



MARM 2026 Exposition Rules and Regulations-Vendors

- 1) Contract for Space.** The receipt by the Organizing Committee of the MARM 2026 Meeting, with payment for the entire amount of the exhibit fee, will constitute a contract for the right to use the specified exhibit space that has been reserved for your use. Cancellations will be accepted only after the available exhibit space has been sold and another exhibitor agrees to purchase the canceled booth space. This contract will not be binding if an unforeseen and uncontrollable event, such as earthquake, leaves the exhibit area unusable. If such an event happens before May 1, 2026, the MARM 2026 meeting will refund at least 50% of the exhibit fee.
- 2) Space Assignment.** For applications with full payment submitted prior to reserving exhibit space (see above), the MARM 2026 meeting will attempt to honor your choice of exhibit space based on the receipt date of your completed application for exhibit space. In the event all of the requested choices have been assigned, MARM 2026 will assign equivalent space as close as possible to these preferred choices. Exhibit space assignments will be publicly available on the MARM 2026 website.
- 3) Space Rental.** All booths include the following: 8' x 10' exhibit booth; 6' table drape; 33" draped side rails; 8' back drop; 2 chairs; 1 wastebasket, vendor name sign and two exhibitor badges. Power requirements can be arranged for an additional charge. The rental period for the display tables and booths will be from May 17 - 19, 2026.
- 4) Additional Furnishings and Supplies.** Additional supplies and furnishings beyond those listed above must be arranged in advanced of the meeting with the Official Meeting Exposition Services Contractor at an additional cost. Additional electrical power beyond the standard amount described above must be arranged with the Hershey Lodge Convention Center in advance of the meeting.
- 5) Exhibitor Services.** Exhibitor services will be provided by the official MARM 2026 meeting service provider.
- 6) Shipping and Handling of Shipping Crates.** There are 2 shipment options. The first option involves bringing your exhibit materials at the time you arrive at the exhibit hall; in which case you will be responsible for moving these materials from your vehicle to your exhibit booth. The second option involves shipping your materials according to policies and regulations of the Hershey Lodge Convention Center. The venue accepts packages **no more than 2 days prior to event**. The same options apply for removal of materials after the exposition. All shipping and handling costs are the exhibitor's responsibility.
- 7) Installation and Dismantling of Exhibits.** Exhibitors may set up their displays from 9 am to

3 pm on Sunday May 17, 2026. Dismantling begins after the exhibits close at 2 pm on Tuesday May 19, 2026 after the exhibits close at 2 pm. Materials should be removed prior to 5 pm on this date.

- 8) Space Restrictions.** All discussions, demonstrations, distribution of literature, and other activities must be limited to the exhibitor's booth and assigned area. No exhibitor may sublet, assign, or share any portion of their assigned space without first obtaining approval of MARM 2026. Displays should not interfere or block other exhibitors; and must not block the aisles. Sidewalls should not extend farther than 3 feet from the back wall of the display booth. No equipment higher than 8' will be allowed along the booth sides.
- 9) Fire Precautions.** Materials used for displays must be flame retardant. Emergency and fire-fighting equipment must not be blocked. Small items may be stored under the table if they are not visible from the front. Packing containers and shipping materials must be removed from the Exposition area prior to the opening of the Exposition on Wednesday. Large items may be stored in approved locations in the Hershey Lodge Convention Center. Please contact Dr. Donald Mencer at donald.mencer@wilkes.edu. Any additional electrical work and wiring must be approved and installed by the Hershey Lodge Convention Center.
- 10) Protection of Convention Center Property.** Nothing may be taped, glued, tacked, nailed, screwed, or in any other way attached to any part of the Hershey Lodge Convention Center building or any of the furniture in the building. Any damage caused by violation of this requirement will be repaired at the exhibitor's own expense.
- 11) Liability.** The exhibitor assumes the entire responsibility and agrees to defend, protect, and hold the Hershey Lodge Convention Center & their employees, officers, directors, and agents harmless against all claims, losses, or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy, or use of the exhibition room or part thereof, excluding liability caused by the sole negligence of the Convention Center and its employees and agents.
- 12) Exhibitor's Badges.** Each exhibitor will receive one meeting badge per booth space purchased as part of the meeting registration. Additional badges may be purchased for \$100. The names of each person should be listed on the Exhibit Booth Application Form. The Exposition Chair must be notified of additions and deletions to this list. The meeting badges will admit exhibitor representatives to presentations of contributed papers, symposia, mixers, and poster sessions. Exhibitor representatives with meeting badges will need to pay extra event admission fees to "ticketed" events as must all registered meeting attendees. These event admission fees may be paid on the website registration page or at the Registration Desk at the meeting site.
- 13) Admission to the Exhibit Area.** Admission to the Exhibit area requires wearing a MARM 2026 badge; the only exception will be employees and staff of the Hershey Lodge Convention Center.
- 14) Exposition Hours.** The Exposition is scheduled for the following times: 5:00 pm — 6 pm May 17 (opening reception in the Expo), 9:00 am — 6:00 pm May 18 (with a special Networking with vendors event from 5:00 – 6:00 p.m.) and 9:00 am — 2:00 pm May 19. Exhibitors should have at least one representative at their table.
- 15) Academic Recruitment Display Tables.** Exhibitors for Literature Display Tables are not required to be present by their tables. Arrangements may be made to have MARM 2026 staff

will restock the tables daily during the Exposition. Literature Display Tables are available at reduced rates. Please contact Dr. Donald Mencer at donald.mencer@wilkes.edu if interested.

<p style="text-align: center;">Platinum Level \$3,000+</p> <p>Corporate/ organization name, logo and link on MARM website.</p> <p>Corporate/ organization name and logo in online program book.</p> <p>Acknowledgement on advertising and mailings.</p> <p>Opportunity to include insert or materials in MARM participant package.</p> <p>One booth in exhibition hall.</p> <p>Four meeting registrants covered.</p> <p>May provide remarks during opening session (up to three minutes).</p> <p>Recognition as sponsor of five high school teacher/ undergraduate registrants.</p>		<p style="text-align: center;">Gold Level \$1,000 – \$2,999</p> <p>Corporate/ organization name, logo and link on MARM website.</p> <p>Corporate/ organization name and logo in online program book.</p> <p>Acknowledgement on advertising and mailings.</p> <p>Opportunity to include insert or materials in MARM participant package.</p> <p>One booth in exhibition hall.</p> <p>Two meeting registrants covered.</p>
<p style="text-align: center;">Silver Level \$500 – \$999</p> <p>Corporate/ organization name, logo and link on MARM website.</p> <p>Corporate/ organization name and logo in online program book.</p> <p>Acknowledgement on advertising and mailings.</p> <p>Two meeting registrants covered.</p>		<p style="text-align: center;">Bronze Level \$250 – \$499</p> <p>Corporate/ organization name, logo and link on MARM website.</p> <p>Corporate/ organization name and logo in online program book.</p> <p>Acknowledgement on advertising and mailings.</p> <p>One meeting registrant covered.</p>

