



AAPM EXHIBIT SPACE APPLICATION AND CONTRACT

For first consideration in space assignment booth application should be submitted by October 21, 2026
Email: sarah@aapm.org | Fax: 571-298-1301

BOOTH SPACE PRICING

For examples of each booth type as well as the full list of booth fees, refer to the Exhibitor Prospectus.

Inline Booth Spaces

- \$39 per square foot (10 x 10 = \$3,900; 10 x 20 = \$7,800; 10 x 30 = \$11,700; etc.)
- Add \$250 for each 'corner' included in the inline booth space

Peninsula Booth Spaces

- \$10,000 for 10 x 20 space

Island Booth Formations

- \$39 per square foot + \$250 per corner

Two-Story Booth Formations — Cost for 2nd Level

- \$19 per square foot added

First Time Exhibitors

- \$2,750
- Add \$250 for each corner

Publisher Booth

- \$2,750

Space Application

To complete the Exhibit Space Application:

- Review the AAPM floorplan and determine your top three (3) booth selection requests.
The entrances are indicated on the floor plan so please note when selecting your requested booth spaces.
- List any exhibitors you wish to be near and any competitors you do not want to be near.
- Indicate your priority regarding the assignment of your booth space (i.e. floor location, competitor proximity, associate proximity, corner space).
- Indicate the product focus and product line that best applies to your organization.

Selecting Booth Space

- The floorplan will be maxed out with 10' x 10' in-line booth spaces only.
- If you would like to reserve a space larger than a 10' x 10', please list the booth numbers you'd like combined to create your desired booth formation on the Space Application.
- To assist HQ with understanding your intentions, it is suggested you also print the floorplan, use a marker to outline/indicate your top 3 choices, and submit the floorplan with your space application.

AAPM Exhibit Space Application and Contract, Cont.

EXHIBITOR / ORGANIZATION INFORMATION

Company: _____ Date: _____
(To be displayed in all printed materials)
If newly formed company, please list previous company name: _____
Name of person handling the meeting logistics for your company: _____
Exhibitor Contact E-Mail (required): _____
Mailing Address: _____ ☐ Check if address change from previous year
City: _____ State: _____ Zip/Postal Code: _____ Country: _____
Tel: _____ Fax: _____
Billing Contact Name (please print): _____ Billing Contact E-mail (required): _____
Marketing Manager Name (please print): _____ Marketing Manager E-mail (required): _____

BOOTH TYPE (PLEASE CHECK THE APPROPRIATE BOXES) | Refer to the Exhibitor Prospectus for examples of each booth type

- ☐ Inline Booth ☐ Peninsula Booth ☐ Inline Booth With Corner ☐ Island Booth ☐ First Time Exhibitor ☐ Publisher Booth

SPACE SELECTIONS	Booth Numbers (s)	Booth Size	Second Level Size (For Island Booths Only)	# Corners Requested (For Inline Booths Only)	Total Amount
	1st _____	_____ X _____	_____ X _____	_____	\$ _____
	2nd _____	_____ X _____	_____ X _____	_____	\$ _____
	3rd _____	_____ X _____	_____ X _____	_____	\$ _____

ASSOCIATE / COMPETITOR PROXIMITY

List any Exhibitors you **wish to be near**:
1. _____ 1. _____
2. _____ 2. _____
3. _____ 3. _____

List any Exhibitors you **do not wish to be near**:
1. _____
2. _____
3. _____

SPACE ASSIGNMENT PRIORITY

Rank (1-4) beginning with **most important** criteria: _____ Floor Location _____ Associate Proximity _____ Competitor Proximity _____ Corner Space

PRODUCT CATEGORY (IMPORTANT – PLEASE CHECK THE APPROPRIATE BOXES)

Product Focus:

☐ Biotechnology
☐ Information Technology
☐ Laser Optics
☐ Medical Equipment

☐ Medical Imaging
☐ Professional Service Provider (Recruiters)
☐ Publishing
☐ Radiation Oncology

☐ Radiosurgery
☐ Other _____

Product Line / Services:

☐ Analytics
☐ Aides for Disabled
☐ Biotechnology Manufactures
☐ Brachytherapy
☐ Detectors/Dosimetry
☐ Electromedical Equipment
☐ General Medical Physics
☐ Government Agencies
☐ Healthcare Providers
☐ Imaging Film
☐ Implants and Artificial Organs
☐ Implantable Medical Products

☐ Info Systems Management
☐ Instructional Laboratory Equipment
☐ Laser & Optics Manufacturers
☐ Medical Physics Consulting Groups
☐ Nuclear Medicine
☐ Organ Motion Management
☐ Patient Handling/Positioning
☐ Professional Society
☐ Quality Assurance
☐ Radiation Therapy
☐ Robotics and Computer Automation
☐ Shielding/Construction

☐ Simulators
☐ Technology Management
☐ Telecommunications
☐ Test and Measurement Equipment
☐ Treatment Planning
☐ Treatment Units
☐ Ultrasound
☐ Universities
☐ X-ray/Radiographic
☐ Other _____

EXHIBITOR AGREEMENT

I have read, understand and agree to adhere to the Exhibit Regulations & Design Rules as stated as part of the 2027 AAPM Exhibitor Prospectus and AAPM Code of Conduct at Meetings and Social Events (AP-133-A). As well, I agree to adhere and abide the rules of the official service providers and the Convention Center. The undersign is empowered to enter into contracts on behalf of the exhibiting company.

Completed by/Signature: _____ Title: _____ Date: _____

NOTE: Upon submitting the Exhibit Space Application, Exhibitors will be sent a confirmation email that the application was received. For booth applications received by October 21, 2026, full payment is due by April 7, 2027. If payment is not received by April 7, 2027, your booth will be removed from the floorplan.

STAFF ONLY SECTION

Staff Notes: _____



ANNUAL MEETING TERMS AND CONDITIONS

*This Contract for Exhibit Space ("Contract") along with the Terms & Conditions and Booth Guidelines and Procedures for Exhibiting Companies, which is furnished to each exhibiting company ("Exhibitor") in advance of the show, contains the entire agreement between the Exhibitor and AAPM. The **2027 AAPM Annual Meeting** to be held **July 25-28, 2027**, at the **Greater Columbus Convention Center in Columbus, OH** ("Event") is owned and managed by AAPM.*

- Character of The Exhibition.** The **Exhibition**, sponsored by the American Association of Physicists in Medicine (AAPM), is a professional show dedicated to advancing medicine through medical physics. AAPM reserves the right to determine the eligibility of any company, product or service, the right to cancel this Agreement, and the right to restrict, prohibit or evict any exhibitor or product at any time, if, in the opinion of AAPM, the company/exhibitor, product, or service detracts from the character of the exhibition, disparages AAPM (or its services or products), violates any of the following Terms and Conditions, or is otherwise harmful to AAPM (or its services or products) or the exhibition in AAPM's sole discretion. In the event of cancellation, restriction, prohibition, or eviction by AAPM on or after the move-in/go-live date of the exhibition, AAPM is not liable for refunding the exhibit fees or any other costs incurred by the exhibitor. In particular, and without limitation, excessive audio/visual attention getting devices or effects and offensive odors are prohibited. No copyrighted, recorded, or live music may be played or performed in connection with the exhibit.
- Payment Schedule**

Note: 25% of the booth space rented is nonrefundable.
Full payment for the exhibit space is due on or before **February 3, 2027**.
After **February 3, 2027**, full payment must accompany all contracts within
All payments must be made in full by event date or participation.
- Cancellation And Downsizing Policy**
 - All cancellations and requests for refunds must be sent in writing to sarah@AAPM.org.
 - Exhibitors may cancel without penalty if your cancellation request is received on or before **January 6, 2027**.
 - If your cancellation request is received **between January 7 and February 5, 2027**, all sums paid by the Exhibitor, **less a service charge of 25%** of the contract price, will be refunded.
 - No refunds will be provided for cancellations made on or after February 5th**
 - If an exhibitor cancels on **February 6th or after** and has not paid in full and owes AAPM money for exhibits or sponsorships, that does not release the exhibitor from any contractual financial obligation. **The exhibitor is obligated to pay the outstanding invoice.** If the exhibitor wishes to exhibit with any AAPM meeting in future years, the Exhibitor must have any outstanding invoice from the prior year(s) paid in full. AAPM reserves the right to deny or cancel exhibit space to companies that have overdue account balances with AAPM or any of its affiliates.
- Booth Display Regulations.** Exhibitor must comply with all rules in the AAPM Exhibit Regulations & Design Rules and Exhibitor Services Kit (and should review that Kit), as the same may be amended by AAPM in reasonable fashion on reasonable notice to exhibitor, including without limitation the following rules:
 - No exhibit may block or interfere with a neighboring exhibit as determined by AAPM.
 - Inline/Standard booths:** Maximum backwall height for any booth exhibit will be 8'. Sidewalls of these exhibits may not extend more than 5' from the backwall so as not to box in adjoining exhibitors, with a maximum height restriction of 4' on the front 5' section.
- Exhibit Space Assignments** for in-person exhibits are made on the basis of priority, availability and need, with all assignments made in the best interest of the exhibition.
- AAPM reserves the right to alter an exhibitor's assigned space if it is deemed necessary in the best interest of the exhibition. Before exercising its discretion, AAPM will consult with the exhibitor.
- Sales of Product or Samples** for cash, check or credit card are prohibited on the show floor, except for publishing companies that have been approved by Exhibit Management. Contracts and orders may be written for future delivery of products or services, provided their products or services are substantially related to the science of medical physics.
- Exhibit Operation.** Exhibitor must operate and maintain its exhibit so that no injury will result to any person or property. Hazardous and nuisance causing giveaways are prohibited. Damage to property caused by an exhibitor will be paid for by that exhibitor. Do not paint, tape, nail, screw, drill or tack anything to the walls, columns, floor or ceiling of the building, adjoining displays or the official contractor's display material.
- Fire Department Regulations and All Other Applicable Laws and Regulations** must be complied with by exhibitor. Display and packing material must be flame retardant. Electrical equipment must be UL approved and must be wired by a licensed electrician.
- Insurance for In-Person Exhibits.** Exhibitor (or General Service Contractor), and its contractors and suppliers working in the exhibit hall, shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Agreement, in an amount not less than \$1,000,000 Combined Single Limit for personal injury and property damage, and shall supply AAPM with a certificate evidencing such coverage. AAPM shall be included in such policies as an additional named insured. Exhibitor acknowledges that AAPM and the exhibition venue, do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance insuring any losses by Exhibitor.
- Indemnification.** Each Exhibitor Shall Indemnify and hold harmless AAPM and the exhibition venue from all liability in any way related to Exhibitor's exhibit or any act or omission of Exhibitor or any of its employees or agents, including, without limitation, infringement of any trademark, copyright or other rights of any third parties, accident or injury to invitees, guests, exhibitors, their agents and employees and including loss or damage to personal property.
- Cancellation of Exhibition.** If AAPM should be prevented from holding the exhibition for any reason beyond AAPM control (such as, but not limited to damage to building, riots, strikes, breach by exhibition location, disease, acts of government or acts of God), then AAPM has the right to cancel the exhibition or any part thereof, with no further liability to the exhibitor other than a refund of exhibit fees less a proportionate share of the exhibition cost incurred.
- Exhibition Location Rules for In-Person Exhibits.** Exhibitor shall not cause any violation of the rules of the exhibition location.
- Food and Beverages for In-Person Exhibits** must be purchased from the official caterer.
- Soliciting outside the confines of the exhibitor's assigned in-person space is strictly prohibited.**
- Competitive Events** that distract from the conference and exhibition are prohibited.
- Non-Exhibiting Companies, Organizations and Individuals** who supply products and services to AAPM exhibitors or that supply products or services to AAPM attendees are prohibited from soliciting or otherwise marketing their products and services at the conference and at the exhibition.
- Exhibitor Registration** is limited to industry professionals. AAPM reserves the right to limit the number of exhibitor personnel.
- Installation, Show and Dismantling** hours and dates shall be those specified by AAPM. Packing of exhibits prior to the close of the exhibition is prohibited. Exhibitor shall be liable for all storage and handling charges for failure to remove exhibits by specified time and date.
- Governing Law and Jurisdiction.** This Agreement shall be governed by the internal laws of Virginia. The parties hereby submit to the exclusive jurisdiction of the state and federal courts in Virginia governing any disputes concerning this Agreement and further agree that they are subject to personal jurisdiction in Virginia in any such dispute.
- Merger Clause.** The parties agree that this Agreement (and any other Agreement referred to herein) contain the complete agreement between the parties and supersede any prior understandings, agreements, or representations by or between the parties, written or oral, which may have related to the subject matter hereof in any way.
- Attorney's Fees.** In the event of any dispute concerning this Agreement, the prevailing parties shall be entitled to reasonable attorney's fees.
- Amendments to Rules and Regulations.** AAPM, at its discretion, may make reasonable changes, amendments or additions to these Terms and Conditions. Any changes, amendments or additions shall be binding on the exhibitor. The ruling of AAPM shall be final in all instances with regard to use of any exhibit space.