



235TH MEETING OF THE AMERICAN ASTRONOMICAL SOCIETY

HONOLULU, HAWAII
4-8 JANUARY 2020

Joint with AAS Historical Astronomy and High Energy Astrophysics Divisions

Exhibitor & Sponsor Prospectus

We invite you to exhibit at the 235th meeting of the American Astronomical Society at the Hawaii Convention Center, Saturday, 4 January - Wednesday, 8 January 2020. This location is convenient to hotels in the AAS block - Hilton Hawaiian Village, Sheraton Waikiki and the Sheraton Princess Kaiulani.

This prospectus includes:

- List of Recent AAS Meeting Exhibitors
- Exhibitor Check List
- Quick Reference of Important Dates
- Exhibit Hall Schedule
- Exhibit Booth Rates
- Exhibit Booth Reservation Form
- Exhibitor Individual Registration Form
- Internet Order Form
- Exhibit Hall Floor Plan
- Advertising and 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.

Please return forms with payment to:

Debbie Kovalsky
235th AAS Meeting Exhibits
1667 K Street NW Suite 800
Washington, DC 20006
(F) 202-234-7850 or exhibits@aaas.org

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

Meeting information is available on the Hawaii Meeting website, aaas.org/meetings/aaas235. A block of rooms has been secured at the Hilton Hawaiian Village, Sheraton Waikiki and the Sheraton Princess Kaiulani. Visit the website for more information and remember the importance of booking within the AAS hotel room block.

We encourage your institution to participate in the Student Education and Outreach (EPO) event held in our Exhibit Hall Tuesday afternoon. Learn more about EPO on the meeting website, aaas.org/meetings/aaas235/epo

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 Debbie Kovalsky at 202-328-2010 x110 or exhibits@aaas.org.

We look forward to seeing you in Honolulu, Hawaii.

Advanced Deadline
5 September 2019

Regular Deadline
3 October 2019

Final Deadline
18 November 2019

About the American Astronomical Society (AAS)

Established in 1899, AAS is the major organization of professional astronomers in North America. The membership (~8,000) also includes physicists, mathematicians, geologists, engineers, and others whose research interests lie within the broad spectrum of subjects now comprising contemporary astronomy. The mission of the American Astronomical Society is to enhance and share humanity's scientific understanding of the universe.

Join the list of previous AAS Meeting Exhibitors

AAS Journals - *AJ*, *ApJ*, *ApJS*, *ApJL*

Adasi Publishing

Allied Powers, LLC

ALPAO

Andor Technology

American Association of Variable Star Observers - AAVSO

American Institute of Physics, Grad School Shopper

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

Daystar

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

Hadrassaur 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 - LIGO

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.

OmniGlobe

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

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

Universities Space Research Association - USRA

Virtual Astronomical Observatory

W.H. Freeman & Company

Wiki Education Foundation

Woodland Hill Telescopes

WorldWide Telescope Ambassadors

W.W. Norton, Inc

WFIRST

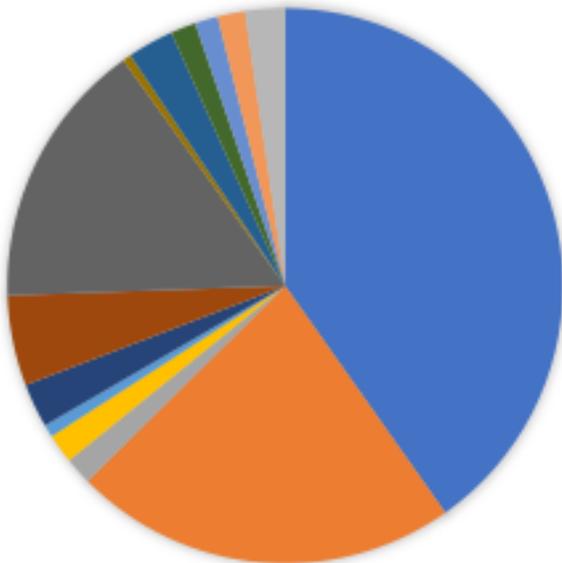
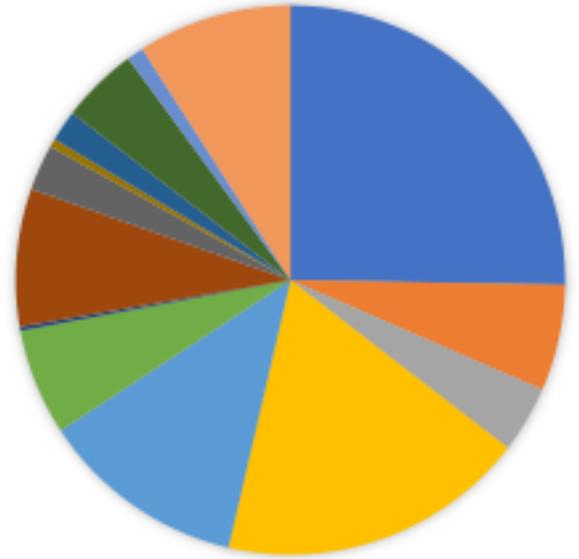
Wiley - Blackwell

WISE Mission

Profile of Attendees

AREAS OF INTEREST

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



WHERE DO OUR ATTENDEES WORK?

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

Exhibitor Checklist

Submit

- Exhibit Booth Reservation Form** (page 7)
- Exhibitor Attendee Registration Form** (page 8)
- Internet Order Form** (pages 9 & 10)
- Shared Book Exhibit Form** (page 11)
- Booth Preference - Exhibit Hall Floor Plan (page 12)
- Review Exhibit Rules & Regulations and Anti-Harassment Policy (page 13-16)
- Sponsorship Program Information and Form** (pages 17 - 19)
- Meeting Program Advertisement Purchase Form** (page 20)
- Payment (Check, Money Order, MC, VISA, AMEX Only)
- Logo for Program and Signage (email to exhibits@aes.org)
- Electrical Order (Service Kit)
- Furniture Order (Service Kit)
- Shipping Documents (Service Kit)

Commit to

- Becoming a Sponsor of the AAS meeting
- Advertising in the Meeting Program
- Participating in the Local Middle- and High-School Student Education and Outreach Event
- Joining the AAS as a Corporate Member

Contact

- Debbie Kovalsky, AAS Director Exhibits & Development
202-328-2010 x110 or debbie.kovalsky@aes.org
- Christine Deitz, Arata Expositions Inc.
301-921-0800 or cdeitz@arataexpo.com
- Elizabeth Scuderi, AAS Director of Meeting Services
202-328-2010 x133 or elizabeth.scuderi@aes.org
- Diane Frendak, AAS Director of Membership Services
202-328-2010 x109 or diane.frendak@aes.org

Updated Information

aes.org/meetings/aas235

Important Dates (times may vary)

5 September 2019	Advance Deadline
3 October 2019	Regular Deadline
18 November 2019	Final Deadline to Reserve a Booth
16 December 2019	Exhibitor Individual Registration Deadline
Saturday, 4 January 2020	Exhibitor Move-in (10:00 am - 5:00 pm)
Wednesday, 8 January 2020	Exhibitor Move-out (4:00 pm - 8:30 pm)

Exhibit Show Schedule (Tentative)

	Saturday 4 January	Sunday 5 January	Monday 6 January	Tuesday 7 January	Wednesday 8 January		
Exhibit Hall Hours	Move-in 10:00 am-5:00 pm	9:00 am-6:30 pm	9:00 am-6:30 pm	9:00 am-6:30 pm		9:00 am-4:30 pm	
Events		iPoster & Poster Session 9:30-10:30 am 5:30-6:30 pm	iPoster & Poster Session 9:30-10:30 am 5:30-6:30 pm	iPoster & Poster Session 9:30-10:30 am 5:30-6:30 pm	EPO Event 12:00-2:00 pm	iPoster & Poster Session 9:30-10:30 am 1:00-2:00 pm	Exhibitor Move-out 12:30- 4:30 pm

Exhibit Check-In

Check-in **Saturday, 4 January**, at the Exhibitor Services Desk **beginning at 10:00 am***. Badges and meeting materials will be available for pickup at this time. Please be sure to complete the **Exhibitor Registration Form** by **16 December 2019** to ensure that your badges are available when you or your colleagues arrive. Badges not picked up on Saturday will be available at the Exhibitor Services Desk for the remainder of the meeting.

* Start time subject to change.

(Floor plan on Page 11)

Posters

Posters will be up each day in the Exhibit Hall. Traffic to your booth will greatly increase each evening as attendees view posters during the poster session. The morning poster session includes a coffee break and the afternoon poster session brings the day to a close and includes a cash bar.

iPosters & iPosters-Plus

Relatively new to AAS meetings, iPoster are interactive, multimedia poster presentations. iPosters-Plus are interactive theaters adjacent to the exhibit hall that allow authors to use the iPoster interface while presenting an oral talk to an audience. Exhibitors may use the iPoster-Plus system to promote products and services as well.

Coffee Breaks

Coffee breaks will occur in the Exhibit Hall each morning. This is an excellent sponsorship opportunity for your organization.

Cyber Cafe and Wired Internet Lounge

The Cyber Café with computers and printers will be available in the Exhibit Hall. In addition, tables with hard-wired internet connections will be available. Exhibitors can make use of this area during the meeting.

Student Pavilion

Mentoring sessions and graduate school promotions will attract attendees to the Student Pavilion inside the Hall.

Future Meetings

236th AAS Meeting

30 May - 4 June 2020
Monona Terrace
Madison, WI

237th AAS Meeting

3 - 7 January 2021
Phoenix Convention Center
Phoenix, AZ

Exhibit Booth Rates

10'x10' Exhibit Booth	Early by 5 September	Regular by 3 October	Late by 18 November	Extra 10'x10' Booth Space
AAS Corporate Member Publisher Affiliate	\$2,490	\$2,715	\$3,420	\$1,400
Government/ Non-Profit	\$2,835	\$3,195	\$3,900	\$1,640
Nonmember	\$4,065	\$4,625	\$5,480	\$2,315

Table Top Displays - includes 6' table, 1 chair and one exhibit hall staff badge are available for \$1,500. The final deadline to reserve a booth is 18 November 2019.

Exhibit fees include

- Two (2) full complimentary individual meeting registrations (access to all sessions)
- Three (3) Exhibit Hall-only staff badges
- Admittance to all functions, breaks, and events throughout the meeting
- Company listing in the AAS meeting final program
- Company listing on the AAS meeting website
- Company listing and writeup in meeting mobile app
- Company logo displayed on entrance towers
- Pre-conference and onsite marketing
- 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
- Nonmembers

To increase your chances of getting your preferred booth location, the Exhibit Booth Reservation Form should be returned by 5 September 2019.

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.

Questions? Contact Us:

Debbie Kovalsky, 202-328-2010 x110
exhibits@aes.org

235th AAS Meeting Exhibit Booth Reservation Form

To Reserve Your Space

- Complete this reservation form and include your three (3) preferences for booth location (see floor plan on page 11)
- Payment should accompany the form
- Booths reserved and paid for by 18 November 2019 will be included in the Meeting Program

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 Nonmember

Total number of 10'x10' booths: _____ Layout: In a Row Island

Do you prefer an 6' table top display only? Yes No

Preferences for booth location (See floor plan - Pick three non-adjacent locations - SPONSORS can choose booths in the red outlined area)

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

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

- We are interested in receiving information about sponsorship.
 We are interested in employment recruitment activities.
 We are interested in participating in the Student Education and Outreach Program.
 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 on pages 12-15.

Payment Information (Due with this reservation form)

Amount Due: _____ (See Page 6 for rates - corporate membership must be current)

Visa MasterCard Amex Check/MO# _____

Name on card _____

Card Number _____ Exp Date _____ Signature _____

Office Use Auth

Return this form and payment by the early deadline of 5 September 2019 or no later than the final deadline 18 November 2019 to: Debbie Kovalsky, 235th AAS Meeting Exhibits, 1667 K Street NW Suite 800, Washington, DC 20006 (F) 202-234-7850 or exhibits@as.org

Exhibitor Individual Attendee Registration Form

235th Meeting of the American Astronomical Society, 4-8 January 2020, Honolulu, HI

Registration Deadline: 16 December 2019

Two (2) full meeting registrations and three (3) Exhibit Hall-only badges are included with each exhibit. Please provide the names of each exhibit staff person who will be working your exhibit booth throughout the meeting in the space provided below. Each exhibitor must wear an official exhibitor's identification badge. If there are individual registrants required to staff your booth, they need to indicate this during their registration process. The Opening and Closing Receptions are free and open to everyone, please indicate if the booth staff will attend. *Additional Exhibit Hall-only badges can be purchased for \$150 each.*

Company Name	Booth No.
Contact Person	Email

Full Complimentary Individual Meeting Registration Badges (access to all sessions)

Name	Email	Affiliation on Badge	Opening Reception	Closing Reception
1.				
2.				

Exhibit Hall-Only Badges (no access to oral sessions)

Name	Email	Affiliation on Badge	Opening Reception	Closing Reception
1.				
2.				
3.				

Names of Additional Individual Registrants Staffing Exhibit Booth

These attendees must register and pay separately. Additional Exhibit Hall only badges cost \$150 each.

1.
2.
3.

Return this form by 16 December 2019 to:

Debbie Kovalsky, 235th AAS Meeting Exhibits, 1667 K Street NW Suite 800, Washington, DC 20006
(F) 202-234-7850 or exhibits@aaas.org

Terms and Conditions Regarding the High Speed Internet Access

235th Meeting of the American Astronomical Society, 4-8 January 2020, Honolulu, HI

Internet Order Deadline: 5 December 2019

Internet connectivity for the meeting at the Hawaii Convention Center is managed by the AAS.

Please read and sign the Terms and Conditions, indicated below, along with your High Speed Internet Access Order Form to the AAS Office by **5 December 2019**. Wireless internet will be available in the Exhibit Hall to all exhibitors.

Please return your contract along with your order form by 5 December 2019. Any orders received on or after 5 December 2019 will be charged a \$100 onsite fee.

For further information or questions, please use the following contact information:

- **IT/Internet**

Robert Woods, Production Innovations, robert@proinav.com or 919-800-1425

- **Audio Visual Equipment Rental**

Robert Woods, Production Innovations, robert@proinav.com or 919-800-1425

- **Registration and Exhibits**

Debbie Kovalsky, debbie.kovalsky@aas.org or 202-328-2010 x110

I/We _____ representing the _____
(Name) (Name of Exhibit)

Exhibitors at the 235th AAS meeting, agree to the following **Terms and Conditions** regarding the High Speed Internet Access in the Exhibit Booth: (*order options on page 9)

1. DHCP Servers and/or wired routers of any type are only allowed on the Advanced Package.
2. Every device connected directly to the internet/network provided drop must have a purchased IP address from the AAS.
3. Every Hub/Switch/Router/PC/Laptop/Server/etc. attached to the provided drop must have a registered MAC Address with the IT Staff. All other devices must be maintained behind your private network
4. If you require DHCP, you will need to order the *Advanced Package and setup your own DHCP server .
5. NO wireless routers will be allowed on the network unless installed by the AAS IT Staff.
6. All attached devices are required to run the most up to date virus protection software, IP filtering, anti-ad and pop-up software, and anti-spyware software.
7. No computer or device on the network should be publicly addressable and serving the outside internet community. No computer should be acting as a server to the public internet.
8. The AAS IT Staff reserves the right to disconnect any device or sub-network that is causing overall network problems.
9. Wireless access in the Exhibit Hall is limited to email access and limited browsing, it is not intended for product demonstrations.

Signature _____ Date _____

Print name _____

High Speed Internet Access Order Form

235th Meeting of the American Astronomical Society, 4-8 January 2020, Honolulu, Hawaii

Internet Order Deadline: 5 December 2019

The Onsite Technical Contact will be responsible for connecting your computers and conducting your technical support.

Please read and sign the Terms and Conditions, indicated below, along with your High Speed Internet Access Order Form to the AAS Office by **5 December 2019**. Wireless internet will be available in the Exhibit Hall to all exhibitors.

Exhibitor Name	Booth No.
Person Completing this Form	Onsite Technical Contact
Onsite Contact Telephone	Onsite Contact Email

Quantity	Order Options	Through 7 May	On or After 7 May
	Wireless (Included) - Not intended for product demonstrations.	\$0	\$0
	Basic Connection – A single Ethernet cable is extended to the exhibitor booth. This is a shared 100Mbps network connection to the event network. This package allows for one network connection. Additional connections are available for purchase (each device on the network must have an IP address). Additional hubs/switches and cables are not included; exhibitor may provide their own or rent them from the AAS. No servers or routers of any kind may be used with this package.	\$1,200	\$1,300
	Advanced Connection – A single Ethernet cable is extended to the exhibitor booth. This is a shared 100Mbps network connection to the event network. This package allows for five network connections. Hubs/switches and cables are not included; exhibitors may provide their own or rent them from the AAS. Any wired router or DHCP server may be used with this package.	\$1,400	\$1,500
	Additional IP Addresses – For use with Basic and Advanced Connection	\$200	\$225
	Hub/Switch Rental – 5 Port Ethernet Switch	\$50	\$60
	Router Rental – Wired Only	\$70	\$80
	Network Cable Rental – 25 foot patch cable - CAT5/6	\$35	\$45

Payment method

American Express MasterCard VISA Bill Us Check/MO# _____

Name on card _____

Card Number	Exp Date	Signature
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Office Use	Auth
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Return this form by 5 December 2019 to:

Debbie Kovalsky, 235th AAS Meeting Exhibits, 1667 K Street NW Suite 800, Washington, DC 20006
(F) 202-234-7850 or exhibits@aaas.org

Shared Book Exhibit Form

235th Meeting of the American Astronomical Society, 4-8 January 2020, Honolulu, HI

Shared Book Exhibit Deadline: 18 November 2019

Publishers unable to exhibit can display textbooks at a minimal cost in the Shared Book Exhibit. Books will be displayed in an easily accessible display area where attendees will have the opportunity to peruse the selection and pick up order forms or brochures associated with each title (all forms and brochures must be provided by the publisher). All books will be donated at the end of the exhibit show. No items will be returned.

Fees for Displaying Titles

- First title \$300
- Each additional title \$50 (limit 4)
- To have more than five titles displayed, contact Debbie Kovalsky at exhibits@aaas.org

Reserve by 18 November 2019 to ensure your company's name is listed in the program.

Publisher _____

Contact Person _____

Title _____

Address _____

City _____

State _____

ZIP/Postal Code _____

Country _____

Telephone _____

Fax _____

Email _____

Website _____

Titles and Authors

Title #1: _____ Author _____ \$300

Title #2: _____ Author _____ \$50

Title #3: _____ Author _____ \$50

Title #4: _____ Author _____ \$50

Title #5: _____ Author _____ \$50

Total _____

Payment method

Visa MasterCard Amex Check/MO# _____

Name on card _____

Card Number _____

Exp Date _____

Signature _____

AAS Office Use Only

Auth _____

Return this form by 18 November 2019 to:

Debbie Kovalsky, 235th AAS Meeting Exhibits, 1667 K Street NW Suite 800, Washington, DC 20006

(F) 202-234-7850 or exhibits@aaas.org

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 5:00 pm on Saturday, 4 January 2020. 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 Christine Dietz, 301-921-0800. 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

Only checks, 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 Debbie Kovalsky, AAS Director of Exhibits and Development, AAS Executive Office, 202-328-2010 ext. 110 or exhibits@as.org.

Cancellations

After a signed contract has been received, cancellations prior to 18 November 2019 will be liable for a penalty of \$600 per booth reserved. No refunds will be given after 18 November 2019. All cancellations must be submitted in writing.

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. If additional individual registrants will be responsible for staffing your exhibit, they should indicate this on their registration form. 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 Hilton Hawaiian Village, Sheraton Waikiki and Sheraton Princess Kaiulani. Reservations should be made by visiting the travel and lodging page on the AAS meeting website: aas.org/meetings/aas235

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.

Sponsorship Program

Sponsorship Deadline: 18 November 2019

Participating in the AAS Meeting Sponsorship Program is a great way to increase your exposure at the AAS meeting and show your support for the American Astronomical Society. Please contact Debbie Kovalsky for pricing and information: debbie.kovalsky@aaas.org or 202-328-2010 x110.

Sponsor Levels

- Platinum - \$15,000+
- Gold - \$10,000-\$14,999
- Silver - \$5,000-\$9,999
- Bronze - \$2,500-\$4,999
- Contributor - \$1,500-\$2,499

Benefits	Platinum	Gold	Silver	Bronze	Contributor
Full page B&W advertisement in meeting program	✓				
Handout station in registration area	✓				
Invitation to sponsor/donor reception	4	2	2		
Opportunity to meet with Executive Officer	✓	✓	✓		
Company bio in meeting program	✓				
Four customized Facebook & Twitter postings	✓				
Access to list of meeting attendees	✓	✓			
Complimentary full registration	3	2	1		
Mobile app banner ad	✓	✓	✓		
Extra meeting signage	✓	✓	✓	✓	
Access to the Sponsor Lounge throughout the meeting	✓	✓	✓	✓	✓
Onsite announcements and recognition	✓	✓	✓	✓	✓
Pre-meeting promotion	✓	✓	✓	✓	✓
Logo on the meeting website	✓	✓	✓	✓	✓
Logo in the meeting program	✓	✓	✓	✓	✓
Listing in the meeting program of specific items supported	✓	✓	✓	✓	✓
Sponsor ribbons on badges	✓	✓	✓	✓	✓
Prime location if an exhibit is ordered	✓	✓	✓	✓	✓

We are grateful to the following organizations for their sponsorship commitments:



Sponsorship Program

Sponsorship Deadline: 18 November 2019

Sponsorship packages are available at various pricing structures. The AAS staff will work with you to maximize your sponsorship budget. Please note that sponsors from the previous year have the right of first refusal on the same product from previous meeting(s). Supporting the meeting gives you the unique opportunity to:

- Present your organization and products to over 3000 meeting attendees for four straight days
- Receive around the clock exposure prior to the meeting with a link to your website on the Hawaii meeting website
- Have your logo in the meeting program and prominently displayed for all four days of the meeting

Please contact Debbie Kovalsky for pricing and information: debbie.kovalsky@aes.org or 202-328-2010 x110.

Sponsor Levels

- Platinum - \$15,000+
- Gold - \$10,000-\$14,999
- Silver - \$5,000-\$9,999
- Bronze - \$2,500-\$4,999
- Contributor - \$1,500-\$2,499

Opening Reception - \$20,000

This special reception kicks off the meeting. Be one of the first to welcome attendees.

Closing Reception - \$18,000

This reception brings the meeting to a close. You will have one more opportunity to leave a lasting impression.

Meeting Wifi and Cyber Cafe- \$18,000

The AAS Meeting attendees are dependent on reliable wifi throughout the venue and the society has pledged to provide this. Receive the most accolades from our attendees for helping to support one of the most needed assets at our meetings.

Poster Sessions or iPosters Sessions - \$15,000

Scientific Posters are displayed throughout the week in the Exhibit Hall. The poster sessions will be branded with your logo.

iPoster Plus Theater - \$15,000

iPoster Plus Theaters will provide presenters the opportunity to present oral session in the exhibit hall. You can have your logo strewn across the backdrop of the theater walls. Multiple iPoster-Plus sessions will be hosted daily in the theaters throughout the meeting.

Attendee Totebags - \$10,000

Every attendee can receive a meeting bag at registration. Your logo will appear on the bag. Price varies based on bag chosen.

Social Media Wall - \$10,000

Watch as attendees tweets, instagram photos and more flash by on a large format video wall centrally located and branded with your logo.

Meeting Program - \$7,500

Full page advertisement on the outside back cover of the program.

Attendee Lanyards and Badge Holders - \$7,000

Each attendee will receive a lanyard with organization logo imprint.

Education & Public Outreach Student Event - \$6,000

This event brings in 250+ local middle- and high-school students to interact with exhibitors in a hands-on science day.

Daily Coffee Breaks - \$5,000 each - Four Opportunities Remain

Coffee and other refreshments provided for all attendees each day in the Exhibit Hall. Sponsor can provide branded mugs or other items.

AAS Sponsor Lounge - \$5,000

The Sponsor Lounge will be hosted inside the exhibit hall. This will give sponsors a chance to take a break from the busy hall, meet with customers and grab a quick snack or cup of coffee. Your colleagues will thank you for this sponsorship!

Column Wraps/Aisle Signs- \$5,000

Company logos on Exhibit Hall columns or aisle signs.

Mobile App - \$5,000

Used by all attendees to navigate the meeting program. Lead logo placement on the AAS Meeting Mobile App.

Press Room - \$5,000

Provide all day coffee and snacks to our busy press corps.

Hotel Key Card - \$5,000

Brand everyone's hotel keycard with your company logo.

Registration Handout (Pens, Postcard, Pad, etc.) - \$2,500

Insert will be distributed in the meeting bags to attendees with an imprint of organization logo. Organization provides collateral.

Mobile Device Charging Station - \$1,500

Two mobile device charging stations will be setup in a centralized location so attendees can charge cell phones, tablets, and laptops.

Plenary Talks - \$1,500 - Four Days Available

Increase your organization's visibility by sponsoring the plenary sessions and distribute your company's collateral.

Handout Stations - \$1,500

Increase your organization's visibility by displaying your marketing materials at a station in the registration area.

Meeting Website Advertisements - \$1,500

Scrolling ads of your logo on the sidebar of the meeting website.

Hand Sanitizer - \$1,500

Two branded hand sanitizer stations.

Ask about Headshot Lounge, 5K Fun Run, Hotel Shuttle Advertising
[Let us design a custom package for you!](#)

Sponsorship Program

235th Meeting of the American Astronomical Society, 4-8 January 2020, Honolulu, HI

Sponsorship Deadline: 18 November 2019

The AAS welcomes new ideas and requests. Custom packages can be designed based on your budget and visibility needs. Sponsors have access to the AAS Donor and Sponsor Lounge for private meetings and refreshments throughout the meeting.

Contact Information (Please type or print clearly)

Organization Contact	Title
Organization	
Name	
Address	
City,	City, State, Zip
Telephone	Fax
Email	
Item Sponsoring	Cost/Budget

Payment method

Bill me. (I will be billed upon AAS receipt of my sponsorship commitment.)

American Express Visa MasterCard Check/MO# _____

Name on card _____

Card Number	Exp Date	Signature
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I agree to pay the total amount stated above, according to card issuer agreement. Cancellations are not accepted.

Return this form by 18 November 2019 to:

Debbie Kovalsky, 235th AAS Meeting Exhibits, 1667 K Street NW Suite 800, Washington, DC 20006
(F) 202-234-7850 or exhibits@aaas.org

Meeting Program Advertisement Purchase Form

Meeting Program Advertisement Purchase & Submission Deadline: 18 November 2019

Contact Information (Please type or print clearly)

Organization Contact _____ Title _____

Organization name _____

Address _____

City, _____ City, State, Zip _____

Telephone _____ Fax _____

Email _____

- | | |
|---|---------|
| <input type="checkbox"/> Back Cover (Color) - Includes Sponsor Designation | \$7,500 |
| <input type="checkbox"/> Inside Front/Back Cover (Color) - Includes Sponsor Designation | \$2,500 |
| <input type="checkbox"/> Full Page (Black & White) | \$1,250 |

Payment method

- Bill me. (I will be billed upon AAS receipt of my sponsorship commitment.)
- American Express Visa MasterCard Check/MO# _____

Name on card _____

Card Number _____ Exp Date _____ Signature _____

My signature certifies that the company listed above has approved the attached advertisement for publication and agrees to pay the appropriate advertisement fee.

Submit the Meeting Program Advertising Purchase Form and a high-resolution file to exhibits@aes.org

Full-page ad (B&W)

- 8in wide x 10.5in tall
- ¼ in inside margin on left and right side (Text and images area is 5.5in wide x 10in tall)
- ¼ in bleed on all sides
- Illustrations are to be vector based, black & white, .ai or .eps files
- Photos are to be full sized and at 300 dpi, black & white, .psd or .tiff files
- Fonts are to be vector based and turned to outlines
- Ad should be in .ai, .eps, or .pdf file format with all linked files attached

Inside Front, Inside Back, or Back Cover ad (Color)

- 8in wide x 10.5in tall
- ¼ in inside margin on left and right side (Text and images area is 5.5in wide x 10in tall)
- ¼ in bleed on all sides
- Illustrations are to be vector based, .ai or .eps files
- Photos are to be full sized and at 300 dpi, CMYK color coded, .psd or .tiff files
- Fonts are to be vector based and turned to outlines
- Ad should be in .ai, .eps, or .pdf file format with all linked files attached