AEJMC 2016: Minneapolis Conference Opportunities
FAQ Sheet

Thank you for taking advantage of our 2016 Conference Opportunities for AEJMC in Minneapolis August 4-7!
Below is a list of FAQ's and important dates as we move forward:

Conference Program Advertising

**When is the reservations deadline?** May 15, 2016

**When is the ad copy deadline?** June 1, 2016
Positions are allocated on a first-reserved, first-assigned basis.

**How do I submit my ad copy?** You may upload ad copy here:

**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. Process color is available at $800 per page in addition to the quoted black and white rate.

**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 June 1, 2016. No cancellations after that date.

Exhibiting:

**When is the reservation deadline?** May 15, 2016

**What are the exhibit hall hours?**
Thursday, August 4 – 12:00 p.m. – 5:00 p.m.
Friday, August 5 – 9:00 a.m. – 4:00 p.m.
Saturday, August 6 – 9:00 a.m. – 4:00 p.m.

**When is setup for my exhibit booth(s)?**
You may setup on Thursday, August 4 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 Saturday, August 6 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 exhibit booth include?**
Each 8’ x 10’ booth will contain 3’ side and back rails, a draped 6’ table, 2 chairs, a wastebasket and a sign.

**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.
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FAQ Sheet (continued)

Sponsorship - Bag Stuffers:

When is the reservation deadline? May 15, 2016

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?
Ship to: AEJMC/234 Outlet Pointe Blvd/Ste A. Columbia, SC 29210-5667.
A telephone number to use: 803-798-0271.

What is the deadline to submit the bag stuffers?
June 30, 2016

Joint Display

When is the reservation deadline? May 15, 2016

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: Joint Display/Fred Williams/AEJMC
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.