

AAMC LEARNING OFFERINGS

Exhibitor and Sponsorship Prospectus

2026





ABOUT THE AAMC

The AAMC is a nonprofit association dedicated to improving the health of people everywhere through medical education, clinical care, biomedical research, and community collaborations.

Its members are all 162 U.S. medical schools accredited by the [Liaison Committee on Medical Education](#); 14 Canadian medical schools accredited by the [Committee on Accreditation of Canadian Medical Schools](#); nearly 500 academic health systems and teaching hospitals, including Department of Veterans Affairs medical centers; and more than 70 academic societies. Through these institutions and organizations, the AAMC leads and serves America's medical schools, academic health systems and teaching hospitals, and the millions of individuals across academic medicine, including more than 210,000 full-time faculty members, 99,000 medical students, 162,000 resident physicians, and 60,000 graduate students and postdoctoral researchers in the biomedical sciences. Through the Alliance of Academic Health Centers International, AAMC membership reaches more than 60 international academic health centers throughout five regional offices across the globe. Learn more at aamc.org.

2026 LEARNING OFFERINGS AT A GLANCE

MEETINGS SNAPSHOT

7 meetings

The AAMC offers exhibiting and sponsorship opportunities at seven national spring meetings annually.



3,000+ attendees

AAMC spring meetings host more than 3,000 attendees each year.

Audiences span the full continuum in academic medicine, from students and emerging leaders to senior administrators, deans, and health system executives.

40+ states

Attendees represent more than 40 U.S. states on average.



Many meetings include participants from Canada and international academic health centers.

1 in 3 attendees influence purchasing

About 1 in 3 attendees have purchasing authority or strong decision-making influence at their institutions.

50% new attendees

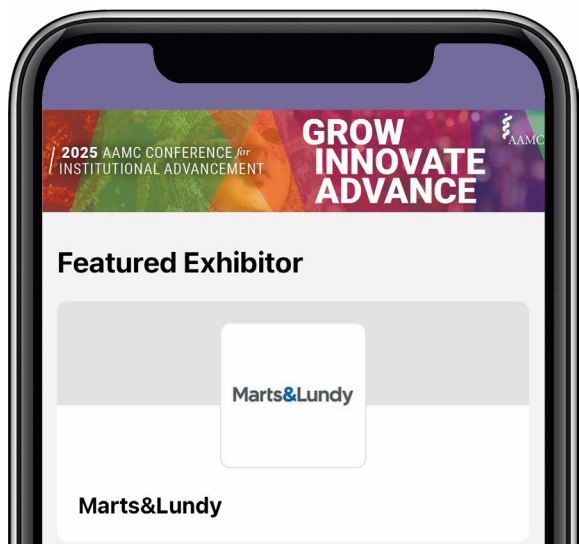
At many meetings, nearly half of attendees are first-timers, offering important new audiences.



5+ years experience

AAMC events consistently attract professionals with five or more years of experience.

SPONSORSHIP OPPORTUNITIES



Sponsor any of the following opportunities at any of the 2026 AAMC learning offerings. With the sponsorship of any item, you'll receive sponsorship recognition on the meeting website and mobile app.

Know Before You Go Email \$2,500

Promote your presence at the meeting with a hyperlinked banner ad on this highly engaging e-blast. Analytics will be available after the meeting.

Custom E-blast \$2,500

Send your message to all (opt-in) attendees with a custom e-blast. This opportunity is available on a first-come, first-served basis, and there is a limit of three e-blasts sent per meeting. The AAMC will schedule one e-blast on three different days in the month immediately preceding the meeting. When you purchase this option, you can choose to send your e-blast on one of the available dates noted, unless it has already been purchased by another exhibiting company.

Premeeting List Rental \$1,000

Mail your postcard, brochure, or flyer to all (opt-in) preregistered attendees. The list contains mailing addresses, not email addresses, for a one-time mailing.

Event App Banner \$2,000

The event app banner will be viewed by app users on the Exhibitors tab within the app. Your company name and brief text (no more than 120 characters) will be displayed along with a button that links to your website or your exhibitor page within the app (your choice). The exhibitor will be responsible for providing the appropriately sized graphics.

Dimensions: 1464 x 420 pixels. JPEG, JPG, PNG, or GIF only.

Event App Push Notification \$1,500

Send your message directly to attendees through the official event app. Your organization can submit, for approval, a message of no more than 140 characters to send on the day of your choice.

*Please note: Character count includes the website link; we recommend using a URL-shortening app to minimize characters and see click-tracking data. **The push notification will be sent only to those who have opted in to receive exhibitor mailings.***

Featured Exhibitor Listing \$500

Your organization's name and logo will appear on the homepage of the event app. This opportunity is available on a first-come, first-served basis.



2026 Health Professions Financial Aid and Student Records Administrators Joint Meeting

WHEN: Feb. 25-27

WHERE: Miami Marriott Dadeland

WHO: Past attendee titles include Assistant Dean and Director of Financial Aid, Assistant Dean for Student Enrollment/Registrar, Assistant Dean for Student Finance, Associate Dean for Student Affairs, Director of Student Activities and Student Financial Planning, Associate Dean/Registrar, and Director of Financial Aid, Student Support, and Student Records.

The 2026 Health Professions Financial Aid and Student Records Administrators Joint Meeting is expected to attract more than 200 financial aid and student records professionals from various health professions institutions. Two-and-a-half days of professional development programming for financial aid and student records administrators from the communities of medical, dental, DO, pharmacy, veterinary, and other health professions.

Focusing on key issues affecting these communities, this conference will feature sessions geared toward new and seasoned financial aid and student records administrators, covering critical legislative, regulatory, debt management, compliance, and professional development topics. Discussions will also focus on the changing medical school financing environment and explore the emerging private loan market.

It will continue to offer timely content, networking, and learning opportunities that have become a hallmark of our conferences.

 **150**
attendees in 2025

200+
expected attendees in 2026

21%
of 2025 attendees
had a purchasing role

2025 attendee role or level

5% Assistant or Associate Dean

57% Assistant Director, Associate Director, or Director

2% Assistant Registrar, Associate Registrar, or Registrar

5% Coordinator

26% Financial Aid Officer

3% Manager

2% Other



Exhibitor Package and Fees

With the purchase of a **\$3,500** exhibitor package, your organization will be entitled to:

- A 6-foot skirted table with two chairs.
- One full meeting registration, including all sessions and receptions.
 - You will have the opportunity to purchase one additional registration at the conference rate. *Note: Exhibiting organizations are limited to a maximum of two attendees.*
- A description of your organization in the mobile app and on the meeting website.
- The postconference (opt-in) attendee list for a one-time mailing after the conference.

Please note: Space is limited to a maximum of 15 exhibit tables, and one organization may not purchase multiple exhibit tables. Exhibit tables will be granted on a first-come, first-served basis.

QUESTIONS

SALES QUESTIONS: AAMC Exhibit Sales Team at aamc@corcexpo.com

LOGISTICAL QUESTIONS: Emily Koubek at ekoubek@aamc.org

REGISTRATION QUESTIONS: Heather Deale at hdeale@aamc.org



2026 Aligning Leadership for Academic Medicine (Align): A Meeting of the Council of Academic Health System Executives (CAHSE) and Council of Deans (COD)

- WHEN:** March 26-28
- WHERE:** The Mayflower Hotel, Washington, D.C.
- WHO:** Medical school deans, academic health system executives.

The Council of Academic Health System Executives (CAHSE) and the Council of Deans (COD) meet biennially in the spring. The upcoming meeting takes place Thursday, March 26, to Saturday, March 28, 2026, in Washington, D.C.

The Align meeting is the only national meeting designed exclusively for medical school deans and academic health system executives. The meeting program will address pressing issues requiring collective, committed leadership across academic medicine. Deans and academic health system executives at AAMC-member institutions have histories of exceptional leadership – in their specialties and academic societies, at their institutions, within their communities and regions, and across the entire health care sector – where they drive advancements in education, discovery, and the delivery of health care across the country.

Participants will benefit from opportunities to network with leaders in similar roles while driving informed, forward-thinking leadership for academic medicine.

 180
registrants in 2025

200
expected attendees in 2026

 2025 attendee
role or level

70%
COD members

30%
CAHSE members



Exhibitor Package and Fees

With the purchase of a **\$6,250** exhibitor package, your organization will be entitled to:

- A 6-foot skirted table with two chairs.
- One full meeting registration.*
 - You will have the opportunity to purchase one additional registration at a rate of \$2,600. *Note: Exhibiting organizations are limited to a maximum of two attendees.*
- A description of your organization in the mobile app and on the meeting website.
- The postconference (opt-in) attendee list for a one-time mailing after the conference.

**Please note: Exhibitors may attend all sessions and receptions, excluding the following (this list is subject to change):*

- All preconference or closed committee sessions on March 26, 2026.
- CAHSE and COD Business Meetings
- The AAMC Leadership Plenary
- Any closed receptions

Please note: Space is limited, and one organization may not purchase multiple exhibit tables. Exhibit tables will be granted on a first-come, first-served basis.

The AAMC reserves the right in its sole discretion to determine the eligibility of any applicant to be an exhibitor. The AAMC further reserves the right to decline, prohibit, deny access to, or remove any exhibit, which in its sole judgment is contrary to the character, objectives, and best interests of the AAMC Aligning Leadership for Academic Medicine (Align): A Meeting of the Council of Academic Health System Executives (CAHSE) and Council of Deans (COD) or the AAMC mission.

Exhibitors who submit a contract will be notified of their acceptance within seven business days, until the meeting sells out.

QUESTIONS

SALES QUESTIONS: AAMC Exhibit Sales Team at aamc@corcexpo.com

LOGISTICAL QUESTIONS: Kristina Reardon at kreardon@aamc.org

REGISTRATION QUESTIONS: Debra K. Hollins at dhollins@aamc.org



2026 Together We Lead Conference: Hosted by the Group on Student Affairs (GSA), the Group on Collaboration, Engagement, and Community (GCEC), and the Organization of Student Representatives (OSR)

WHEN: April 16-18

WHERE: Hyatt Regency Orlando

WHO: Medical students, resident physicians, and emerging leaders; leaders in student affairs, admissions, financial aid, and records; academic, career, and specialty advisors; officers and practitioners focused on equal opportunities, access, and retention.

The 2026 Together We Lead Conference is a collaborative gathering of three AAMC affinity groups committed to advancing and empowering learners, faculty, administrators, and professional staff through networking, leadership, and professional development to support transformation in medical education. This meeting convenes professionals and learners from medical schools and teaching hospitals across the United States and Canada to share priorities and explore effective strategies for shaping the current and future academic medicine environment. This joint meeting provides a valuable opportunity for collaborative learning, leadership development, and community-building among learners, faculty, administrators, and professional staff across institutions.

The Group on Student Affairs (GSA) works with faculty and professional staff in admissions, student affairs, student financial assistance, student opportunities, access, and retention, and student records at all member medical schools. The GSA facilitates collaboration across medical education to advance the expertise and interest of student services professionals.

The Group on Collaboration, Engagement, and Community (GCEC) supports the efforts of AAMC-member institutions and academic medicine to foster an environment where people of all backgrounds and perspectives have an equal opportunity to thrive.

The Organization of Student Representatives (OSR) represents medical students nationwide and plays an active role in advancing the AAMC's mission to improve the nation's health.



OVER

1,000

combined attendees at
the 2024 GSA-CiM-OSR
National Meeting and the
2025 Navigating Change
Conference.

1,000

expected attendees in 2026

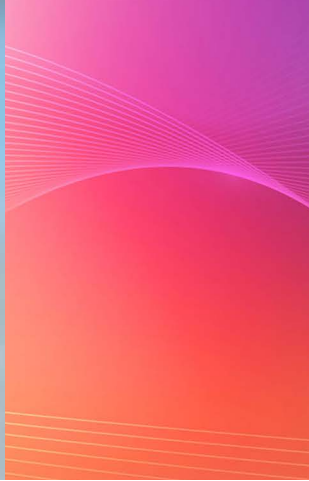


2025 attendee
role or level

12% were students

28% had been in their
current role for more
than five years

59% had been in their
current role for less
than five years



Exhibitor Package and Fees

With the purchase of a **\$3,500** exhibitor package, your organization will be entitled to:

- A 6-foot skirted table with two chairs.
- One full meeting registration.*
 - You will have the opportunity to purchase one additional registration at the conference rate. *Note: Exhibiting organizations are limited to a maximum of two attendees.*
- A description of your organization in the mobile app and on the meeting website.
- The postconference (opt-in) attendee list for a one-time mailing after the conference.

Please note: Space is limited, and one organization may not purchase multiple exhibit tables. Exhibit tables will be granted on a first-come, first-served basis.

**Please note: Exhibitors may attend all sessions and receptions, excluding the following (this list is subject to change): AAMC service updates, regional business meetings, group-specific business or knowledge-sharing sessions, and affiliated activities, including preconference workshops and the career fair.*

QUESTIONS

SALES QUESTIONS: AAMC Exhibit Sales Team at aamc@corcexpo.com

LOGISTICAL QUESTIONS: Emily Koubek at ekoubek@aamc.org

REGISTRATION QUESTIONS: Debra K. Hollins at dhollins@aamc.org



2026 AAHCI Global Innovation Forum

WHEN: April 20-22

WHERE: InterContinental Toronto Centre

WHO: Attendees are senior administrative and executive leaders of AAHCI and AAMC-member institutions, including CEOs, rectors, chancellors, deans of medicine, vice chancellors for health affairs, and heads of international affairs. We expect about half of the attendees to be from North American institutions, and the rest from AAHCI institutions in other regions of the world. AAHCI has regional offices in Eastern Africa, Europe, Latin America, the Middle East, and Southeast Asia. AAHCI also has members in East Asia and Australia.



attendees expected in 2026:

Half from North America

Half from other regions
of the world

AAHCI (the Alliance of Academic Health Centers International) is a global network of academic health centers and systems committed to advancing health, education, and research through collaboration. Its mission is to lead members as they transform, adapt, and thrive in the changing health care landscape through thought leadership, meetings, innovative programs, advocacy, and publications. Members include approximately 60 academic health centers outside North America, more than 170 accredited medical schools in the United States and Canada, and almost 500 hospitals and health systems in the United States. Learn more about the AAHCI membership at aamc.org/learn-network/affinity-groups/aahci/aahci-members.

Leaders of academic health centers worldwide will converge at the 2026 AAHCI Global Innovation Forum (GIF) in Toronto, Ontario. The 2026 GIF will focus on the theme “People, Purpose, Progress: Reimagining the Business of Academic Health Centers.” This reunion of health center leaders will provide a unique platform to connect, collaborate, and share experiences in innovative practices that build capacity at academic health centers. The meeting will explore how today’s academic health centers are redefining the way they operate — through their people, their mission, and a bold vision for the future.



Exhibitor Package and Fees

With the purchase of a **\$2,500** exhibitor package, your organization will be entitled to:

- A 6-foot skirted table with two chairs.
- One full meeting registration, including all sessions and receptions.
 - You will have the opportunity to purchase one additional registration at a discounted rate of \$1,500. *Note: Exhibiting organizations are limited to a maximum of two attendees.*
- A description of your organization in the mobile app and on the meeting website.
- The postconference (opt-in) attendee list for a one-time mailing after the conference.

Please note: Space is limited to a maximum of 10 exhibit tables, and one organization may not purchase multiple exhibit tables. Exhibit tables will be granted on a first-come, first-served basis.

QUESTIONS

SALES QUESTIONS: AAMC Exhibit Sales Team at aamc@corcexpo.com

LOGISTICAL QUESTIONS: Annette Schwenz at aschwenz@aamc.org

REGISTRATION QUESTIONS: Heather Deale at hdeale@aamc.org



2026 AAMC Conference for Institutional Advancement

WHEN: April 21-24

WHERE: InterContinental Miami

WHO: Academic medicine professionals in alumni relations, communications, community relations, development, and marketing.

Join more than 620 academic medicine professionals in alumni relations, communications, community relations, development, and marketing in Miami, April 21-24.* This is the first year we are highlighting community relations as a focus area. The conference is still the home for academic medicine public affairs professionals within communications.

The 2026 AAMC Conference for Institutional Advancement features a peer-to-peer educational model. Group on Institutional Advancement (GIA) members and their colleagues are the primary conference speakers. They are complemented by consultants, deans and CEOs, faculty members, AAMC leaders, and other industry experts.

This four-day conference features a combination of plenary speakers, practical educational sessions, networking events, and exhibitors. Exciting and inspiring thought leaders will anchor the conference and provide insights into audience engagement and the national health care landscape.

Unlike many other conferences, exhibitor representatives are invited to engage fully in the program. We encourage you to make the most of the opportunity by attending education and plenary sessions, networking events, and all other conference activities.

**This is the first year the conference is held from Tuesday through Friday.*



670

attendees in 2025

620

expected attendees in 2026

48%

first-time attendees in 2025



2025 attendees' primary functions

59% Development

19% Communications

9% Alumni Relations

7% Other

5% Marketing

1% Public Affairs



Exhibitor Package and Fees

With the purchase of a **\$6,000** exhibitor package, your organization will be entitled to:

- A 6-foot skirted table with two chairs.
- Three full meeting registrations, including all sessions and receptions.
Note: Exhibiting organizations are limited to a maximum of three attendees. If educational session proposals from exhibiting organizations have been accepted, additional registrations may be approved on a case-by-case basis.
- **BACK BY POPULAR DEMAND:** The opportunity for your organization to host a breakout room on a selected topic during one of two free, hour-long preconference education sessions on March 5, 2-3 p.m. ET, or March 31, 3-4 p.m. ET. This is an optional activity, and to be eligible, organizations must have submitted a signed contract application to exhibit by Jan. 5. Exhibitors will submit 3-5 topics of expertise for the GIA Steering Committee's consideration. There will be two preconference sessions to minimize topic overlap, and exhibitors will have the opportunity to rank the two dates. The conference planning committee will determine the final schedule, and there is no guarantee that exhibitors will be assigned their date of choice. During the education session, attendees will join a main room and select the breakout room of interest. Breakout rooms will be facilitated by a GIA volunteer leader, who will work with the exhibitor representatives to structure breakout room discussions. Prospective attendees will be GIA members and other institutional advancement professionals. Attendance will not be limited to conference registrants, and attendee registration information will not be shared.
- A description of your organization in the mobile app.
- The postconference (opt-in) attendee list for a one-time mailing after the conference.

Please note: Space is limited to a maximum of 22 exhibit tables, and one organization may not purchase multiple exhibit tables.

(Continued on next page)

QUESTIONS

SALES QUESTIONS: AAMC Exhibit Sales Team at aamc@corcexpo.com

LOGISTICAL QUESTIONS: Shana Schwartz at sschwartz@aamc.org

REGISTRATION QUESTIONS: Jabryl Tolson at jtolson@aamc.org

PRECONFERENCE AND EDUCATION PROGRAM QUESTIONS: Jennifer Blanck at jblanck@aamc.org



The AAMC reserves the right in its sole discretion to determine the eligibility of any applicant to be an exhibitor. The AAMC further reserves the right to decline, prohibit, deny access to, or remove any exhibit, which in its sole judgment is contrary to the character, objectives, and best interests of the AAMC Conference for Institutional Advancement or the AAMC mission.

Exhibitors that submit a contract by Jan. 5 will hear of their acceptance or rejection no later than Jan. 12. Those accepted will receive a questionnaire about the preconference workshop along with their acceptance. The deadline to submit the questionnaire indicating whether they want to participate, their date preferences, and their 3-5 proposed topics for GIA Steering Committee review will be Jan. 20 at 9 a.m. ET. This is a hard deadline. Exhibitors that submit a contract between Jan. 5 and Feb. 2 will hear of their acceptance or rejection by Feb. 20. Exhibitors who submit a contract after Feb. 20 will hear of their acceptance or rejection three weeks later.

Exhibitors will receive an email with instructions on how to purchase electricity and audiovisual equipment in early 2026.

Unique sponsorship opportunity for this conference only!

Wednesday Trail Mix Break | \$5,000 (exclusive)

Your brand will be present during the “famous” trail mix break on Wednesday afternoon. Your company will be acknowledged with two 22-by-28-inch posters and via digital marketing materials (i.e., conference website and emails). The session will be listed as “Trail Mix Break — Sponsored by [EXHIBITOR NAME]” in the on-site signage, online agenda, and event app.

QUESTIONS

SALES QUESTIONS: AAMC Exhibit Sales Team at aamc@corcexpo.com

LOGISTICAL QUESTIONS: Shana Schwartz at sschwartz@aamc.org

REGISTRATION QUESTIONS: Jabryl Tolson at jtolson@aamc.org

PRECONFERENCE AND EDUCATION PROGRAM QUESTIONS: Jennifer Blanck at jblanck@aamc.org



2026 GBA-GIP-GFA Joint Spring Meeting

WHEN: April 22-24

WHERE: Hyatt Regency St. Louis at the Arch

WHO: Attendees include leaders from academic medical centers, such as principal business officers, department administrators, HR professionals, strategic and space planners, faculty affairs deans, and other administrators.

This meeting provides a unique forum to promote and learn from the collaborations that occur daily at academic medical centers by bringing together three important professional groups within the AAMC.

We expect a rich and thoughtful program that addresses some of the many issues, challenges, and successes of academic health centers. The solution-focused content gives attendees helpful takeaways and tools to bring back to their institutions.

These three groups are meeting together for the first time in 2026. The theme for the conference is "Navigating Complexity: Aligning People, Strategy, and Resources." The conference includes:

- Two full days and one half day.
- Collaboration and hearing a range of perspectives on critical topics of importance.



650

expected attendees in 2026

427

GBA/GIP attendees in 2025

292

GFA attendees in 2025



Exhibitor Package and Fees

With the purchase of a **\$5,250** exhibitor package, your organization will be entitled to:

- A 6-foot skirted table with two chairs.
- Two full meeting registrations, including all sessions and receptions.
- A description of your organization in the mobile app and on the meeting website.
- The postconference (opt-in) attendee list for a one-time mailing after the conference.

Please note: Space is limited, and one organization may not purchase multiple exhibit tables. Exhibit tables will be granted on a first-come, first-served basis.

QUESTIONS

SALES QUESTIONS: AAMC Exhibit Sales Team at aamc@corcexpo.com

LOGISTICAL QUESTIONS: Kristina Reardon at kreardon@aamc.org

REGISTRATION QUESTIONS: Leann Kirk at lirk@aamc.org



2026 Information Technology in Academic Medicine Conference, Sponsored by the Group on Information Resources (GIR)

WHEN: June 3-5

WHERE: Downright Austin

WHO: Attendees are leaders and specialists in the field of information technology in academic medicine (e.g., chief information officers, IT directors, education technologists, informaticians, librarians) from U.S. and Canadian medical schools and teaching hospitals.

The Information Technology in Academic Medicine Conference, sponsored by the GIR, is the premier event for the academic medicine technology and data communities to share how they address challenges and develop successful strategies for meeting organizational goals. The Group on Information Resources (GIR) provides a forum for individuals in relevant roles of leadership and responsibility to promote excellence in the application and integration of information resources in academic medicine, including medical education, clinical care, and health sciences research. The theme for the 2026 event is "Blazing a Trail for Solutions." The conference event will take place over one full day and two half days.



210

attendees in 2025

200+

expected attendees in 2026

69

first-time attendees in 2025



2025 attendees' institution types

- 51% Academic medical center
- 11% Teaching health system
- 10% University-based flagship foundation
- 10% Teaching hospital
- 6% Hospital foundation
- 5% Other
- 4% Community-based institution
- 3% Medical foundation



Exhibitor Package and Fees

With the purchase of a **\$5,000** exhibitor package, your organization will be entitled to:

- A 6-foot skirted table with two chairs.
- Two full meeting registrations, including all sessions and receptions.
- A description of your organization in the mobile app and on the meeting website.
- The postconference (opt-in) attendee list for a one-time mailing after the conference.

Please note: Space is limited to a maximum of 8 exhibit tables, and one organization may not purchase multiple exhibit tables. Exhibit tables will be granted on a first-come, first-served basis.

QUESTIONS

SALES QUESTIONS: AAMC Exhibit Sales Team at aamc@corcexpo.com

LOGISTICAL QUESTIONS: Amy Beers at abeers@aamc.org

REGISTRATION QUESTIONS: Leann Kirk at lkirk@aamc.org

Terms and Conditions for Exhibitors and Sponsors

- 1. The Organization.** These terms and conditions are made between the Association of American Medical Colleges (the "AAMC") and the organization purchasing either sponsorship or exhibitor privileges (the "Organization").
- 2. Commitments.** The sponsorship and exhibitor benefits, fees, timeline, schedules, and logistics outlined in this prospectus represent the duties and obligations of the AAMC and the Organization for the privileges purchased.
- 3. Exhibitor/Sponsor Objectives.** The AAMC exhibit area is produced by and is the property of the AAMC. The exhibit area is a practical, educational adjunct to the professional meetings held during the learning offering. The exhibit area is meant to supplement the professional meetings by providing AAMC members with various types of products, services, and information. Exhibitors and sponsors are expected to display their products and/or discuss their services with awareness of the professional and practical needs of meeting attendees. The AAMC reserves the right to refuse space to any applicant that, in the opinion of the AAMC, is unlikely to contribute to the overall objectives of the meeting. The AAMC may prohibit installation or request removal or discontinuance of any exhibit or promotion, wholly or in part, that in its opinion is not in keeping with the character and purpose of the conference. Any exhibitor or sponsor that does not abide by these guidelines will not be invited to participate in future AAMC activities.
- 4. Exhibitor/Sponsor Representative Responsibilities.** Each exhibitor and sponsor must name at least one person to be the official Representative in Charge and responsible party. The Representative in Charge will receive all relevant materials relating to the learning offering. That representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to the AAMC and to other contractors and subcontractors. It is recommended that exhibit materials be available on your assigned table/booth at all times. It is the responsibility of the Representative in Charge to ensure that all staff affiliated with the exhibit adhere to these regulations. Exhibitors and sponsors will not have any role in the selection of meeting content, topics, or speakers and cannot attend any planning activities for the meeting. An exhibitor/sponsor or other commercial representative may be included as a presenter on the program agenda if they have a particular expertise that would make a significant and relevant contribution to the program and if a representative of an AAMC-member institution (or AAMC staff) is a co-presenter.
- 5. Contract for Exhibit Space.** The commitment for exhibit space and full payment of rental charges together constitute a contract for a right to use the space.
- 6. Arrangements of Exhibits.** All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others.
- 7. Installation and Dismantling.** Tabletop exhibits must be installed in the exhibit area during the designated times. Exhibitors may not dismantle or disturb their exhibits until after the official closing. Exhibitors will have the opportunity to dismantle their exhibit after the official closing; all exhibits must be dismantled by the designated end time on that day.
- 8. Organization's Personnel.** The Organization's staff may attend all sessions and receptions, unless otherwise noted in the prospectus. All personnel are required to display proper name badges throughout move-in, conference hours, and move-out. Personnel may not initiate sales or marketing activities while in the room where a meeting session is taking place.
- 9. Organization's Information.** The final program and mobile app (if applicable) will include an exhibitor/sponsor section.
- 10. Union Labor.** The Organization is required to observe all union contracts in effect among show management, official contractors, facilities, and various labor organizations represented. Any labor required for installation or dismantling, decoration, or use of equipment must be ordered through the official service contractor. Tipping is strictly forbidden for any personnel providing services to the Organization in the exhibit area.
- 11. Use of Exhibit Space.** No exhibitor or sponsor shall assign, sublet, or share the whole or any part of the space allotted without the consent of the AAMC and approval of the terms thereof. No exhibitor or sponsor is permitted to show goods other than those they manufactured or handled in the regular course of business. No organization not assigned space in the exhibit area will be permitted to solicit business in any manner within the exhibit area.
- 12. Sound Devices and Noise Level.** The use of devices for the mechanical reproduction of sound is prohibited. Any demonstrations or presentations must be conducted at a low volume so that nearby exhibitors are not bothered.
- 13. Circulation and Solicitation.** Distribution by the Organization of any printed matter, souvenirs, or other articles must be confined to the space assigned. (Invitations that can be slid under attendees' room doors or gifts delivered to rooms are not permitted.) No undignified manner of attracting attention will be permitted. All aisle space belongs to the AAMC. No advertising matter will be allowed to extend beyond the space allotted to the Organization.
- 14. Giveaways.** Organizations may provide token giveaways at their exhibit table/booth but cannot distribute these items in any other space, including at the registration desk and meeting rooms. Exhibitors and sponsors are prohibited from providing meeting accessories (for example, tote bags, lanyards) for distribution to all attendees. Raffles are permitted but must be preapproved by AAMC staff. AAMC staff have the right to approve exhibitor materials.
- 15. Direct Selling.** In the event that an Organization engages in on-location transactions, it will be responsible for complying with all federal, state, and local laws regarding sales taxes and laws that may pertain to such sales.
- 16. Location of Exhibit Area.** The AAMC reserves the right to alter the location of the exhibit area as it deems advisable and in the interest of the Exhibit Show; however, no change of location will be made without full discussion with the Organization affected by such changes.
- 17. Security.** The AAMC will take reasonable precautions to safeguard the exhibit hall; however, the AAMC will not be liable for loss or damage to property or personnel from theft, fire, accident, or any other cause beyond its reasonable control. Organizations are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury. The Organization shall indemnify the AAMC against, and hold it harmless from, negligence of the Organization in connection with the Organization's conduct at the Exhibit Show.

THE AAMC'S LIABILITY ARISING FROM OR RELATING TO THIS AGREEMENT IS LIMITED TO THE AMOUNT PAID BY THE ORGANIZATION FOR THE SERVICES DESCRIBED HEREIN.
- 18. Exhibitor-Sponsored Sessions.** Exhibitors may host independent events for meeting attendees under the following guidelines:
 - The event does not conflict with any scheduled meeting session or event.
 - Prior permission has been granted in writing by the AAMC meetings staff.
 - Requests for function or hospitality space or suites must be submitted to the AAMC in writing.
 - Once the event is approved, the guest, attendee, or third party is responsible for all costs (except meeting room rental) associated with the function or hospitality space or suites.
- 19. Failure to Open the Exhibit Hall.** In the event the AAMC Exhibit Show fails to take place as scheduled or is interrupted and/or discontinued, or access to the hotel or Exhibit Show premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, or emergency declared by any government agency or any other reason, this contract may be terminated by the AAMC. In the event of such termination, the Organization waives any and all damages and claims for damages and agrees that the sole liability of the AAMC shall be to return to the Organization the space payments, less the pro rata share of all costs and expenses incurred and committed by the AAMC.
- 20. Cancellation Policy.** All cancellations must be completed through the online registration of the purchaser. Instructions on how to cancel the agreement are in the registration confirmation email. Online cancellation is required to acknowledge the refund, if applicable. Any cancellation received prior to 6 weeks out from the meeting start date will be assessed a 15% processing fee. Cancellations received after that date will result in the forfeiture of the entire exhibit fee. Forfeited fees may not be applied to other AAMC events.
- 21. The AAMC reserves the right to deny exhibit space and sponsor opportunities to any organization.**

If you would like to maximize your organization's level of visibility, in addition to purchasing an exhibitor package, please consider the sponsorship opportunities available on page 4.



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