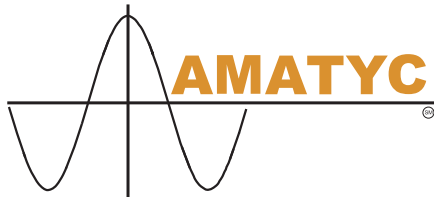


# American Mathematical Association of Two-Year Colleges



## EXHIBITOR GUIDELINES

**52<sup>nd</sup> ANNUAL CONFERENCE**  
**Philadelphia Marriott Downtown**  
**November 19–22, 2026**  
**Philadelphia, Pennsylvania**



The following guidelines governing the exhibits under the Policy and Procedures established by the Executive Board of the American Mathematical Association of Two-Year Colleges (AMATYC) are part of the application for exhibit space and they together constitute a contract between the EXHIBITOR and AMATYC.

The purpose of the AMATYC exhibits is to promote the advancement of mathematics education. The exhibits are intended to complement and enhance the AMATYC Annual Conference.

AMATYC reserves the right to prohibit any exhibit, part thereof, or proposed exhibit that, in its opinion, is not suitable or in keeping with intentions and/or purposes of the organization. AMATYC retains the right to restrict exhibits that may be objectionable due to noise, booth operation, printed materials, or any other reason and also to prohibit or evict any EXHIBITOR that, in the opinion of AMATYC may detract from the general intent and purpose of the exhibit area as a whole. This reserved right includes persons, things, conduct, printed material, or anything else that AMATYC determines is objectionable. In the event that such restriction or eviction occurs, AMATYC is not liable for any refunds or other EXHIBITOR expenses or damages of any nature.

EXHIBITORS are expected to be professional and courteous to other exhibitors and AMATYC attendees by only conducting sales or demonstrations within their contracted exhibit booth. Sales and demonstrations must not encroach on the activities of nearby exhibitors or the aisles.

**Exhibitor Dates and Hours** - (The times below are tentative. You will be notified of any adjustments made in these exhibit hours.)

Thursday, November 19, 2026	4:30 pm - 6:30 pm	Grand Opening - All EXHIBITORS must be <u>completely set up by 2:00 pm</u> on Thursday, November 19.
Friday, November 20, 2026	9:15 am - 5:00 pm	Lunch closure at 12:35 pm for 50 minutes.
Saturday, November 21, 2026	9:45 am - 12:00 pm	Breakdown begins at 12:00 pm on Saturday, November 21. <u>No packing of equipment, books, literature, etc., or breakdown of booths will be permitted until that time.</u>

### Booths

- The cost of each (10' x 10') booth includes a 8' high back wall drape, 3' side dividers, (1) wastebasket, (2) chairs, (1) 6' skirted table, and a booth identification sign showing the company name.
- The cost does not include drayage, custom brokerage, placement or storage of display-related equipment, decoration or carpeting of any type, labor (i.e., carpenters, electricians, draperymen, guard service), special lighting, electrical power, gas or water.
- **Exhibitor materials displayed in booths should be arranged in a way so that sight lines of adjacent exhibits are not obstructed.**
  - For example, a 10' by 10' booth can only use a maximum height of 8' in the back half of their exhibit booth and a maximum height of 4.5' in the front half of their booth.
  - Also, for a 20' by 10' booth occupying both corners at the end of an aisle, the maximum height of usage is 8' only for the 10' wide center back half of the booth area and a maximum height of 4.5' for the remaining sides of the booth.

### Security

- Security will be furnished by AMATYC to be on duty in and around the Exhibit Hall.
- The safekeeping of the EXHIBITOR'S property shall remain the sole responsibility of the EXHIBITOR.

## **Insurance**

- AMATYC or Philadelphia Marriott Downtown (hereinafter the "HOTEL") does not maintain insurance covering EXHIBITOR'S property or employees.
- It is the sole responsibility of the EXHIBITOR to obtain public liability insurance, business interruption insurance, property damage insurance, and workers' compensation insurance covering and protecting EXHIBITOR against all such losses as referenced in these Guidelines.
- AMATYC shall not be liable for damage or injury occasioned by the sole negligence of the HOTEL, the drayage company, or the "service provider."

## **Exhibitor Badges**

- The payment for each 10' by 10' booth space will include up to five (5) complimentary conference exhibitor name badges for full-time employees.
- Additional badges may be purchased for \$50 each.
- All requested name badge changes must be made at the time badges are issued at the conference.
- Badges may not be returned and exchanged once they have been issued.
- **Authors of mathematics textbooks and other mathematics professionals, who are not also full-time employees of the company or organization, are specifically excluded from receiving complimentary or purchased exhibitor name badges.**
- Non-Profits and partner organizations who require exceptions to this policy (e.g. those who do not have full-time employees) should contact the Exhibits Chair.

## **State/Local Selling Restrictions**

- EXHIBITORS are solely responsible for the acquisition of all state and local permits and for all tax forms and the filing and payment of any and all state and local taxes generated by the over-the-counter sale of merchandise during the run of the conference.
- EXHIBITORS are solely responsible to enforce any and all local regulations when the exhibitor serves alcohol at any AMATYC event.
- Exhibitor agrees that it and its agents and/or employees will not sell, give away or bring upon the premises any intoxicating liquor, liquids or compounds.
- **Exhibitors wishing to offer alcoholic beverages or any type of food in a booth are required to make arrangements through the in-house exclusive caterer for the HOTEL.**

## **Subletting Space**

- The subletting, assignment, or apportionment of the whole or any part of the exhibit by EXHIBITOR is prohibited.
- EXHIBITOR may not permit any other party to exhibit in their space any goods other than those manufactured or produced by the contracting EXHIBITOR, unless EXHIBITOR has a contract to distribute third party goods, nor permit the solicitation of business by others within their exhibit space.

## **Service Providers**

- The HOTEL and/or AMATYC may have selected an official service provider ("contractor") for the conference, in which event every EXHIBITOR must use only said contractor and EXHIBITOR shall then be solely responsible for its payment to contractor.
- Participant information in this regard will be mailed with order forms, rates and instructions on the services provided as well as drayage and labor instructions in the EXHIBITOR's service kit.
- Further rules and regulations may be included in the exhibitor service packet.

## **Exhibitor Cancellation Policy**

- AMATYC agrees to refund 90% of the booth fee for only one booth per exhibitor if a notice of cancellation is received in writing prior to four (4) months before the opening date.
- If a notice of cancellation is received in writing between four (4) months prior to the opening date and one (1) month before opening date, then AMATYC agrees to refund 50% of the booth fee for only one booth per exhibitor.
- If a notice of cancellation is received within one (1) month prior to the opening date, then no refund will be given.

## **Conference Cancellation**

- AMATYC shall not be held liable in the event of the conference being canceled due to fire, strikes, governmental regulations, acts of God or other causes beyond the control of AMATYC.
- AMATYC shall not be held liable to EXHIBITOR for failure to hold its conference as scheduled, and AMATYC shall, in its sole discretion, determine the amount of fees to be refunded to EXHIBITOR, if any.

## **Relocation of Exhibits**

- AMATYC reserves the right to change an EXHIBITOR's assigned location at any time at its sole discretion if deemed in the best interest of the exhibit.
- Before exercising its discretion, AMATYC will consult with EXHIBITOR.

**Amendment to Terms and Conditions**

- Any and all matters or questions not specifically covered by the terms and conditions contained herein shall be subject to the sole discretion of AMATYC. AMATYC may, in its sole discretion, make reasonable changes, amendments, or additions to these terms and conditions.
- Any such changes, amendments, or additions shall be binding on all EXHIBITORS equally with other terms and conditions contained herein.

**Liability**

- Each exhibitor agrees to indemnify and hold harmless the Philadelphia Marriott Downtown (HOTEL) and its officers and employees, from and against all claims, injury, death, liability, loss, damage, cost or expenses (including reasonable attorney fees and judgments) suffered by any person or property in, upon, or about the HOTEL as a result of acts, errors, or omissions of the Exhibitor, its agents, employees, or event patrons.
- The Exhibitor shall not be responsible for (and such indemnity shall not apply to) liability, loss, damage, cost or expense arising out of the negligence or willful misconduct of the HOTEL or its respective agents and employees.
- The Exhibitor further agrees to waive all claims against the HOTEL and its agents and employees on account of any loss, damage or injury from whatever cause that may occur to it or its property in connection with the use or occupancy of the HOTEL, except loss, damage or injury arising out of the HOTEL's negligence or willful misconduct.
- The Exhibitor assumes full responsibility for equipment brought into or used in the HOTEL. Without limiting the obligations set forth in the paragraph above, the Exhibitor shall not engage in any act, promote or incite any behavior that results in damage or injury to or by event patrons and all persons admitted to the HOTEL by consent of the Exhibitor.

**Please sign and date. [Upload the completed page as directed during online booth reservation process.](#) Retain a copy for your file.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Duly authorized agent of EXHIBITOR)

Name: \_\_\_\_\_  
(Please type or print name)

Title of Signatory: \_\_\_\_\_

Company Name: \_\_\_\_\_