

# 2012 APPAM FALL RESEARCH CONFERENCE

November 8-10, 2012 / Baltimore, MD

Policy Analysis & Public Management In an Age of Scarcity:  
The Challenges of Assessing Effectiveness & Efficiency

## TABLETOP EXHIBIT RESERVATION FORM

Please use this form to reserve exhibit space in the host hotel for APPAM's 2012 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 Sheraton City Center Hotel 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 7, 12:00 – 5:00 pm (all exhibits MUST be set up by 10:00 am, Thursday, November 8)

**Exhibit Hours:** Thursday, November 8, 10:15 am – 5:30 pm  
Friday, November 9, 8:00 am – 4:30 pm  
Saturday, November 10, 8:30 am – 3:00 pm

**Teardown:** Saturday, November 10, 3:00 – 6:00pm (all materials must be removed by 6:00 pm)

The fee for reserving the exhibit space includes one (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. Additional exhibitor badges may be purchased for \$250 and up to three at this rate. Your items will need to be shipped directly to the hotel and to your exhibit contact's attention or carry in with you when you arrive.

Please note that in order to reserve exhibit space for the 2012 Fall Conference, you MUST submit credit card authorization. Your credit card will not be charged unless the invoice for the exhibit space is not paid in full by October 31, 2012.

### **TABLETOP EXHIBIT RATES: (please circle the rate that applies to you)**

**APPAM Member \$1,000      Non-APPAM Member \$1,250**

#### **I. Contact Information**

(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 the [exhibit personnel registration form](#).**

**II. Payment Information:** Please provide credit card information with reservation. Reservations will NOT be accepted without credit card information. Credit card will only be charged if invoice is not paid in full by October 31, 2012. Purchase orders will not be accepted.

Name on credit card: \_\_\_\_\_

Amount to be charged: \$ \_\_\_\_\_

Payment Type:  American Express       MasterCard       Visa       Check

*Note: Checks must be received in the APPAM office by October 31, 2012 or brought onsite to the conference to be given to the Registrar.*

Credit card number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code (from the back of the card): \_\_\_\_\_

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](mailto:fallconference@appam.org). Questions? Contact Jayme Washam, 703-615-0312.