#AEJMC24: Philadelphia, PA Conference Opportunities

**FAQ Sheet**
Thank you for taking advantage of our 2024 Conference Opportunities for AEJMC in Philadelphia August 8-11! Below is a list of FAQ's and important dates as we move forward:

**Conference Program Advertising**

When is the reservations deadline? May 15, 2024

When is the ad copy deadline? June 1, 2024
Positions are allocated on a first-reserved, first-assigned basis.

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

What are the ad copy specs?
The Conference Program is printed in an 8 ½” x 11” 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 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. No agency or cash discounts are given. Space may be cancelled until May 15, 2024. No cancellations after that date.

Exhibiting: 2 Booth Options Available – Standard & Digital!

When is the reservation deadline? May 15, 2024

What are the exhibit hall hours?
Thursday, August 8 – 12:00 p.m. – 5:00 p.m.
Friday, August 9 – 9:00 a.m. – 5:00 p.m.
Saturday, August 10 – 9:00 a.m. – 5:00 p.m.

When is setup for my exhibit booth(s)?
You may set up on Thursday, August 8 between 8:00 a.m. and 11:30 a.m.

When is tear down for my exhibit booth(s)?
You may tear down your exhibit booth on Saturday, August 10 between 5:00 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.
Grad Expo
AEJMC will host a Graduate Program Expo during our 107th annual conference. The Expo will be a great opportunity to meet and discuss your organization with our anticipated 2,000 talented attendees, many who are looking for graduate school opportunities. Your participation in our Expo can highlight your organization’s activities and programs or promote a specific program. This Expo is designed to highlight your school’s graduate program by speaking to other professors and leaders who may have students who would be a good fit for the program while also reaching the many graduate students who will be attending the conference.

Expo participants will receive a $25.00 discount for AEJMC Job Hub listings. The Graduate Program Expo — $250

When is the reservation deadline? May 15, 2024

What are the grad expo hours?
Friday, August 9 – 2:00 p.m. – 5:00 p.m.

When is setup for my grad expo booth(s)?
You may set up on Friday, August 9 between 12:00 p.m. and 2:00 p.m.

When is tear down for my grad expo booth(s)?
You may tear down your grad expo booth on Friday, August 9 between 5:00 p.m. and 6:00 p.m.

How many representatives may I have at my booth?
Each grad expo exhibitor is allowed two 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.

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.

Joint Display
When is the reservation deadline? May 15, 2024

When do I need to send my books/flyers/order blanks by?
Please send after June 15 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?
• Books
• Promotional Flyers about the book
• QR Code with purchasing options (optional)

When will the 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 conference attendees or to journalism/mass communication program libraries selected by the association.