thursday, 13 June, at 3:00 pm. **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.

Reserving Private Meeting Space

To reserve a private meeting space during the meeting, please complete the AAS [Splinter Application](#). Any meeting space reserved at the convention center will require exhibit fees in order to display pop-up banners, posters, table covers or other branded assets **outside** of the meeting room. Additional meeting space is extremely limited. We may request you to contact the hotel if space at the convention center is not available.

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 x148 or rod.nenner@aaas.org

Cancellations

After a signed contract has been received, cancellations after 25 April 2024 will be liable for a penalty of \$630 per booth reserved. No refunds will be given after 7 May 2024. 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.