



Exhibit Space and Joint Books Display Contract

Joint Mathematics Meetings, January 16-19, 2019 Baltimore Convention Center

Please select one of the following: Exhibit Space Joint Book Display Both

Company Name: _____

Contact Name: _____ Title: _____

Mailing Address: _____

Email: _____ Daytime Telephone: _____

Marketing Contact: _____ Title: _____

Email: _____

Signature: _____ Date: _____

Exhibit Space

Terms for Exhibit Space

Please refer to the enclosed floor plan for your choice of booths. **All booth assignments will start on June 5, 2018 and will be based on date of receipt, with priority given to sponsors.** Exhibit space is assigned on a first-come, first-served basis and **payment is required in full** prior to consideration. If all selected spaces are no longer available, space will be assigned as equitably as possible. To optimize exhibit space, the AMS and MAA reserve the right to move booth locations or deny changes to booth assignments, when necessary. **Special Category Booths and Islands can only be requested until August 28, 2018.**

Please check. The undersigned agrees that he/she is authorized to enter into this contract and agrees to abide by all requirements, restrictions, and obligations listed in this **contract** and the enclosed *Rules for Exhibiting*. The parties hereby agree that there are no other understandings or agreements that are not contained in said documents.

Booth Types and Rental Prices

Singles (10'x10')

Prime Corner	US \$2,189
Prime In-Line	US \$2,056
Non-Prime Corner	US \$1,612
Non-Prime In-Line	US \$1,541

Special Category (10'x10') – US \$754

Limited to companies with less than 6 employees - Non-Prime In-Line Space ONLY
 Deadline for submissions: **August 28, 2018**

New Venture Row – US \$507

First time exhibiting companies ONLY
 Non-Prime Space ONLY

Island Booth – US \$2,163 per booth

Minimum 4 booths per island (20x20)
 Deadline for submissions: **August 28, 2018**

Exhibit Space Choice

Number of Booths Required: _____ 1st Choice Booth #'s: _____ 2nd Choice Booth #'s: _____

Product/Service Type: (Circle all that apply to your company): Publications/Software/Hardware/Novelties/Other

Please list your top 3 competitive companies: _____

Check here if you do not mind being placed next to or across from your competitor.

Special Requests:

Internal Use ONLY: Assigned Booth Numbers: _____

DOM Signature: _____ Date Approved: _____



Joint Books Display

Terms for Joint Books Display

The AMS and MAA are not liable for loss of or damage to any Joint Book Exhibit materials. This exhibit booth cannot be attended and/or staffed by any representative or affiliate of participating companies*. Hardware displays, including laptop displays, are not permitted. **All order forms must be provided by the participating company and must be shipped with all materials directly to the meeting.** Materials cannot be displayed without their corresponding order forms. All books and journals displayed at the Joint Books Exhibit will be donated to the library of a local university after the meeting. The AMS and MAA are not liable or responsible for any lost or forgotten shipments of Joint Books Exhibit materials sent to or from the meeting and cannot provide any reimbursements for any materials that could not be displayed for said reasons. **All fees are non-refundable.**

*Exhibitors who are exhibiting at the meeting but would also like to display some of their materials elsewhere in the hall may participate in the Joint Books Display. However, all rules of this display will apply to them too and arrangements must be made with the Exhibits Coordinator prior to the last day of the meeting to retrieve their materials. Otherwise, their materials will be discarded and/or donated to a local university.

Material Prices

Books	US \$50	Posters (max 32"x40")	US \$73
Journals	US \$50	Catalogs (max 200 copies)	US \$50
Poster (max 14"x18")	US \$63	Promotional Literature (max 300 copies)	US \$50

Joint Book Display Information

We wish to display the following books, journals, and promotional materials at the Joint Exhibit. If more space is needed, please attach an additional list to this form. We offer a discount of _____% on books and/or a _____% discount on journals ordered from the Joint Books Exhibit. **(Please use other side of this sheet for additional listings.) I understand that I must provide an order form for these materials.**

<u>Books and Journals: Title</u>	<u>Author</u>	<u>Price</u>
_____	_____	_____
_____	_____	_____

Posters, Catalogs, and Promotional Literature (Item Description)

Totals: ___ books ___ journals ___ posters ___ catalogs ___ promos

Payment Information – Exhibit Space and Joint Books Display

Special Service Fee: To provide an affordable way for all exhibitors to receive FREE Wi-Fi access in the exhibit hall, all exhibiting companies who are renting space are asked to pay a small one-time service fee of US \$145. I agree to pay this fee to receive free Wi-Fi in the exhibit hall for the duration of the JMM. By checking this box, I acknowledge that I read, understand, and abide by all of the access rules listed under "Internet Access" in the enclosed "Rules and Regulations for Exhibiting."

Total Amount of Exhibit Booth Space Rental: _____ **PLUS: US \$145 Service Fee (exhibit booth only)**

Total Amount for Joint Books Display Rental: _____

Grand Total To Be Paid: _____ **Payment Type:** ___ Check ___ Credit Card

Full payment is required with this contract. Make checks payable to the AMS. Foreign checks must be drawn on a US Bank and payable in US funds. All major credit cards also accepted (**by phone only**). To pay by credit card, please call Christine Davis at 401-455-4137 or 800-321-4267 x 4137. For your security, we do not accept credit card numbers by postal mail, email, or fax. **For questions,** contact the MMSB at mmsb@ams.org. For ALL check payments, **please keep a copy of this for your records and send to:** Mathematics Service Bureau (MMSB), PO Box 6887, Providence, RI 02940-6887, USA



Rules and Regulations for Exhibiting

Joint Mathematics Meetings, January 16-19, 2019, Baltimore Convention Center

Terms of Agreement

The enclosed Exhibits Space Contract, properly executed by the Exhibitor and accepted in writing by the American Mathematical Society (AMS) and the Mathematical Association of America (MAA), shall be considered a binding agreement between all parties and subject to the rules stated in this document and the regulations of the Baltimore Convention Center. The parties hereby agree that there are no other understandings or agreements between the parties, which are not contained in these documents.

Hours of Operation

Move-In Hours: Tuesday, January 15, 2019 from 8:00 a.m. to 4:00 p.m. and Wednesday, January 16, 2019 from 8:00 a.m. to 11:30 a.m.

Move-Out Hours: Saturday, January 19, 2019 from noon to 4:00 p.m.

All exhibitors are required to be set up by 11:30 a.m. on Wednesday, January 16, 2019 or their contracted space may be forfeited.

The decorator will provide sufficient labor so that the move-in and move-out schedules listed above can be adhered to.

Show Hours: Wednesday, January 16, 2019 from 12:15 p.m. to 5:30 p.m.; Thursday, January 17, 2019 from 9:30 a.m. to 5:30 p.m.; Friday, January 18, 2019 from 9:30 a.m. to 5:30 p.m.; and Saturday, January 19, 2019 from 9:00 a.m. to noon

ADA Policy

We strive to take the appropriate steps required to ensure that no individual with a disability is excluded, denied services, segregated, or otherwise treated differently. All requests for special accommodations under the Americans with Disabilities Act of 1990 (ADA) must be made allowing enough time for evaluation and appropriate action by the AMS and MAA. Any information obtained about any disability will remain confidential.

Please tell us before the meeting what you require to help make your participation more enjoyable and meaningful. If you require special assistance, auxiliary aids or other reasonable accommodations to fully participate in this event, please check off the appropriate box on the Registration Form or email the MMSB at mmsb@ams.org.

Questions on-site about accessibility of session rooms, exhibits, or public space should be directed to the Logistics Manager at the Registration Assistance Section, located at the Registration Desk. If you wish to speak to someone before the meeting, please send email to meet@ams.org.

Exhibitors shall at all times comply with the provisions of the American with Disabilities Act, including but not limited to, wheelchair access provisions. Details on all provisions shall be sent to exhibitors by mid-September 2018.

Balloons and Decorations

Balloons, of any kind, are not allowed in the Baltimore Convention Center. No pins, tacks, nails, staples, screws, bolts, etc. or adhesives of any kind are permitted on any wall, door, floor, air wall, column, or any other furniture of the convention center. The use of confetti cannons, smoke machines, and pyrotechnics are also prohibited in the convention center.

Booth Information/Space Rental

The exhibits will be located inside Exhibit Hall F of the Baltimore Convention Center.

Each exhibitor will be furnished with a 10' x 10' booth that includes an 8' high background drape and a 3' high side divider drape. A 7" x 44" sign will be furnished with the exhibitor's company name in all



upper case letters and booth number. Each New Venture exhibitor will be furnished with a 10' x 10' booth that includes an 8' high back wall, an 8' skirted table, two chairs, a waste basket, and a 7" x 44" sign.

All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. Display materials may occupy air space above a booth at a maximum height of 8'. Any plans for oversize displays or unusual installations must be submitted to the Exhibits Coordinator for approval prior to the meeting. Exhibits taller than 8' cannot be permitted. To optimize exhibit space, the AMS and the MAA reserve the right to move booth locations or deny changes to booth assignments, when necessary.

Booth Staffing

Exhibitors are required to keep their booth(s) staffed with at least one attendant during exhibit hours. Failure to do so may result in removal of the exhibit from the meeting at the exhibitor's expense.

Packing of equipment, books, literature, etc., or breakdown of exhibits will not be permitted before noon on January 19, 2019. Those who violate these rules without sufficient cause or prior permission from the Exhibits Coordinator to do so will be required to pay a penalty of US \$100.

Broadcasting, Photographing, and Videotaping Policy

The videotaping and broadcasting of any AMS or joint-sponsored events, talks, and sessions is strictly forbidden without the explicit written permission of the AMS Director of Meetings and Conferences. To obtain permission, send your request by email to meet@ams.org to the attention of the AMS Director of Meetings and Conferences. Having submitted a request form does not constitute temporary authority, and approval will not be given orally. Please allow sufficient time for the approval process to be completed. Allow at least two weeks from time of receipt of request by the AMS.

The recording or broadcasting of any MAA sponsored events, including but not limited to proceedings at sectional and national meetings, workshops, mini-courses, short-courses, and colloquia, is strictly forbidden without the explicit written permission of the Mathematical Association of America.

To obtain permission to record and/or broadcast an MAA event or activity complete the information requested in the Request to Record or Broadcast [form](#) on maa.org and send your request to the MAA Executive Director. You must have received a signed form granting approval for recording and/or broadcasting an MAA event before the event takes place. Having submitted a request form does not constitute temporary authority, and approval will not be given orally. Please allow sufficient time for the approval process to be completed. Allow at least two weeks from time of receipt of request by the MAA office.

Photographs and videos of meeting interactions will be taken by professional photographers hired by the Joint Mathematics Meetings or by AMS and MAA staff. These photographs and videos may occasionally be used for publicity purposes. By participating in the Joint Mathematics Meetings, all participants acknowledge that their photograph or a video that includes them may be published in material produced by the Joint Meetings, AMS or MAA. AMS and MAA are not responsible for unauthorized photographs, other images, or videos that are not taken by professional photographers hired by the Joint Mathematics Meetings or AMS and MAA staff.

Exhibitors and other participants may take pictures at the meeting for personal purposes only. Under no circumstances can these pictures be published without the permission of the parties involved. Under no circumstances will anyone be permitted to take pictures of an exhibitor's display, exhibit, or product(s) without the permission of the exhibitor.

Cancellation

A cancellation fee of US \$200 per booth will be applied for booths cancelled before **October 23, 2018**. Refunds cannot be issued for booths cancelled after **October 23, 2018**. Refunds cannot be issued for any changes made in booth rentals after **October 23, 2018**. Refunds will be issued in the same form in which



funds were received.

Carpeting

Exhibit Hall F is not carpeted and exhibitors may order carpeting through the decorator.

Catering

All catering needs for exhibit space MUST be ordered through “Centerplate” at the Baltimore Convention Center. Exhibitors will be subject to penalty charges by the Baltimore Convention Center if outside catering vendors are used. For all catering needs, please contact Angela Kelly at angela.kelly@centerplate.com.

Compliance with the Law

The exhibitor shall not engage in any display, publication, performance, or other activity that is in conflict with any federal, state, or local law, regulations, rule or ordinance, nor shall the exhibitor, or its representatives or employees, engage in any lewd display, publication, or performance.

Display Space Usage

All demonstrations and distribution of literature and promotional materials must be within the confines of an exhibitor’s contracted booth space. Should storage boxes interfere with the professional appearance of the hall, show management reserves the right to remove the boxes/materials or drape the area at the exhibitor’s expense. Reassignment, subletting, or sharing any part of allotted booth space is prohibited. Solicitations and distribution of printed advertising must be confined to booth space only, unless other arrangements have been made prior to the meeting. Interference with normal traffic flow and infringement on neighboring exhibits will not be permitted. Interactions with participants should occur within the confines of an exhibitor’s contracted booth space.

Exhibitor Activities

Exhibitor agrees not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, and hospitality suites that are in conflict with the official program of the Joint Mathematics Meetings, whether such activities are at or away from a contracted meeting facility. Exhibitors must email the Logistics Coordinator, Eileen Muelhbauer, at epm@ams.org, for written approval as to time, date, and place of any program or event the exhibitor intends to hold in conjunction with its exhibit.

Exhibitor Services

Information on registration for a badge, hotel reservations, shipping, etc., will be sent by the Mathematics Meetings Service Bureau by **September 11, 2018** to all exhibitors who have reserved space. An Exhibitor Service Kit will be sent electronically from Levy Exposition Services to exhibitors by the second week of October. This kit will contain information and order forms for additional services. Please contact the decorator directly with any questions regarding the Service Kits. An Exhibitor Service Desk, which will be located on the exhibits floor, will be staffed by Levy Exposition Services throughout move-in, show hours, and move-out periods.

Inability to Perform

In the event of fire, strikes, or other uncontrollable circumstances rendering the exhibit area unfit or unavailable for use, this contract will not be binding and all fees paid by exhibitors will be promptly refunded to exhibitors.

Insurance

Each exhibitor is required to be covered by Public Liability Insurance, naming the American Mathematical Society and the Mathematical Association of America as co-insured in the amount of not less than US \$300,000 for injury to each person, not less than US \$1,000,000 for each accident and not less than US \$1,000,000 property damage for each accident, to protect against possible claims arising out of the operation of its booth.

Theft and fire insurance floater policies are highly recommended. Small or easily portable articles of



value should be properly secured or removed after exhibit hours. JMM insurance policies do not include fire and theft coverage for individual exhibit booths.

Internet Access

To provide an affordable way for all exhibitors to receive FREE Wi-Fi access in the exhibit hall, all exhibiting companies are asked to pay a small one-time service fee of US \$145. This fee is calculated to cover a wireless network just for exhibitors for the duration of the meeting and will have the capacity to provide basic access to the internet. It will be capped at 1.5Mbps up/down per user.

The JMM will monitor the health of this wireless network for exhibitors, but while every practical effort will be made to provide stable reliable network services, there is no explicit service level agreement for any network provided through M.C. Dean for the JMM, including wireless networks, nor are there any remedies available in the event that network services are lost.

Exhibitors acknowledge the ramifications of using outside switches, routers and other wireless access points (see below) and shall not hold the JMM responsible for any decreased or lost wireless network performance in the exhibit hall due to the use of said devices.

The wireless network provided in the exhibit hall is a best effort network. If any exhibitor is planning to run any demonstrations in their booth that require high availability network access, they are advised to order a wired network connection through the Audiovisual Exhibitor Services Form provided in their service kits or contact a M.C. Dean representative on-site.

Use of outside switches, routers and wireless access points (including MiFi devices): The network infrastructure is specifically designed for the Baltimore Convention Center and installed with specific equipment to handle a high volume of guest activity. The wireless access points are installed and configured to coordinate their activity and cooperate with each other.

The introduction of customer supplied switches, routers and wireless access points (including MiFi devices) into this specifically designed system creates interference and causes performance deterioration and possible failure of both the in house and customer supplied equipment. In order to ensure the success of everyone's event, M. C. Dean should be notified well in advance of any intended use of outside switches, routers or wireless access points to ensure they will work without causing problems.

Customer supplied switches, routers and wireless access points are the responsibility of the customer to troubleshoot and M.C. Dean does not maintain spares of consumer grade equipment.

Lighting

Lighting by use of lanterns and candles is prohibited.

Limitation of Liability

Each exhibitor must make provision for the safe guarding of his goods, materials, equipment, and display at all times, and wherever the same may be located within, on, or about the Baltimore Convention Center premises. The American Mathematical Society, Mathematical Association of America, Levy Exposition

Services, and the Baltimore Convention Center will not be responsible for property damage or loss by, or for, any cause, and exhibitor hereby waives any right to claim liability against them for the same.

The exhibitor assumes full responsibility for property damage, personal injury, or death to any party by reason of exhibitor's participation in the exhibits or in meeting activities, and exhibitor agrees to defend, indemnify, and hold the American Mathematical Society, Mathematical Association of America, Levy Exposition Services, and the Baltimore Convention Center, its officers, staff, and subcontractors, harmless from all liability which might occur from any act of God or any cause whatsoever arising out of exhibitor's participation in the JMM Exhibits or in meeting activities. The American Mathematical



Society, Mathematical Association of America, Levy Exposition Services, and the Baltimore Convention Center, its officers, staff, and subcontractors will not be liable for injuries to any person or for damages to

property owned or controlled by exhibitor, which claims for damages or injuries may be incident to, arise from, or be in any way connected with exhibitor's occupation of display space, and the exhibitor agrees to defend, indemnify and hold the American Mathematical Society, Mathematical Association of America, Levy Exposition Services, and the Baltimore Convention Center its officers, staff, and subcontractors harmless against all such claims.

The exhibitor expressly understands and agrees that the foregoing limitation of liability clauses apply not only during the exhibit hours, but also at all other hours of the day for the period extending from the commencement of installations until the final removal of all the exhibitor's property and personnel from Exhibit Hall F and to any latent contingent damage, injuries, or liability arising or discovered at a later date as the results of or arising out of exhibitor's participation in the JMM Exhibits.

The American Mathematical Society, Mathematical Association of America, Levy Exposition Services, and the Baltimore Convention Center will not be responsible to any degree whatsoever for any ill effects caused any person or group of persons in attendance prior to, during, and after the close of the JMM Exhibits for any samples taken, or by other means given them by the exhibitor representative.

Meeting Room Space

A limited number of meeting rooms will be available to JMM exhibitors for a rental fee. If you are interested in reserving meeting space, please contact Eileen Muelhbauer at (401) 455-4143 or epm@ams.org.

Outside Contractors

- A. Exhibitors may use outside contractors, if approved, to perform all work desired at their booth space. The AMS and the MAA assume no liability for any work performed by such contractors, and exhibitors shall look solely to damage resulting from work performed by such contractors.
- B. All outside installation and dismantling contractors or individuals hired directly by exhibitors to erect and dismantle exhibits shall provide the Exhibits Coordinator and the Official Contractor with a valid Certificate of Insurance at least 45 days prior to the opening of the JMM Exhibits so permission may be given for said contractor(s) to operate.
- C. All approved contractors must receive special 'outside' badges from Levy Exposition Services prior to the opening of the JMM Exhibits and must wear them at all times while in the exhibit hall.

Press Releases and Media Coverage

The JMM attracts widespread media attention and has its own press room. The JMM Press Room sends out news releases of highlights and key events of the JMM to key press representatives. All sponsors are invited to submit fact sheets/releases about their missions and news to the Public Awareness Office at pao-office@ams.org. Releases about products and services are not accepted.

Product and Service Eligibility Requirements

- A. All exhibitors must provide accurate information and must not be deceptive or misleading.
- B. Companies are eligible to exhibit if they meet at least one of the following criteria:
 1. Products and services directly related to and useful in the practice of the mathematical sciences,
 2. Products and services indirectly related to the practice of the mathematical sciences that are used by, support, or are otherwise beneficial to mathematicians in their practices; or
 3. Products and services not specified in these rules and regulations that are unrelated to mathematical sciences but have been approved in writing by the AMS Director of Meetings.



Security

Overnight security will be provided inside Exhibit Hall F of the Baltimore Convention Center. However, exhibitors are solely responsible for their own exhibit materials and personal property and should insure their exhibit and personal property against any damage or loss.

Smoking

Smoking is not allowed in the Baltimore Convention Center at any time.

Sound

No music of any kind will be allowed in exhibits. Announcements may be made by the Exhibits Coordinator only.

Tax Information, Baltimore

Baltimore, MD tax information will be sent to exhibitors by **September 11, 2018**.

Violation of Contract

- A. The AMS and MAA reserve the right to inspect all products to be exhibited to ensure compliance with the Rules and Regulations set forth in this document.
- B. Any exhibitor shall be subject to eviction, without refund, if this contract is violated.

JMM Policy on a Welcoming Environment

The AMS and MAA strive to ensure that participants in the JMM enjoy a welcoming environment. In all its activities, the AMS and MAA seek to foster an atmosphere that encourages the free expression and exchange of ideas. The AMS and MAA support equality of opportunity and treatment for all participants, regardless of gender, gender identity or expression, race, color, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disabilities, or veteran status.

Harassment is a form of misconduct that undermines the integrity of the AMS and MAA, and their activities and missions.

The AMS and MAA will make every effort to maintain an environment that is free of harassment, even though it does not control the behavior of third parties. A commitment to a welcoming environment is expected of all participants of JMM activities, including mathematicians, students, guests, staff, contractors and exhibitors, and participants in scientific sessions and social events. To this end, the AMS and MAA will include a statement concerning its expectations towards maintaining a welcoming environment in registration materials for the JMM, and has put in place a mechanism for reporting violations. Violations may be reported confidentially and anonymously to 855-282-5703 or at www.mathsociety.ethicspoint.com. The reporting mechanism ensures the respect of privacy while alerting the AMS and MAA to the situation. Violations may also be brought to the attention of the AMS Director of Meetings & Conferences (who is usually at the meeting registration desk), and that person can provide advice about how to proceed.