We invite you to exhibit at the 233rd meeting of the American Astronomical Society at the Washington State Convention Center, in Seattle, WA from 6-10 January 2019.

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
- 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.

Please return forms with payment to:

Debbie Kovalsky
233rd AAS Meeting Exhibits
1667 K Street NW, Suite 800
Washington, DC 20006
(F) 202-234-7850 or exhibits@aas.org

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

Meeting information is available on the meeting website, aas.org/meetings/aas233. A block of rooms has been secured at the Sheraton Seattle, Grand Hyatt and Westin Seattle. 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, aas.org/meetings/aas233/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@aas.org.

We look forward to seeing you in Seattle.

Advanced Deadline: 27 September 2018
Regular Deadline: 1 November 2018
Final Deadline: 21 November 2018
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.

Who Exhibits at AAS Meetings?

Promote your exhibit on Twitter and Instagram with #AAS233
Exhibitor Checklist

Submit:

- Exhibit Booth Reservation Form (page 6)
- Exhibitor Attendee Registration Form (page 7)
- Internet Order (pages 8 & 9)
- Shared Exhibit Form (page 10)
- Booth Preference - Exhibit Hall Floor Plan (page 11)
- Sponsorship Program Information and Form (pages 14 - 16)
- Meeting Program Advertisement Purchase Form (page 17)
- Payment (Check, Money Order, MC, VISA, AMEX Only)
- Logo for Program and Signage (email to exhibits@aas.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@aas.org
- Christine Deitz, Arata Expositions Inc.
  301-921-0800 or cdeitz@arataexpo.com
- Jennifer Bond, AAS Deputy Director of Meeting Services
  202-328-2010 x111 or jennifer.bond@aas.org
- Diane Frendak, AAS Director of Membership Services
  202-328-2010 x109 or diane.frendak@aas.org

Updated Information:
  aas.org/meetings/aas233

Important Dates (times might vary):

- 27 September 2018 Advance Deadline
- 1 November 2018 Regular Deadline
- 21 November 2018 Final Deadline to Reserve a Booth
- 18 December 2018 Exhibitor Individual Registration Deadline
- Sunday, 6 January 2019 Exhibitor Move-in (~9:00 am - 5:00 pm)
- Thursday, 10 January 2019 Exhibitor Move-out (4:00 pm - 8:00 pm)
Exhibit Show Schedule (Tentative)

<table>
<thead>
<tr>
<th></th>
<th>Sunday 6 January</th>
<th>Monday 7 January</th>
<th>Tuesday 8 January</th>
<th>Wednesday 9 January</th>
<th>Thursday 10 January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit Hall Hours</td>
<td>Move-in 9:00* am - 5:00 pm</td>
<td>9:00 am - 6:30 pm</td>
<td>9:00 am - 6:30 pm</td>
<td>9:00 am - 6:30 pm</td>
<td>9:00 am - 4:00 pm</td>
</tr>
<tr>
<td>Poster iPoster Session</td>
<td>9:30-10:30am 5:30-6:30 pm</td>
<td>9:30-10:30am 5:30-6:30 pm</td>
<td>9:30-10:30am 5:30-6:30 pm</td>
<td>EPO Event ~12:00 pm - 2:00 pm</td>
<td>1:00 pm - 4:00 pm Move-out 4:00 pm - 8:00 pm</td>
</tr>
</tbody>
</table>

Exhibit Check-In

Check-in **Sunday, 6 January**, at the Exhibitor Services Desk **beginning at ~9:00 am**. Badges and meeting materials will be available for pickup at this time. Please be sure to complete the Exhibitor Registration Form by **18 December 2018** to ensure that your badges are available when you or your colleagues arrive. Badges not picked up on Sunday will be available at the Exhibitor Services Desk for the remainder of the meeting.

*(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 afternoon poster session brings the day to a close and includes a cash bar.

**iPosters**
New to AAS meetings, iPoster are interactive, multimedia poster presentations.

**Career Center**
Advertise employment opportunities and interview prospective candidates.

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

**Cyber Café 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

234th AAS Meeting, 9-13 June 2019
St. Louis Union Station Hotel
St. Louis, Missouri

235th AAS Meeting, 5-9 January 2020
Hawaii Convention Center
Honolulu, Hawaii
Exhibit Booth Rates

<table>
<thead>
<tr>
<th>First 10'x10' Booth</th>
<th>Advance by 27 September</th>
<th>Regular by 1 November</th>
<th>Late by 15 November</th>
<th>Extra 10'x10' Booth</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS Corporate Member</td>
<td>$2,440</td>
<td>$2,660</td>
<td>$3,350</td>
<td>$1,370</td>
</tr>
<tr>
<td>Publisher Affiliate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government</td>
<td>$2,775</td>
<td>$3,130</td>
<td>$3,820</td>
<td>$1,605</td>
</tr>
<tr>
<td>Nonmember</td>
<td>$3,905</td>
<td>$4,450</td>
<td>$5,270</td>
<td>$2,225</td>
</tr>
</tbody>
</table>

Table Top Displays - includes 8' table and one exhibit hall staff badge are available for $1,500.

The final deadline to reserve a booth is 21 November 2018.

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
- Wireless 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 27 September 2018.

Please be sure to indicate a first, second, and third section area preference of booth location 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.

Section A is reserved for Sponsors.

Questions? Contact Us:
Debbie Kovalsky, 202-328-2010 x110
exhibits@aas.org
233rd 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 **21 November 2018** will be included in the Meeting Program

<table>
<thead>
<tr>
<th>Organization</th>
<th>AAS Corporate ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
<td>Telephone</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Twitter Account</td>
<td></td>
</tr>
<tr>
<td>Name on Booth Sign</td>
<td></td>
</tr>
</tbody>
</table>

**Booth Selection**
- Sponsor  □ Corporate Member/Publisher Affiliate  □ Government  □ Nonmember

Total number of booths: ___________  Layout: □ In a Row  □ Island  □ Corner
Do you prefer an 8’ table top display only? □ Yes  □ No
Preferences for booth section location (See floor plan - **Pick one from each of the areas A (Sponsors Only), B, C, D, E**):

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 and 13.**

Exhibitor signature: ___________________________  Date: ____________________

**Payment Information (Due with this reservation form)**

| Amount Due: ___________________________ (See Page 5 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 priority deadline of 27 September 2018 or no later than the final deadline 21 November 2018 to:**
Debbie Kovalsky  
233rd AAS Meeting Exhibits, 1667 K Street NW, Suite 800, Washington, DC 20006  
(F) 202-234-7850 or exhibits@aas.org
Exhibitor Individual Attendee Registration Form
233rd Meeting of the American Astronomical Society, 6 - 10 January 2019, Seattle, WA
Registration Deadline: 18 December 2018

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. We currently provide the program in a mobile app; please specify if a printed program is desired. 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)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Affiliation on Badge</th>
<th>Provide Printed Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Affiliation on Badge</th>
<th>Mobile App Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Names of Additional Individual Registrants Staffing Exhibit Booth
These attendees must register and pay separately. Additional Exhibit Hall only badges cost $150 each.

Return this form by 18 December 2018 to:
Debbie Kovalsky
233rd AAS Meeting Exhibits, 1667 K Street NW, Suite 800, Washington, DC 20006
(F) 202-234-7850 or exhibits@aas.org
Terms and Conditions Regarding the High Speed Internet Access
233rd Meeting of the American Astronomical Society, 6-10 January 2019, Seattle, WA

Internet Order Deadline: 5 December 2018

Internet connectivity for the meeting at the Washington State 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 2018. Wireless internet will be available in the Exhibit Hall to all exhibitors.

Please return your contract along with your order form by 5 December 2018. Any orders received on or after 6 December 2018 will be charged a $100 onsite fee.

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

- **IT/Internet**
  Debbie Kovalsky or 202-328-2010 x110

- **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 233rd 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

### 233rd Meeting of the American Astronomical Society, 8-12 January 2018, Washington, DC

**Internet Order Deadline: 5 December 2018**
*The Onsite Technical Contact will be responsible for connecting your computers and conducting your technical support.*

<table>
<thead>
<tr>
<th>Exhibitor Name</th>
<th>Booth No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Completing this Form</td>
<td></td>
</tr>
<tr>
<td>Onsite Technical Contact</td>
<td></td>
</tr>
<tr>
<td>Onsite Contact Telephone</td>
<td></td>
</tr>
<tr>
<td>Onsite Contact Email</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Order Options</th>
<th>Through 5 December</th>
<th>On or After 6 December</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Wireless (Included) - Not intended for product demonstrations.</strong></td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td><strong>Basic Connection</strong></td>
<td>$1,200</td>
<td>$1,300</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Advanced Connection</strong></td>
<td>$1,400</td>
<td>$1,500</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Dedicated 1.5Mbps Connection</strong></td>
<td>$1,050</td>
<td>$1,150</td>
</tr>
<tr>
<td></td>
<td>This is a 1.5Mbps connection to the Internet via the event network. The exhibitor will be allocated the full bandwidth of this connection and no other user can impede on the flow of traffic. Only available with advanced connection.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Additional IP Addresses</strong></td>
<td>$200</td>
<td>$225</td>
</tr>
<tr>
<td></td>
<td>For use with Basic and Advanced Connection</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Hub/Switch Rental</strong> – 5 Port Ethernet Switch</td>
<td>$50</td>
<td>$60</td>
</tr>
<tr>
<td></td>
<td><strong>Router Rental</strong> – Wired Only</td>
<td>$70</td>
<td>$80</td>
</tr>
<tr>
<td></td>
<td><strong>Network Cable Rental</strong> – 25 foot patch cable - CAT5/6</td>
<td>$35</td>
<td>$45</td>
</tr>
</tbody>
</table>

**Payment Method**

- [ ] Check# ___________________
- [ ] American Express
- [ ] MasterCard
- [ ] VISA
- [ ] Bill Us

**Credit Card Number**

**Name as it appears on card**

**Signature**

**AAS Office Use Only**

**Auth:**

Return this form by 6 December 2018 to:
Debbie Kovalsky
233rd AAS Meeting Exhibits, 1667 K Street NW, Suite 800, Washington, DC 20006
(F) 202-234-7850 or exhibits@aas.org
Shared Book Exhibit Form
233rd Meeting of the American Astronomical Society, 8-12 January 2018, Washington, DC

Shared Exhibit Deadline: 21 November 2018
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@aas.org about additional fees.

Reserve by 21 November 2018 to ensure your company’s name is listed in the program.

<table>
<thead>
<tr>
<th>Publisher</th>
<th>Contact Person</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>ZIP/Postal Code</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>Website</td>
<td></td>
</tr>
</tbody>
</table>

Titles and Authors

| Title #1: | $300 |
| Author:   |      |
| Title #2: | $50  |
| Author:   |      |
| Title #3: | $50  |
| Author:   |      |
| Title #4: | $50  |
| Author:   |      |
| Title #5: | $50  |
| Author:   |      |

Total

Payment Information
- Visa
- MasterCard
- Amex
- Check/MO# ______________

Name on card

Card Number

Exp

Signature

AAS Office Use Only Auth:

Return this form by 21 November 2018 to:
Debbie Kovalsky
233rd AAS Meeting Exhibits, 1667 K Street NW, Suite 800, Washington, DC 20006
(F) 202-234-7850 or exhibits@aas.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 Sunday, 6 January 2018. 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.
Exhibit Rules and Regulations (continued)

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@aas.org.

Cancellations
After a signed contract has been received, cancellations prior to 21 November 2018 will be liable for a penalty of $600 per booth reserved. No refunds will be given after 21 November 2018. 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 Sheraton Seattle, Grand Hyatt and Westin Seattle. Reservations should be made by visiting the travel and lodging page on the AAS meeting website: aas.org/meetings/aas233
Sponsorship Program

**Sponsorship Deadline: 21 November 2018**
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@aas.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

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

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

[Logos of sponsoring organizations]
Opening Reception - $20,000
This special reception kicks off the meeting. Be one of the first to welcome attendees.

Closing Reception - $20,000
This reception brings the meeting to a close. You will have one more opportunity to leave a lasting impression.

Cyber Café, Internet Pavilion & Charging Stations- $20,000
High traffic area provided for attendees to access the internet. Sponsor organization logo displayed on monitors and structures.

Poster Sessions or iPosters Sessions - $15,000 (Co-Sponsor $10,000)
Scientific Posters are displayed throughout the week in the Exhibit Hall. The poster sessions will be branded with your logo.

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.

Career Center and Employment Activities - $6,000
Sponsor the efforts of the Employment Committee and help future astromers identify career choices.

Volunteer T-shirts - $10,000
A team of volunteers help support the meeting. They can promote your company with your logo on the branded t-shirt.

Meeting Program - $7,500
Full page advertisement on the outside back cover of the program.

Hack Day - $6,000 (or co-sponsor $3,000)
Support the full day hack-a-thon creating tools for the astronomical community.

Attendee Lanyards and Badge Holders - $6,000
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 Donor & Sponsor Lounge - $5,000
As we show gratitude to our donors you’ll have an opportunity to display marketing material about your organization in their lounge.

Column Wraps/Aisle Signs- $5,000
Company logos on Exhibit Hall columns or aisle signs.

Poster Session Break - $5,000 - Four Opportunites Remain
Refreshments provided for all attendees each day in the Exhibit Hall. Sponsor can provide personalized mugs, napkins, or other items.

Mobile App - $5,000
Used by 80% of attendees to navigate the meeting program. Lead logo placement on the AAS Meeting Mobile App.

Press Office - $8,000
Support the activities of the Press Corps, including the streaming of press conferences.

Hotel Keycards - $10,000
Brand all the hotel room keys with your company logo. Attendees staying at block hotels will receive keycards.

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 (Two Remaining)
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.

Let us design a custom package for you!
Sponsorship Form
233rd Meeting of the American Astronomical Society, 6-10 January 2019, Seattle, WA
Sponsorship Deadline: 21 November 2018

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.

<table>
<thead>
<tr>
<th>Contact Information (Please type or print clearly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Contact</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Organization Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td>Fax</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Item Sponsoring</td>
</tr>
<tr>
<td>Cost/Budget</td>
</tr>
</tbody>
</table>

Payment Method

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

☐ Check/MO# _____________________ ☐ American Express ☐ MasterCard ☐ VISA

Credit Card Number

Exp

Name as it appears on card

Signature

I agree to pay the total amount stated above, according to card issuer agreement. Cancellations are not accepted.

Return this form by 21 November 2018 to:
Debbie Kovalsky
233rd AAS Sponsorship
1667 K Street NW, Suite 800
Washington DC 20006
(F) 202-234-7850 or exhibits@aas.org
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.

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<td></td>
</tr>
<tr>
<td>Organization Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
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- [ ] Check/MO# ________________
- [ ] American Express
- [ ] MasterCard
- [ ] VISA

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<tr>
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233rd AAS Sponsorship
1667 K Street NW, Suite 800
Washington DC 20006
(F) 202-234-7850 or exhibits@aas.org
# Meeting Program Advertisement Purchase Form

**Meeting Program Advertisement Purchase & Submission Deadline: 21 November 2018**

## Contact Information (Please type or print clearly)

<table>
<thead>
<tr>
<th>Organization</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Organization Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Back Cover (Color) - Includes Sponsor Designation $7,500
- [ ] Inside Front/Back Cover (Color) - Includes Sponsor Designation $2,500
- [ ] Full Page (Black & White)  $1,250

## Payment Information

- [ ] Check/MO# ___________________
- [ ] American Express
- [ ] MasterCard
- [ ] VISA
- [ ] Bill Us

<table>
<thead>
<tr>
<th>Credit Card Number</th>
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</tr>
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<tbody>
<tr>
<td>Name as it appears on card</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
</tbody>
</table>

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@aas.org

### Full-page ad (B&W)
- 6in wide x 10in 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)
- 6in wide x 10in 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