



EXHIBITOR INFORMATION

Meeting Dates: 7—11 January 2018
Conference Facility: Austin Convention Center
500 E. Cesar Chavez Street
Austin, TX 78701
Official General Service Contractor: Freeman

GENERAL INFORMATION:

- Each booth is 10' X 10'.
- This exhibit hall is not carpeted (Hall 4). Booth carpeting is required at the expense of the exhibiting organization.
- AMS will assign booths at its discretion and without any guarantee that an exhibitor will be assigned their preference of exhibit booth(s). See Rules and Regulations for further detail.
- Booth sharing is not allowed.

EQUIPMENT/MATERIALS PROVIDED

Each exhibit booth space purchased includes:

- 6 Booth Staff Badges (Pre-registered per 100 sq. ft of booth space reserved*)
- One Conference-only pass per organization (ticket or additional fees may apply to events not included). The Conference pass will be issued in the organization name, not to an individual. The pass is meant to be shared among booth staff, when not needed in the booth.
- 8' high back drape , 3' high side drape.
- 1 identification sign 7" x 44" (black and white) with organization name as listed on contract.
- 1 listing per exhibiting organization in the conference program book.
- 1 listing per exhibiting organization on the AMS website and on AMS 98th Annual Meeting Mobile App.
- All exhibiting companies will receive 1pre- and post-conference attendees mailing address file. E-mail addresses are not provided or available. Pre-conference list will be available after the early attendee registration deadline of Dec 1st.

**Exhibitors are encouraged to register their exhibit staff for badges using the online application before checking in on site. There is a \$50 charge for each exhibit staff badge registered on site by AMS staff. Any booth staff registration over the allotted (6 per 100 sq ft of reserved booth space) will be charged \$50.*

EXHIBITOR ACCESS TO EXHIBIT HALL

Saturday, 6 January	10:00 A.M.—6:00 P.M.
Sunday, 7 January	7:00 A.M.—5:00 P.M.
Monday, 8 January	7:00 A.M.—8:30 P.M.
Tuesday, 9 January	8:00 A.M.—8:00 P.M.
Wednesday, 10 January	8:00 A.M.—7:30 P.M.
Thursday, 11 January	8:00 A.M.—6:00 P.M.

EXHIBIT SETUP

Saturday, 6 January	10:00 A.M.—5:00 P.M.
Sunday, 7 January	8:00 A.M.—4:00 P.M.
Monday, 8 January	8:00 A.M.—2:00 P.M.

Setup is allowed only during stated times. All personnel must have an exhibitor badge to enter the exhibit hall during setup times. Installation must be complete by Monday, 8 Jan. at 2 P.M. ACC and facility services will be available during set-up hours only.

EXHIBITS OPEN

Monday, 8 January	4:00—8:00 P.M. (Intr'l Walk-Around 4—6:00 P.M.; Ribbon Cutting at 6:00 P.M.)
Tuesday, 9 January	9:00 A.M.—7:30 P.M.
Wednesday, 10 January	9:00 A.M.—6:30 P.M.
Thursday, 11 January	9:00 A.M.—12:00 P.M.

EXHIBIT DISMANTLE

Thursday, 11 January 12:00–6:00 PM

Exhibit booths must be dismantled by 6:00 P.M., Thursday, 11 January 2018. Exhibits may not be dismantled nor may the exhibitor do any packing before the closing of the exhibit hall at 12:00 P.M., Thursday, 11 January 2018. *Exhibitors dismantling/leaving early will be assessed a \$500 penalty fee.*

EXHIBIT REGULATIONS

The AMS Exhibit Program conforms to the rules and regulations of the International Association of Exhibitions and Event (IAEE) with one exception, noted below. AMS will designate Official Contractors to provide various services to the exhibitors. Such contractors will provide exhibit services, except supervision. The Exhibitor shall provide only the material and equipment he/she owns to be used in his exhibit space. All other items used in the booth are to be provided by the Official Contractors.

AMS has been following IAEE's Guidelines for Display Rules and Regulations for many years. This includes regulations on such things as lighting, sound/music, storage of excess materials and height of booth structure/signage. The IAEE standard for booth and signage height reads as follows for Island Booths: "Use of Space -- The entire cubic content of the space may be used up to the maximum allowable height, which is usually sixteen feet (16'), including signage."

For the upcoming AMS 98th Annual Meeting we will be extending the regulation height on signage. While the booth structure will remain at 16 Ft., the signage height is being raised to 20 ft. This means if you are now allowed to hang your sign 20 ft. above the floor (measurement taken from the top of the sign to the floor).

SECURITY

Security personnel will monitor the exhibit hall 24 hours a day. However, exhibit material is the sole responsibility of the exhibitor and should be insured by the exhibitor against loss or damage. All booth staff, install & dismantle personnel and attendees will be required to show a badge to gain access to the Exhibit Hall at all times.

CONFERENCE HOURS/TRAINING SCHEDULE

Vendor training should be schedule during non-conference hours for the General Conference Attendance. It can be done on a one-on-one basis during conference hours. Please note, conference hours include exhibit hours, technical sessions, receptions, conference banquet and outings. Please see conference program for a complete list of session times.