

86th Annual Meeting of the Academy of Management

Exhibitor Guidebook

Pennsylvania Convention Center, Hall A

Philadelphia, Pennsylvania, USA

Exhibits: Friday, 31 July – Sunday, 2 August 2026



Prepared By:
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Exhibit Hall Schedule

Please arrange your trip to ensure you are set up by 4pm for a 6pm start on Friday evening. Please note that your booth must be staffed during exhibit hours.

Friday

8:00am-4:00pm

6:00pm-8:00pm

6:00pm-8:00pm

Saturday

8:00am-5:00pm

2:00pm-3:00pm

Sunday

8:00am-5:00pm

10:00am-11:00am

5:00pm- 8:00pm

31 July 2026

Exhibitor set up

Opening Reception (Exhibit Hall)

Exhibit Hall open

1 August 2026

Exhibit Hall open

Exhibit Hall Eat & Greet (Dedicated Exhibit Hours)

2 August 2026

Exhibit Hall open

Exhibit Hall Eat & Greet (Dedicated Exhibit Hours)

Exhibitor move-out



Important Dates

| | |
|------------------|--|
| Early March 2026 | Annual Meeting Registration & Housing Open |
| Late May 2026 | Exhibitor Profile Harvester access details sent to exhibitors |
| Early June 2026 | Annual Meeting program available to all registered attendees |
| 30 June 2026 | *First day shipments can arrive at the advanced warehouse |
| 14 July 2026 | Deadline to make your hotel accommodation reservations |
| 16 July 2026 | Deadline for discount prices with Levy |
| 23 July 2026 | *Last day shipments can arrive at the advanced warehouse |
| 30 July 2026 | Direct to show site shipments can be received |
| 31 July 2026 | Check in and set up begins |
| 31 July 2026 | Exhibit Hall opens to all attendees |
| 2 August 2026 | Exhibits Hall closes at 5:00pm and booths are dismantled for check out |

*See Levy Service Kit for more detailed instructions for shipping. The service kit will be emailed to all registered exhibitors approximately 90 days (about 3 months) before the meeting.



Exhibit Rules & Regulations

Exhibitor Conduct:

1. No handwritten signs may be displayed in the exhibit booth.
2. Do not share the booth with another vendor without prior written approval from the Academy of Management.
3. Smoking is prohibited in the Exhibits Area.
4. Exhibitors are not authorized to conduct business with non-exhibitors in the exhibit hall during set up or tear down.

Selling Books, Software and/or Materials at Exhibit Booths: State of Pennsylvania

Exhibitors selling books, printed materials, software, or other taxable merchandise within the Exhibit Hall must comply with Pennsylvania sales and use tax laws. Any exhibitor making retail sales in the state is required to register with the Pennsylvania Department of Revenue and obtain either a Sales, Use & Hotel Occupancy Tax License or, for those without a permanent Pennsylvania location, a Transient Vendor Certificate. Exhibitors must collect the applicable 8% sales tax in Philadelphia, display their license or certificate in their booth, maintain accurate sales records, and submit all required tax filings. As the event promoter, the Academy of Management must ensure that exhibitors engaging in retail sales are properly registered; exhibitors who fail to comply may be prohibited from selling onsite.

Pennsylvania Department of Revenue

<https://www.revenue.pa.gov>

Food and Beverage Service:

Food and beverage service on the exhibit floor of the Pennsylvania Convention Center is provided exclusively by Aramark. Distribution or sale of food or beverages from sources other than Aramark is prohibited without written permission from the Aramark or their designated representative. To order any food or beverage items for your space, please fill out and follow directions on the order form, provided by Aramark, in the Levy service kit.

Installation and Dismantling of Exhibits:

The exhibit area will be available for set-up from 8:00am through 4:00pm on Friday, 31 July 2026. Set-up of exhibits must be completed during these hours. No exhibit may be erected after the exhibit hall opens (Friday, 31 July at 6pm). It is the responsibility of the exhibitor to see that all materials are delivered to the official decorating company or to the facility directly. All exhibitor booths need to be dismantled between 5:00pm and 8:00pm on Sunday, 2 August 2026.

Should there be a failure to remove the exhibit, the removal will be arranged by AOM at the expense of the exhibitor. Exhibit materials may not be removed before 5:00pm on Sunday, 2 August 2026. Delivery or removal of any portion of the exhibit during show hours is prohibited. The Exhibitor agrees to have an authorized representative present during the periods of installing and dismantling the exhibit and to work with the Official Academy Exposition Services Contractor. Attendees are not permitted in any exhibitor's booth at any time during the installation or dismantling of the show or before or after the daily opening or closing of the show unless such person can positively identify themselves as an employee or authorized representative of the exhibitor or Official Academy Exposition Services Contractor. If this schedule does not work for you and you need to set up and/or tear down at a different time you must send a written request to exhibits@aom.org before 20 July 2026 so that we may make alternative arrangements.

No-Shows:

If the exhibitor fails to install a product or display in assigned space, fails to staff the space, fails to pay the rent, or fails to comply with any other provision of this agreement, AOM shall have the right without notice to the exhibitor to take possession of said space and lease said space or any part thereof to such parties and upon such terms and conditions as it may deem proper. No refund will be issued to no-shows.

Furnishings and Space:

Furniture, carpeting, draping, accessories, signs, electrical outlets, etc. must be arranged through our general service contractor, Levy, at the sole expense of the exhibitor.

Acceptability of Exhibits:

All exhibits shall serve the interest of AOM and shall be operated in a way that will not detract from other exhibits or the convention. AOM reserves the right to restrict exhibits which detract from the general character of the display or convention. This includes people, things, conduct, printed materials, or anything of a character which may detract from the exhibit or convention. AOM reserves the right to deny exhibit space to any potential exhibitor if AOM determines that the content or intention of the exhibitor is inconsistent with the goals and objectives of the organization. AOM reserves the right to require the immediate withdrawal of an exhibitor which AOM believes to be injurious to the purpose of the organization. AOM is not liable for any refunds of rentals or other exhibition expenses. No exhibit will be permitted which violates any municipal, state, or Federal laws, rules, and regulations, including safety codes. Acceptance of an exhibit application does not imply an endorsement of the exhibitor or exhibitor's products or services. Display boards and other high exhibits shall not be placed in such a manner as to interfere with other exhibits. No exhibit shall extend beyond the official floor plan dimensions or an aisle. Verbal announcements, recordings, radios, closed circuit, or videotape TV, sound-slide presentations, motion picture, or other attention-getting devices are prohibited if objectionable to adjacent exhibitors. All demonstrations and other activities must be confined to the limits of the exhibition booth or to AOM provided areas, such as the exhibit hall conference room. AOM follows the [IAEE \(International Association of Exhibitions and Events\) Guidelines for Display Rules & Regulations](#).

Security and Liability:

SPECIAL SECURITY PERSONNEL WILL BE ON 24-HOUR DUTY IN THE EXHIBITS AREA STARTING AT 8:00 A.M. ON FRIDAY AND ENDING AT 8:00 P.M. ON SUNDAY. The Academy of Management and the Pennsylvania Convention Center will take special precautions to safeguard each exhibitor's property during the show; however, the Academy of Management specifically refuses all liability. Specifically, neither the Academy of Management nor the Pennsylvania Convention Center will be liable for damage or loss to an exhibitor's property through theft, fire, accident, or any other cause. Further, the Academy of Management and the Pennsylvania Convention Center will not assume any liability for any injury that may occur to visitors, exhibitors, or other agents or employees of exhibitors. Exhibitors assume all responsibility and liability for their property, personnel, agents, employees, invitees, and guests. Exhibitors should ensure their own exhibits and display materials.

Exhibitor Badges:

The payment for each exhibit booth, regardless of size or location, will include 5 complimentary conference exhibitor badges. Additional registrations may be purchased [on our website](#) when registration opens in February 2026. Exhibitor registration will be onsite at the Pennsylvania Convention Center at the Exhibitor/Press Booth in Hall A. Exhibitor badges and identifying tags will be provided at that time.

PLEASE NOTE: Exhibitor representatives, including authors and guests invited by exhibitors, will NOT be permitted to enter the Exhibits Area without a proper exhibitor badge. You may use your allotted complimentary badges to register any authors or guests visiting your booth. If you do not make the necessary provisions for invited authors and guests, they will be required to pay and register to enter the exhibits area.

Exhibitor personnel are welcome to attend Academy functions and sessions except in cases where there are additional charges assessed to our members, e.g., professional development workshops requiring additional paid registration. Exhibitor registration grant's access to member-only benefits, including papers post conference and login access to the online program. To protect exhibitor samples, no one is allowed into the Exhibits Area when it is not open, and no one is permitted into the area without a badge.

Out & About Exhibitor Tables: Take Your Brand Where the Action Is

Looking to maximize your visibility beyond the exhibit hall? The **Out & About Exhibitor Table** is a prime opportunity to connect with hundreds of attendees right where they are—inside the heart of the conference action.

Your organization will be featured at a 6-foot skirted table located in one of our high-traffic **Networking Hubs** at your preferred meeting venue, placing you steps away from sessions, conversations, and decision-makers. With access from **Friday through Tuesday**, this extended presence allows for sustained engagement throughout the conference.

This is an ideal way to reach attendees who may not make it to the exhibit hall—but are actively involved in the meeting. The table must be staffed during use, ensuring a personal connection with everyone who stops by.

Add an Out & About Table to your booth package and elevate your presence at the AOM Annual Meeting!

How to Obtain Exhibit Space

Please contact our partners at MCI:

Eric Gershowitz

Events and Media, Account Executive

410-584-1987

eric.gershowitz@mci-group.com

Additional Information

The cost of each booth includes **five** complimentary conference exhibitor badges, general illumination, one booth identification sign with the exhibitor's name on it, 8-feet high drapery at the back of the booth, and 3-feet high draped side dividers. Exhibit booth fees also include a listing in the Annual Meeting materials (if reserved before the deadline) plus a featured exhibitor profile in our online meeting platform, providing visibility to more than 10,000 attendees before, during, and after the event ([See "Important Dates"](#)).

Exhibitor Harvester:

Our online and mobile program platform is where attendees access all Annual Meeting information. The exhibitor management portal within this system allows exhibitors to update participation details for the Exhibit Hall. Through

this portal, you will complete required tasks by the stated deadlines and enter your staff information to receive complimentary badges.

Completing your company profile is essential, as it will be visible to all attendees and serves as a valuable marketing opportunity for your organization. Access details for the exhibitor management portal will be sent to exhibitors in late May 2026. If you do not receive your access information by 1 July 2026, please contact jmoran@aom.org

Exhibit Hall Colors:

Blue and white drape

Carpet:

The exhibit hall will not be carpeted. To maintain a consistent and professional appearance on the show floor, AOM show rules require that all exhibitor booths have carpeting or an alternative floor covering. If you are not bringing your own carpeting or floor covering, you will be able to order through Levy Exhibitor kit.

Official Academy Exposition Services Contractor:

The official show decorator is Levy, Exhibit booth space does not include carpet, tables, chairs, or other equipment, nor does it include electricity, labor, or other services. All utilities (including internet and electrical outlets) must also be pre-ordered from the appropriate vendors. Order forms for all such materials and services will be included in the service kit supplied by the official show decorator. Information regarding rental and service orders with descriptions and rates for all items will be made available to every confirmed exhibitor by the official show decorator at least 60 days (about 2 months) prior to the meeting or upon receipt of a booth confirmation from our exhibit management system. The service kit will be available, approximately 90 days in advance of the meeting, online through Expo Tool Kit, which is the Levy online ordering system.

Hotel Accommodations:

Exhibitors are responsible for making their reservations through the Academy of Management Housing Bureau reservation system through Maritz. Exhibitors are urged to make hotel reservations as early as possible. Housing for the Annual Meeting will open toward the end of February 2026. A block of rooms has been set aside for exhibitors at the Philadelphia Marriott Downtown.

Housing Advisory

Maritz is the only official housing/accommodations provider for the 2026 AOM Annual Meeting. Any other company or travel agency contacting you is not affiliated with AOM. In some cases, these companies claim to have hotel rooms at discounted rates, but when you arrive on-site the hotel does not have your reservation. As always, AOM secures a housing block providing conference rated and convenient hotel accommodations for the Annual Meeting.

Use of Member and Attendee Information

AOM members are welcome to use the information on AOM.org and within its directories for individual networking and professional communication. However, this information may not be copied, redistributed, or reproduced for commercial or non-personal purposes without prior written consent from the Academy of Management (AOM). Use of member data to compile lists for product promotion, mass mailings, unsolicited communications, or spamming is strictly prohibited. AOM actively monitors usage of its site and reserves the right to take appropriate action—including restricting access—if this policy is violated. Please note: AOM does not sell Annual Meeting attendee mailing lists for marketing purposes. If an organization claims to be affiliated with AOM and offers such a list for purchase, it is not legitimate, and we urge you not to engage with them. AOM offers a variety of official marketing

opportunities to help exhibitors connect with attendees. If your organization has additional ideas not currently listed, we welcome your suggestions. Please contact Megan Johnson at mjohnson@aom.org.

Privacy Policy:

Please [click here](#) to view our privacy and a detailed explanation about how we collect and use information. If you have any questions or concerns, please contact privacy@aom.org.

Events/Social Functions:

Social functions and other activities sponsored by exhibitors cannot be held in conflict with the AOM Opening Reception on Friday evening or in conflict with any AOM sponsored exhibit hall breaks. Exhibitors must have a signed booth contract before an ancillary event is approved by AOM. Exhibitors are responsible for all arrangements and costs associated with their event including room rental, audiovisual equipment, food, and beverage, etc. All requests for space outside of the exhibit hall for social functions must be requested through Brianna Giampia, Program Manager at bgiampia@aom.org.

Certificate of Insurance Requirement

All exhibitors are required to provide a Certificate of Insurance (COI) prior to the Annual Meeting. This is a standard requirement to ensure the safety and protection of all participants and property during the event.

Each exhibitor must maintain Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, including coverage for personal injury, property damage, and contractual liability.

Your COI must name the following as Additional Insureds:

- Academy of Management (AOM)
100 Summit Lake Drive, Suite 110
Valhalla, NY 10595
- Pennsylvania Convention Center Authority
1101 Arch Street
Philadelphia, PA 19107

Coverage must be valid for the entire duration of your participation, including move-in and move-out dates: Friday, 31 July – Sunday, 2 August 2026

Please submit your Certificate of Insurance by 10 July 2026 to: exhibits@aom.org. Failure to provide a valid COI may result in loss of exhibit privileges without refund.

Opening Reception:

AOM organizes the Annual Meeting Opening Reception within the Exhibit Hall in collaboration with exhibitors. While the reception takes place in the evening, it falls within the designated "exhibit hours," and as such, exhibitors are not entitled to receive complimentary drink tickets.

Sustainability Guidelines for Exhibitors

AOM's Commitment to a Greener Annual Meeting – 2026 and Beyond

As part of AOM's ongoing efforts to reduce our environmental impact, we encourage all exhibitors to follow the guidelines below whenever possible. Your participation helps us work toward a more sustainable, responsible, and forward-thinking conference experience.

Waste Reduction

- ✓ Prioritize reduce, reuse, and recycle practices at every step.
- ✓ Use Energy Star-certified equipment and opt for digital resources instead of printed materials whenever feasible.
- ✓ Choose reusable displays and signage over single-use materials.
- ✓ Maximize the use of recycled content in all printed items and booth materials.
- ✓ Use double-sided (duplex) printing exclusively when printing is necessary.
- ✓ Instead of hard-copy catalogs, share a URL on business cards or price sheets.
- ✓ Share the percentage of recycled content in your printed materials, catalogs, and publications.
- ✓ Do not distribute disposable plastic water bottles. Encourage attendees to bring reusable bottles.
- ✓ Limit giveaways of branded bags. Ask attendees if they need a bag before handing one out.
- ✓ Consider donating leftover promotional items to local shelters or nonprofits after the event.
- ✓ If you serve food at your booth, please use washable or compostable dishes, cups, and utensils.

Pollution Prevention

- ✓ Avoid plastic bags. If you offer bags, use reusable cloth options only.
- ✓ Choose environmentally conscious giveaway items (e.g., items made from recycled, biodegradable, or natural materials).
- ✓ Use plastic signage only if it's reusable for future events.

Environmental Education

- ✓ Feature publications, research, or teaching materials that focus on environmental and sustainability topics.
- ✓ Let attendees know about your organization's sustainability efforts—every small action helps build awareness.

Sustainable Transportation & Shipping

- ✓ Offset the carbon emissions associated with transporting staff and materials to the conference.
- ✓ Instead of shipping excess materials back after the event, donate unsold books or items locally.
- ✓ Together, we can reduce the environmental footprint of the AOM Annual Meeting. Thank you for doing your part to support a more sustainable future.