

AOM 2018 Exhibitor FAQ

What is included in the price of a booth?

The cost of each regular booth or a prime booth includes five complimentary conference exhibitor badges, general illumination, one booth identification sign with the exhibitor's name on it, 8-foot high drapery at the back of the booth, 3-foot high draped side dividers, access to nearly 10,000 decision-makers and new customers, exhibitor discount on attendee mailing list and Exhibit Hall Opening Reception on Friday evening where AOM provides snacks and one drink ticket per attendee. Booth fees also include a listing as an exhibitor in the Annual meeting materials circulated to the Academy members attending the event.

What are the advance warehouse dates?

The warehouse will begin accepting shipments on July 2, 2018. The last day the warehouse will accept shipments is July 25, 2018.

NO DIRECT SHIPMENTS WILL BE ACCEPTED

Do I need to carpet my booth?

The hall is carpeted this year so you will only purchase carpet if you want it to be different than the existing ballroom carpeting.

What is the date and location of the 79th Annual Meeting in 2019?

The 79th Annual Meeting of the Academy of Management will be held August 9-13, 2018 in Boston, MA, USA. [Click here](#) to see a list of future AOM Meetings

How do I reserve a hotel room?

[Click here](#) to reserve you hotel room!

Housing Advisory:

Experient is the only official housing bureau for the AOM Annual Meeting 2018. Any other company or travel agency contacting you is not affiliated with AOM.

In some cases these companies claim to have hotel rooms at discounted rates, but when you arrive on-site the hotel does not have your reservation. As always, AOM secures a housing block providing discounted and convenient hotel accommodations for the AOM event.

What is the penalty for cancelling a booth?

If you cancel before June 21, 2018 you will receive a full refund minus a \$200 USD administration fee. After June 21, 2018 all exhibit payments are non-refundable

How many booth personnel badges do we receive per booth?

The payment for each exhibit booth, regardless of size or location, will include five complimentary conference exhibitor badges (Premiere exhibitors receive seven). Additional badges may be purchased for \$50 USD each (max 5 additional badges per booth). Exhibitor registration will be onsite at the conference location at the Exhibitor/Press Booth. Exhibitor badges and identifying tags will be provided at that time.

PLEASE NOTE: Exhibitor representatives, including authors and guests invited by exhibitors, will not be permitted to enter the Exhibits Area without a proper exhibitor badge. You may use your allotted complimentary badges to register any authors or guests visiting your booth. If you do not make the necessary provisions for invited authors and guests, they will be required to pay and register in order to enter the exhibits area. **NO EXCEPTIONS!**

Exhibitor personnel are welcome to attend all Academy functions as a "regular" attendee except in cases where there are additional charges assessed to our members, e.g. professional development workshops requiring additional paid registration. Exhibitor registration does not grant access to any member-only benefits, including papers post conference and login access to the online program. In order to have access to papers you must register as a regular conference attendee. Once the exhibit management system is open, all confirmed exhibitors will be able to go in and register booth personnel and purchase additional badges beyond their allotment. To protect exhibitor samples, no one is allowed into the Exhibits Area when it is not open and no one is permitted into the area without a badge. The Technology Centers inside the exhibit hall will be open during exhibit hours only.

Can exhibitors attend sessions?

Yes, all registered booth personnel can attend sessions and All Academy events.

I want to host an event during the meeting, who should I contact?

Social functions and other activities sponsored by Exhibitors cannot be held in conflict with the AOM General Session on Sunday morning, the AOM All-Academy Reception on Sunday evening or in conflict with any AOM sponsored exhibit hall breaks. Exhibitors must be confirmed in our system before an ancillary event is approved by AOM. Exhibitors are responsible for all arrangements and costs associated with their event including room rental, audiovisual equipment, food and beverage, etc. All requests for space outside of the exhibit hall for social functions must be requested through Michelle Donohue, Program Manager at mdonohue@aom.org.

Exhibitor Meeting Room:

The Academy provides a meeting room near the exhibit hall that fits approximately 50 people in rounds for small events. You can rent the space for 1.5 hours at only \$250 including a screen and a projector (\$125 for Premiere exhibitors). Please contact mjohnson@aom.org to set up your event today. This space is solely for exhibitor and Academy functions.

If you want to promote an in-booth event or an exhibitor meeting room event/session in the meeting program, please contact mjohnson@aom.org by June 1, 2018.

I have been contacted by an outside housing service. Is it ok to get hotel rooms through them?

The Academy has not contracted with this service for housing and you should NOT make arrangements with them. We have been informed that their cancelation policies are more restrictive and you may not receive a refund in the event you have to cancel and there is nothing that AOM can do to help. Our contracted housing service is the AOM housing bureau and all reservations should be made through them