

APPAM

Annual Fall
Research Conference
November 7-9, 2013 //
Washington, DC

Power of the
Past—Force for
the Future

NOW
ACCEPTING
PROPOSALS

TABLETOP EXHIBIT RESERVATION FORM

Please use this form to reserve exhibit space in the Washington Marriott hotel for APPAM's 2013 Fall Research Conference. Tabletop exhibit space is limited and will be offered on a first come, first served basis. Exhibit space will be in the Washington Marriott only. This space will also be used for poster sessions during the conference.

Each space will come equipped with a 6' skirted table and chair as well as (1) one complimentary exhibit personnel registration. You can register additional personnel for \$250 each, up to three additional people at this rate. The space doesn't need to be staffed during exhibit hours, but the safety and security of the items displayed are your responsibility. See below for exhibit hours; at the conclusion of the exhibit hours each day, the room will be locked.

Set up: Wednesday, November 6, 12:00 – 6:00 pm (all exhibits MUST be set up by 8:00 am, Thursday, November 7)

Exhibit Hours: Thursday, November 7, 8:00 am – 5:30 pm
Friday, November 8, 8:00 am – 4:30 pm
Saturday, November 9, 8:00 am – 3:00 pm

Teardown: Saturday, November 9, 3:00 – 6:00 pm (all materials must be removed by 6:00 pm)

The fee for reserving the exhibit space includes one complimentary (1) registration for exhibit personnel (electrical and internet not provided). Exhibit personnel must be registered for the conference to gain access to the exhibit space. Your items will need to be shipped directly to the hotel to your exhibit contact's attention or carried in with you when you arrive. Any fees incurred for the hotel to receive or hold your packages will be your responsibility.

Please note that in order to reserve exhibit space for the 2013 Fall Conference, you MUST submit payment with the completed contract.

TABLETOP EXHIBIT RATES: (please circle the rate that applies to you)
APPAM Institutional Member \$1,000 Non-APPAM Member \$1,250

I. Contact Information (person handling all correspondence):

(Primary Contact) Full Name: _____
Name of Institution/Organization: _____
Mailing Address for Invoice: _____
E-mail Address: _____
Phone Number: _____

*** Register additional exhibit personnel at \$250 each by completing section II below. One registration comes complimentary with each booth purchase.**

II. Exhibit Booth Personnel (Complimentary) (individuals staffing booth if different than contact above):

Exhibit booth personnel 1: _____
Name of Institution/Organization: _____
Mailing Address: _____
E-mail Address: _____
Phone Number: _____

Additional Exhibit Booth Personnel (\$250):

Exhibit booth personnel 2: _____
Name of Institution/Organization: _____
Mailing Address: _____
E-mail Address: _____
Phone Number: _____

III. Payment Information: Please provide credit card payment information with this completed contract. Reservations WILL NOT be accepted without credit card information.

Name on credit card: _____

Amount to be charged: \$ _____

_____ Please charge my credit card now for the amount above.

_____ I will send a check. I understand my credit card will be charged if payment is not received by October 31, 2013.

Payment Type: ___ American Express ___ MasterCard ___ Visa ___ Check

Note: Check payments must be received in the APPAM office by October 31, 2013.

Credit card number: _____

Expiration Date: _____ Security Code: _____

Signature: _____

Contact person and e-mail for billing (if different than above): _____

To submit, fax to 202.496.0134 or e-mail to fallconference@appam.org. Questions? Contact Jayme Washam, 703.635.7997 ext. 803.