#AEJMC18: Washington, D.C. Conference Opportunities

**FAQ Sheet**

Thank you for taking advantage of our 2018 Conference Opportunities for AEJMC in Washington, D.C. August 6-9!

Below is a list of FAQ's and important dates as we move forward:

### Conference Program Advertising

**When is the reservations deadline?** May 15, 2018

**When is the ad copy deadline?** June 1, 2018

Positions are allocated on a first-reserved, first-assigned basis.

**How do I submit my ad copy?** You will receive a special link to our ad upload portal system.

**What are the ad copy specs?**

The Conference Program is printed in an 8 ½” x 11” black-and-white format. Ad sizes are 7” x 10” (full page), and 7” x 5” (half page horizontal). Ad content is subject to approval of the publisher. Advertisers are to submit black-and-white copy as a high resolution PDF. No bleed pages. Recommended screens are 120-150 with 133 preferred.

**When do I pay?**

Payment in advance is encouraged. Invoices will be e-mailed to advertisers who prefer to be billed. Tear sheets will be e-mailed to all advertisers after the conference. No agency or cash discounts are given. Space may be cancelled until May 15, 2018. No cancellations after that date.

### Exhibiting: 2 Booth Options Now Available – Standard & Digital!

**When is the reservation deadline?** May 15, 2018

**What are the exhibit hall hours?**

- Monday, August 6 – 12:00 p.m. – 5:00 p.m.
- Tuesday, August 7 – 9:00 a.m. – 4:00 p.m.
- Wednesday, August 8 – 9:00 a.m. – 4:00 p.m.

**When is setup for my exhibit booth(s)?**

You may setup on Monday, August 6 between 9:00 a.m. to 11:30 a.m.

**When is tear down for my exhibit booth(s)?**

You may tear down your exhibit booth on Wednesday, August 8 between 4:00 p.m. and 6:00 p.m.

**How many representatives may I have at my booth?**

Each exhibitor is allowed three representatives per booth. Additional representatives will be charged $75.00 each. An email will be sent in mid-May with a link to submit your exhibit rep names by June 1.

**What does the standard exhibit booth include?**

Each 8’ x 10’ booth will contain 3’ side rails and 8’ back drop, a draped 6’ table, 2 chairs, a wastebasket and a sign.

**What does the digital display booth include?**

Everything the standard booth comes with a digital display monitor and display stand (*limited spots available*)

**How are booth locations assigned?**

Positions are assigned on a first-paid, first-assigned basis.

**What about booth cancellations and refunds?**

Booth Exhibitor refunds are available with written cancellation until June 1, minus a $75 administrative fee. After June 1, refunds are not available.

[http://aejmc.org/events/dc](http://aejmc.org/events/dc)
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FAQ Sheet (continued)

Sponsorship - Bag Stuffers

When is the reservation deadline? May 15, 2018

What size does my bag stuffer need to be?
No larger than 8 ½ x 5 ½ flyer

How many do I need to send to AEJMC?
2,000 copies of your bag stuffer

Where do I send the bag stuffers?
A telephone number to use: 803-798-0271.

What is the deadline to submit the bag stuffers?
June 30, 2018

Joint Display

When is the reservation deadline? May 15, 2018

When do I need to send my books/flyers/order blanks by?
Please send after July 6 to arrive by July 15.

Where do I send them?
Ship to: AEJMC/Joint Display
234 Outlet Pointe Blvd, Ste. A/Columbia, SC 29210-5667

What do I include in the shipment besides the books/flyers/order blanks?
A list of your book(s) and the retail price(s).

When will conference attendees have access to my book(s)?
Please see the exhibiting hours above. It is the same for Joint Display.

What will happen to my book(s) after the conference?
They will not be returned. They will be donated to journalism/mass communication program libraries selected by the association.

What will I receive from you after the conference?
You will be sent completed order blanks and any other messages left for you by delegates.

Is the Joint Display table monitored?
Yes, the display table is monitored and the individual there is able to answer basic questions regarding the items on exhibit.

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