

# 84th Annual Meeting of the Academy of Management **Exhibitor Guidebook**

**Hyatt Regency Chicago  
Grand Ballroom**

Chicago, Illinois, USA  
Exhibits: Friday, 9 August – Sunday, 11 August 2024

***Prepared by:***  
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## Exhibit Hall Schedule

Please arrange your trip to ensure you are set up by 4pm for a 6pm start on Friday evening. Please note that your booth must be staffed during exhibit hours.

**Thursday**      **8 August 2024**

1:00pm-5:00pm      Exhibitor set up

**Friday**      **9 August 2024**

8:00am-4:00pm      Exhibitor set up

5:45pm-8:00pm      Opening Reception (Exhibit Hall)

6:00pm-8:00pm      Exhibit Hall open

**Saturday**      **10 August 2024**

8:00am-5:00pm      Exhibit Hall open

10:15am-10:45am      Conference Break in Exhibit Hall

2:45pm-3:15pm      Conference Break in Exhibit Hall

**Sunday**      **11 August 2024**

8:00am-5:00pm      Exhibit Hall open

10:15am-10:45am      Conference Break in Exhibit Hall

2:45pm-3:15pm      Conference Break in Exhibit Hall

5:00pm- 8:00pm      Exhibitor move-out



## Important Dates

5 July 2024	*First day shipments can arrive at the advanced warehouse
19 July 2024	Deadline for discount prices with Levy
23 July 2024	Deadline to make your hotel accommodation reservations
1 August 2024	*Last day shipments can arrive at the advanced warehouse
8 August 2024	Check in and set up begins
8 August 2024	Direct to show site shipments can be received
9 August 2024	Exhibit Hall opens to all attendees
11 August 2024	Exhibits Hall closes at 5:00pm and booths are dismantled for check out

\*See Levy Service Kit for more detailed instructions for shipping. The service kit will be emailed to all registered exhibitors approximately 90 days (about 3 months) before the meeting.



# Exhibit Rules & Regulations

## **Exhibitor Conduct:**

1. No handwritten signs may be displayed in the exhibit booth.
2. Do not share the booth with another vendor without prior written approval from the Academy of Management.
3. Smoking is prohibited in the Exhibits Area.
4. Exhibitors are not authorized to conduct business with non-exhibitors in the exhibit hall during set up or tear down.

## **Food and Beverage Service:**

Food and beverage service on the exhibit floor of the Hyatt Regency is provided exclusively by Levy. Distribution or sale of food or beverages from sources other than the Hyatt is prohibited without written permission from the Hyatt or their designated representative. To order any food or beverage items for your space, please fill out and follow the directions on the order form in the Levy service kit.

## **Installation and Dismantling of Exhibits:**

The exhibit area will be available for set-up from 1:00pm-5:00pm on Thursday, 8 August 2024 and 8:00am through 4:00pm on Friday, 9 August 2024. Set-up of exhibits must be completed during these hours. No exhibit may be erected after the exhibit hall opens (Friday, 9 August at 6pm). It is the responsibility of the exhibitor to see that all materials are delivered to the official decorating company or to the facility directly. All exhibitor booths need to be dismantled between 5:00pm and 8:00pm on Sunday, 11 August 2024.

Should there be a failure to remove the exhibit, the removal will be arranged by AOM at the expense of the exhibitor. Exhibit materials may not be removed before 5:00pm on Sunday, 11 August 2024. Delivery or removal of any portion of the exhibit during show hours is prohibited. The Exhibitor agrees to have an authorized representative present during the periods of installing and dismantling the exhibit and to work with the Official Academy Exposition Services Contractor. Attendees are not permitted in any exhibitor's booth at any time during the installation or dismantling of the show or before or after the daily opening or closing of the show unless such person can positively identify himself/herself as an employee or authorized representative of the exhibitor or Official Academy Exposition Services Contractor. If this schedule does not work for you and you need to set up and/or tear down at a different time you must send a written request to [exhibits@aom.org](mailto:exhibits@aom.org) before 5 August 2024, so that we may make alternative arrangements.

## **No-Shows:**

If the exhibitor fails to install a product or display in assigned space, fails to staff the space, fails to pay the rent, or fails to comply with any other provision of this agreement, AOM shall have the right without notice to the exhibitor to take possession of said space and lease said space or any part thereof to such parties and upon such terms and conditions as it may deem proper. No refund will be issued to no-shows.

## **Furnishings and Space:**

Furniture, carpeting, draping, accessories, signs, electrical outlets, etc. must be arranged through our general service contractor, Levy, at the sole expense of the exhibitor.

## **Acceptability of Exhibits:**

All exhibits shall serve the interest of AOM and shall be operated in a way that will not detract from other exhibits or

the convention. AOM reserves the right to restrict exhibits which detract from the general character of the display or convention. This includes people, things, conduct, printed materials, or anything of a character which may detract from the exhibit or convention. AOM reserves the right to deny exhibit space to any potential exhibitor if AOM determines that the content or intention of the exhibitor is inconsistent with the goals and objectives of the organization. AOM reserves the right to require the immediate withdrawal of an exhibitor which AOM believes to be injurious to the purpose of the organization. AOM is not liable for any refunds of rentals or other exhibition expenses. No exhibit will be permitted which violates any municipal, state, or Federal laws, rules, and regulations, including safety codes. Acceptance of an exhibit application does not imply an endorsement of the exhibitor or exhibitor's products or services. Display boards and other high exhibits shall not be placed in such a manner as to interfere with other exhibits. No exhibit shall extend beyond the official floor plan dimensions or an aisle. Verbal announcements, recordings, radios, closed circuit, or videotape TV, sound-slide presentations, motion picture, or other attention-getting devices are prohibited if objectionable to adjacent exhibitors. All demonstrations and other activities must be confined to the limits of the exhibition booth or to AOM provided areas, such as the exhibit hall conference room. AOM follows the [IAEE \(International Association of Exhibitions and Events\) Guidelines for Display Rules & Regulations](#).

**Security and Liability:**

SPECIAL SECURITY PERSONNEL WILL BE ON 24-HOUR DUTY IN THE EXHIBITS AREA STARTING AT 1:00 P.M. ON THURSDAY AND ENDING AT 8:00 P.M. ON SUNDAY. The Academy of Management and the Hyatt Regency Chicago will take special precautions to safeguard each exhibitor's property during the show; however, the Academy of Management specifically refuses all liability. Specifically, neither the Academy of Management nor the Hyatt Regency Chicago will be liable for damage or loss to an exhibitor's property through theft, fire, accident, or any other cause. Further, the Academy of Management and the Hyatt Regency Chicago will not assume any liability for any injury that may occur to visitors, exhibitors, or other agents or employees of exhibitors. Exhibitors assume all responsibility and liability for their property, personnel, agents, employees, invitees, and guests. Exhibitors should ensure their own exhibits and display materials.

**Exhibitor Badges:**

The payment for each exhibit booth, regardless of size or location, will include 5 complimentary conference exhibitor badges. ***This does NOT include registration for the TLC Conference which is a separate fee.*** Additional registrations may be purchased [on our website](#) when registration opens in March 2024. Exhibitor registration will be onsite at the Hyatt Regency Chicago at the Exhibitor/Press Booth in the Grand Ballroom Foyer. Exhibitor badges and identifying tags will be provided at that time.

**PLEASE NOTE:** Exhibitor representatives, including authors and guests invited by exhibitors, will NOT be permitted to enter the Exhibits Area without a proper exhibitor badge. You may use your allotted complimentary badges to register any authors or guests visiting your booth. If you do not make the necessary provisions for invited authors and guests, they will be required to pay and register to enter the exhibits area.

Exhibitor personnel are welcome to attend Academy functions and sessions except in cases where there are additional charges assessed to our members, e.g., professional development workshops requiring additional paid

registration. Exhibitor registration does not grant access to any member-only benefits, including papers post conference and login access to the online program. To have access to papers you must register as a regular conference attendee. To protect exhibitor samples, no one is allowed into the Exhibits Area when it is not open, and no one is permitted into the area without a badge.

**Out & About Exhibitor Tables:**

This is a great opportunity for you to reach hundreds of attendees that may not have the time to visit the exhibit hall. One 6-foot skirted table will be placed in one of the Networking Hubs in your choice of meeting venue where the sessions are taking place. The table will be available to you for use on Saturday & Sunday, during exhibition hours. The table must always be staffed by a member of your organization and no items should be left at the table while it is not staffed. The Out & About table can be purchased at the same time as your booth/s.

## How to Obtain Exhibit Space

Please contact our partners at MCI:

Eric Gershowitz

Events and Media, Account Executive

410-584-1987

eric.gershowitz@mci-group.com

## Additional Information

The cost of each booth includes **five** complimentary conference exhibitor badges (not including TLC), general illumination, one booth identification sign with the exhibitor's name on it, 8-foot high drapery at the back of the booth, and 3-foot high draped side dividers. Exhibit booth fees also include a listing as an exhibitor in the Annual meeting materials circulated to the Academy members attending the event, if reserved before the deadline. ([See "Important Dates"](#)).

**Exhibit Hall Colors:**

Blue and white drape

**Carpet:**

The exhibit hall is carpeted; however, a carpet order form will still be available in the Levy Service Kit.

**Official Academy Exposition Services Contractor:**

**The official show decorator is Levy,** Exhibit booth space does not include carpet, tables, chairs, or other equipment, nor does it include electricity, labor, or other services. All utilities (including internet and electrical outlets) must also be pre-ordered from the appropriate vendors. Order forms for all such materials and services will be included in the service kit supplied by the official show decorator. Information regarding rental and service orders with descriptions and rates for all items will be made available to every confirmed exhibitor by the official show decorator at least 60 days (about 2 months) prior to the meeting or upon receipt of a booth confirmation from our exhibit management system. The service kit will be available, approximately 90 days in advance of the meeting, online through Expo Tool Kit, which is the Levy online ordering system. Levy will also provide an account specific link and a PDF copy of the service kit via email. Shipping information will also be included in the service kit.

**Hotel Accommodations:**

Exhibitors are responsible for making their reservations through the Academy of Management Housing Bureau. Exhibitors are urged to make hotel reservations as early as possible. Housing for the Annual Meeting will open in the beginning of March 2024. Rooms have been set aside at the Hyatt Regency Chicago for exhibitors.

**Housing Advisory**

Maritz is the only official housing/accommodations provider for the 2024 AOM Annual Meeting. Any other company or travel agency contacting you is not affiliated with AOM. In some cases, these companies claim to have hotel rooms at discounted rates, but when you arrive on-site the hotel does not have your reservation. As always, AOM secures a housing block providing discounted and convenient hotel accommodation for the Annual Meeting.

**Directory Use:**

Members may use the information contained on AOM.org and its directories for individual networking and communication. No part of the information available on this site can be redistributed, copied, or reproduced for commercial or non-personal use without the prior written consent of the Academy of Management (AOM). Specifically, users of the site may not compile AOM member information to be used for product promotion, unwanted/unsolicited communications, mass mailings or "spamming". AOM reserves the right to monitor the use of the information contained herein and can take appropriate remedial action, including, but not limited to, barring access to parts of the site for violations of this policy. AOM no longer sells the Annual Meeting attendee mailing addresses for marketing purposes to exhibitors. If any organization claims to be affiliated with the AOM and is selling a list, please do **NOT** enter into agreement with them. AOM has taken steps to ensure exhibitors have plenty of marketing opportunities. If there is something not listed that your organization would like to take advantage of, kindly send suggestions to Megan Johnson at [mjohnson@aom.org](mailto:mjohnson@aom.org).

**Privacy Policy:**

Please [click here](#) to view our privacy and a detailed explanation about how we collect and use information. If you have any questions or concerns, please contact [privacy@aom.org](mailto:privacy@aom.org).

**Events/Social Functions:**

Social functions and other activities sponsored by exhibitors cannot be held in conflict with the AOM Opening Reception on Friday evening or in conflict with any AOM sponsored exhibit hall breaks. Exhibitors must have a signed contract before an ancillary event is approved by AOM. Exhibitors are responsible for all arrangements and costs associated with their event including room rental, audiovisual equipment, food, and beverage, etc. All requests for space outside of the exhibit hall for social functions must be requested through Brianna Giampia, Program Manager at [bgiampia@aom.org](mailto:bgiampia@aom.org).

**Insurance:**

Insurance protection will not be afforded to the exhibitor either by the AOM or the Hyatt Regency Chicago. Exhibitors shall carry their own insurance to cover exhibit material against damage. Exhibitors utilizing independent contractors must provide the AOM with a certificate of insurance in full compliance with all provisions as stated below by 18 July 2024. Also, a separate certificate of insurance must be provided in the exhibiting company's name.

**Note:** The AOM is required to provide similar proof of our insurance, including automobile liability, to the Hyatt Regency Chicago. Each exhibitor **MUST** provide a Certificate of Insurance evidencing Commercial General Liability and Hired & Non-Owned Automobile Liability insurance. Policies shall name both the AOM and the Hyatt Regency Chicago



as additional insured. If your insurance broker is providing the required evidence of coverage, please forward the certificate to [exhibits@aom.org](mailto:exhibits@aom.org) or by fax to (914) 326-1900.

***Opening Reception:***

AOM organizes the Annual Meeting Opening Reception within the Exhibit Hall in collaboration with exhibitors. While the reception takes place in the evening, it falls within the designated "exhibit hours," and as such, exhibitors are not entitled to receive complimentary drink tickets.

## **Greening Guidelines**





**We ask all Exhibitors to use the following guidelines where possible to help us reach our greening goals for 2024.**

**Waste Reduction**

- Recycle, reuse and reduce where possible
- Use of Energy Star equipment
- Paperless where possible
- Use reusable displays
- Maximize use of recycled content in paper and displays
- Only use duplex printing in all materials
- Do not provide hard copies of catalogs, list the URL where catalogs are found on business cards or pricelists
- Provide Academy and attendees with information on recycled content % of different titles, catalog, etc.
- Do not give away any disposable water bottles
- Limit giving away bags – always ask book purchasers if they need one
- Donate any leftover giveaway items to shelters
- Any food provided will use washable or compostable glasses, plates, and flatware

**Pollution Prevention**

- No plastic bags – cloth only
- Provide environmentally sound items as giveaways
- No plastic signage unless it is reusable

**Education**

- Highlight teaching materials and research publications dealing with environmental topics

**Transportation**

- Offset carbon associated with transport of both staff and materials to the conference. Donate books rather than shipping after the conference