Exhibitor Rules & Regulations

AAPT Winter Meeting 2027
Hilton New Orleans Riverside
January 9-11, 2027

Definitions: The words “Exhibit Management” used herein refer to The American Association of Physics Teachers (AAPT) and any third parties hired by AAPT to manage any aspect of the event.

General Conduct of Exhibitors: All participants involved with AAPT meetings in any capacity are expected to abide by the American Association of Physics Teachers Event Participation Code of Conduct. Please review that information here: https://aapt.org/aboutaapt/organization/code_of_conduct.cfm

Specific to exhibitors and sponsors, the exhibitor agrees to have personnel present in the physical or virtual booth during the hours specified as necessary by Exhibit Management. For in-person meetings, 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 interferes 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 harassment of attendees, the use of live animals, the solicitation of business by anyone other than representatives of exhibiting organizations, and the publicizing or conducting of any activities other than Commercial Workshops that would attract attendees away from the exhibition during exhibit hours.

For virtual meetings, the following practices are expressly prohibited: The promotion of products or services other than the exhibitors, online activities either within or outside of the virtual meeting space that interferes with other exhibitors, the soliciting or participation in surveys or any harassment of attendees, the solicitation of business by anyone other than representatives of exhibiting organizations, and the publicizing or conducting of any activities other than Commercial Workshops that would attract attendees away from the virtual exhibition during exhibit hours.

Exhibitor Registration and Housing: For in-person meetings, exhibitors are entitled to two (2) full meeting registrations, and four exhibitor badges to be used by the exhibitor’s full-time company staff. Each exhibitor must wear an official exhibitor’s identification badge. Exhibitors are responsible for making their travel and housing arrangements. For virtual meetings, exhibitors are entitled to two (2) full meeting registrations, and six exhibitor registrations. Exhibitor registrations allow access to the virtual booth, the exhibitor's commercial workshops, and other promotional events requiring exhibitor personnel.

Arrangement of Exhibits: All exhibits must be arranged so as not to obstruct the general view or hide other exhibits. Backgrounds (including signs) must be no more than 8’ in height. Material extending into the exhibit area by more than 3’ from the back wall cannot exceed 3’ 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.

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Rejection & Penalties: Exhibit Management reserves the right to refuse any application for exhibit space either physical or virtual, as well as the right to restrict, evict or deactivate the virtual presence of any exhibitor that, in the opinion of Exhibit Management, detracts from the general character of the exhibition or meeting itself, as well as anyone violating the code of conduct described and linked to in "General Conduct of Exhibitors" above. This reservation applies to displays, printed matter, promotional materials, noise, personal conduct, virtual presentations or materials of any type, and method of operation. In the event of such restrictions, eviction, or deactivation of virtual presence, Exhibit Management will not be liable for any refunds or other exhibit expenses.

Insurance: For in-person meetings, 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 AAPT 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 AAPT for any and all damage caused by theft and those perils normally covered by fire and extended coverage policy.

Liability: For in-person meetings, the exhibitor agrees to assume all responsibilities for any damage to the exhibit area. The exhibitor also expressly indemnifies and holds harmless AAPT, 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. Security guards will be provided as determined necessary by Exhibit Management; however, the exhibitor retains sole responsibility for his/her own exhibit materials. For in-person meetings, 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.

For virtual meetings, in the event that the virtual exhibition including all sponsorship elements or the virtual meeting itself is canceled, the liability of Exhibit Management shall be limited to the monies paid by the exhibitor as virtual booth rental and other sponsorship fees, less a proportionate share of all expenses incurred by Exhibit Management for the exhibition.

Subletting of Space: For in-person meetings, 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. For virtual meetings, no exhibitor shall assign, sublet, or apportion the whole or any part of any promotional elements included with sponsorship packages without the knowledge and written consent of Exhibit Management.

Payment Terms: For in-person meetings, full payment must be received by the date set forth on the exhibitor contract(s). Fees not paid by this date will be subject to a late fee of at least $250.00 USD.

Cancellations: For in-person or virtual meetings, after a signed contract has been received, cancellations prior to the date designated by Exhibit Management (typically January 1st in the same year for the AAPT

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Winter Meeting or May 15 in the same year for the AAPT Summer Meeting) will be liable for a penalty of at least $315.00 USD per booth reserved or online sponsorship package. Cancellations after the date designated by Exhibit Management will be liable for a penalty of $650.00 per booth or online sponsorship package. All cancellations must be submitted in writing. Fees paid to decorators and other third-parties either approved by or no approved by AAPT are not covered by this cancellation policy; consult those vendors if needed.