



## Policy on Commercial Exhibits

The Aerospace Medical Association (AsMA) contracts its Annual Scientific Meeting and associated workshops activities with a professional Exhibit Manager. The Executive Director meets approximately 3 times per year with the Exhibit Manager to review policy and to make necessary changes accordingly.

In general, the Exhibit Manager sends a brochures and letter approximately 10 months before the Annual Scientific Meeting to all previous exhibitors as well as potential exhibitors. A follow-up letter is sent 6 months before the Annual Scientific Meeting. Once the applications and fees are received by the Exhibit Manager, booths for the coming meeting are assigned. The assignment is made based on a point system with priority given to those who have exhibited the most years. Those with the highest points are assigned the best locations in the Exhibit Hall.

The exhibitors are given adequate time for setup and tear down with only 2 full days allotted for exhibits which are accessible to attendees properly registered for the meeting and badged.

The Exhibit Manager is physically present in the Exhibit Hall for the entire 2 days, thereby, having excellent surveillance of all activities to ensure compliance with AsMA policy. Major policy items include:

1. All exhibitors must know their product.
2. Applications to exhibit are screened by the Exhibit Manager to ensure relevance to aerospace medicine. In cases of doubt, the Exhibit Manager will confer with the Executive Director.
3. Exhibitors may give away items, but only if they are in the professional interest of registrants and useful at the meeting or in practice. All giveaways must be approved in advance by the Exhibit Manager.
4. Posters will not be located in the Exhibit Hall.
5. All exhibitors are to be registered for the meeting and given appropriate badges.
6. Exhibits must be of an educational character and may include instruments, pharmaceuticals, books, products or services for use in the registrants' medical practice, teaching, or research.
7. Sales are prohibited on the exhibit floor and other related convention areas during the meeting.