

ARTS:IN/SITE

INSIGHT ◉ INCITE ◉ IN SIGHT

ARLIS/NA
47th Annual Conference
March 26 - 30, 2019
Salt Lake City



SPONSOR EXHIBITOR AND
ADVERTISER PROSPECTUS

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WELCOME AND CONFERENCE OVERVIEW /

Greetings!

We are delighted to invite you to participate in the 47th Annual Conference of the Art Libraries Society of North America in Salt Lake City, which will be held March 26–30, 2019. Our conference theme, Arts: In/Site, pays homage to Utah’s works of land art and employs wordplay, using insight, incite, and in sight, to inspire a broader variety of conference programs and adventures in Salt Lake. The preeminent event for our organization of art and visual information professionals, the conference will provide attendees opportunities to connect with participants from around the world and to interact with book dealers, book artists, systems vendors, and other exhibitors in the exhibits hall of the majestic Grand America Hotel. Please join us and take advantage of the opportunities provided by ARLIS/NA to help you promote and conduct your business.

Salt Lake City sits at 4000 feet and is surrounded by two mountain ranges and the Great Salt Lake. You’ll take a 20-minute train ride from the international airport to the front door of our conference hotel. As information professionals, vendors, and sponsors, our efforts result in new collaboration, creation, and cultural consciousness every day. Your work is powered by meaningful interactions and the sharing of ideas. We want to tap into that energy throughout the development of the Salt Lake City conference. The Exhibit Hall, close to ARLIS/NA conference sessions, workshops, and meetings, will be a focal point of the conference and will be open March 28 and March 29, 2019. In order to provide our attendees one-on-one time with you, there will be hours of “no conflict” scheduled and Exhibit Hall refreshment breaks each day will draw considerable traffic. For your convenience and to encourage more time for exhibitors and registrants to interact, we have scheduled midday breaks for exhibitors so that you may join your colleagues and attendees for lunch.

Along with exhibiting at the Conference, we encourage you to extend your marketing reach through our multiple advertising and sponsorship opportunities which this year includes online advertising via our popular conference program app. More information is available in this Prospectus. We invite you to explore and choose the option that best fits your business needs. Your participation in the ARLIS/NA conference will be of great value as you connect with both new and long-standing clients.



WELCOME & CONFERENCE OVERVIEW (CONT'D) /

You will engage with the city in the award-winning Salt Lake City Main Library, designed by Moshe Safdie. This spectacular building has a dedicated art gallery, and a roof-top garden with panoramic views. The newly renovated Utah Museum of Fine Arts will be the perfect site to learn about the art and artists of the Mountain West region, while networking at the Welcome reception.

After a day of conferencing, Salt Lake's foodie culture will incite your curiosity. Local coffee roasters, microbreweries, farm-to-table restaurants, and neighborhood gastropubs abound in the downtown area.

Often called Small Lake City, local book stores, antique shops, art galleries, and the State Capitol – stunning views of the Salt Lake valley – are all a pleasant walk from the hotel. Exploring beyond, you can enjoy art galleries while nestled within the 10,000-foot peaks of historic Park City, take a trip to see Robert Smithson's Spiral Jetty, visit Utah's many national parks, or take advantage of thousands of miles of public trails for hiking, biking, and running.

We look forward to putting together an insightful and meaningful conference experience, and hope that you will participate as a sponsor or an exhibitor March 26–30, 2019, in Salt Lake City.

Sincerely,

Kim Collins, 2018–2019 President, ARLIS/NA

Greg Hatch and Alex Watkins, Program Co-chairs

Luke Leither and Nicole Beatty, Local Arrangements Co-chairs



Kim Collins

2018–2019 President, ARLIS/NA
Emory University



Greg Hatch

Program Co-Chair
University of Utah
greg.hatch@utah.edu



Alex Watkins

Program Co-Chair
University of Colorado Boulder
alexander.watkins@colorado.edu



Luke Leither

Local Arrangements Co-chair
University of Utah
luke.leither@utah.edu



Nicole Beatty

Local Arrangements Co-chair
Weber State University
nicolebeatty@weber.edu

Patricia Peregrine

Conference Development Chair
Phoenix Art Museum
patricia.peregrine@phxart.org

Peggy Keeran

Exhibits Coordinator
University of Denver
peggy.keeran@du.edu

Kate Feuling

ARLIS/NA Sales Manager
414-908-4954 Ext 111
k.feuling@arlisna.org



ORGANIZATION OVERVIEW /

Art Libraries Society of North America



The Art Libraries Society of North America (ARLIS/NA) is a growing, dynamic organization promoting the interests of more than 1,100 members. The membership includes architecture and art librarians, visual resources professionals, artists, curators, educators, publishers, students, and others throughout North America interested in visual arts information. To serve this diverse constituency, the Society provides a wide range of programs and services within an organizational structure that encourages participation at all levels.

Core Values

ARLIS/NA believes that lives are enriched by engagement with the visual arts, design, and cultural heritage.

ARLIS/NA believes that art information professionals are uniquely equipped to serve the art information needs of a broad audience for education, scholarship, and artistic practice.

ARLIS/NA believes that diversity and inclusion in all aspects of the profession strengthens the practice of art librarianship, and enriches library collections and user experiences.

Strategic Directions

Leadership and Advocacy

The Society shall speak and act on behalf of its members to advance, validate, sustain, and advocate for the profession and the value of art libraries.

Organizational Advancement

As the leading art information organization, the Society shall strengthen the profession through increased visibility, collaborative partnerships, international networks, and membership engagement.

Art Information Professionals

The Society shall support the evolving role of art information professionals through education, mentoring, and professional development opportunities that foster excellence and innovation.

Diversity and Inclusion

The Society shall promote diversity and inclusion within the profession including the makeup of its workforce, the design of services and programming, the development of intercultural fluency skills and competencies, and the practice of inclusive collections building.

Innovation and Technology

The Society shall serve as a community of practice for the exploration, cultivation, and sharing of innovative approaches and emerging technologies in libraries and art librarianship.

Collections and Access

The Society shall seek opportunities for collaboration across institutions and cultural organizations to promote the informed management, preservation, discovery, and access to collections amid their evolving publishing manifestations.



HOTEL INFORMATION /

All meeting sessions will take place at the The Grand America Hotel. The Grand America Hotel is more than a mere hotel. It is an experience all its own with luxury convention facilities and gracious accommodations which make both workdays and downtime unforgettable.

The hotel is located on ten acres, in the heart of downtown Salt Lake City, within walking distance of shopping, restaurants, light rail, nightlife, and sporting events.

The Grand America Hotel
555 South Main St.
Salt Lake City, UT 84111
Reservations: 800-304-8696
www.GrandAmerica.com

A block of rooms is being held at the hotel at the following rates per night:

\$229* – Premier Room (single or double)

*Rates do not include applicable sales and local taxes or other hotel specific fees currently 12.6%.

Complimentary Internet access is provided in guest rooms and lobby spaces. Be sure to make your reservation by **Thursday, February 21, 2019** to secure these rates. These rates are available 3 days prior and 3 days after the conference dates, subject to availability.

TRAVEL INFORMATION /

There is transportation available via taxi, shuttle, or lightrail from Salt Lake City International Airport, which is only 6 miles away by car and 20 minutes away by train.

<https://www.grandamerica.com/accommodations/hotel-amenities/>



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A white spiral graphic on a blue background.

EXHIBIT INFORMATION /

Exhibit Hall Hours

(Times subject to change.)

Set-Up:

Wednesday, March 27, 2019:

1:00 PM – 5:00 PM

Open Hours and Events:

Thursday, March 28, 2019:

9:00 AM – 5:00 PM General Open Hours

9:00 AM – 10:00 AM (Exhibit Hall Opening; scheduled break)

11:00 AM – 12:00 PM (Closed; lunch break)

3:00 PM – 4:00 PM (Scheduled break)

Friday, March 29, 2019:

9:00 AM – 4:00 PM General Open Hours

9:00 AM – 10 AM (Scheduled break)

11:00 AM – 12:00 PM (Closed; lunch break)

3:00 PM – 4:00 PM (Exhibit Hall Closing; scheduled break)

Move Out:

Friday, March 29, 2019:

4:00 PM – 6:00 PM

Exhibit Package – \$975

- One 6' draped table, two chairs, and a wastebasket
- Two Conference Registrations
- ARLIS/NA one-year Business Affiliate membership
- Linked logo on the conference website (Begins upon receipt of payment and logo)
- A listing in the conference program
- 50% off broadcast email to attendees

Additional Exhibit Tables

2nd table – \$415 / 3rd table – \$315 / all subsequent tables – \$215

Please note that additional tables do not include additional conference registrations.

Additional Exhibitor Personnel

Additional representatives can be added at \$215 for each person beyond those included in the Exhibit Package described above.

Exhibitor Service Kit

Approximately one month prior to the start of the conference, exhibitors will receive a service kit that will contain information on:

- Important dates and deadlines
- Freight shipping and handling
- Labor regulations and rates
- Furniture display and other decorating rentals
- Electrical hook-up
- A/V, wi-fi and computer rental

Deadlines

Exhibit Forms are considered on a first-come, first-served basis. Logos will be posted on the conference website upon receipt of payment and logo file. Please provide logo as .JPG or .PNG file. The final Exhibit Form deadline is **February 15, 2019**.

Conference Registrations

The contract on page 13 must be completed and returned to Kate Feuling. The contract form confirms your sponsorship and/or exhibit commitment. Individuals attending from your company will need to register online. An email will be sent with additional instructions on how to obtain any complimentary registrations that may be included with your commitment or exhibitor package.

Location Assignments

Assignments will be made in the order they are received. For registration to be complete, a Joint Conference Exhibit Form together with required payment must be received. Every effort will be made to separate exhibitors from competitors, when requested. Exhibitors who have submitted their form and payment prior to **February 15, 2019** will be advised of their table assignment in advance of the conference. The final assignment of exhibit space is at the discretion of the conference planners.



EXHIBIT INFORMATION (CONT'D) /

Floor Plan

A floor plan of the exhibit hall will be distributed to all confirmed exhibitors when the plan becomes available and is subject to change.

Security

The exhibit hall will be closed and attended by a security guard during the evening hours. It will be secured and closed to meeting attendees during the lunch hours, as well.

Loss or Damage

When the exhibit area is open to meeting attendees, ARLIS/NA, the exhibit space contractor, and the meeting venue shall not be held responsible for any loss or damage to exhibitor property.

Attire

Attire of exhibit personnel should be consistent with the business casual atmosphere of the conference.

Payment and Cancellation

Full payment is required for reservations. Cancellations, in writing, made prior to **February 1, 2019** will receive a refund, less a \$150 processing fee. No refunds will be processed on cancellations received on or after **February 1, 2019**.

Distribution of Marketing Materials

Canvassing or distribution of advertising material outside of an exhibitor's booth is prohibited. Should an exhibitor like to distribute materials, please see the Conference Advertising section ([page 12](#)) for available opportunities.

Workshops, Tours, and Other Ticketed Events

Exhibitors who wish to participate in ticketed events, workshops, or special tours must register in advance and pay any related fees for these events. Please visit the Conference website (www.arlisna.org/saltlakecity2019) for more information and to register for these events. Please see following pages for Sponsorship opportunities that include complimentary access to these events.

Labor Regulations and Related Charges

Exhibitors are required to conform to all local labor regulations in the installation/dismantlement of their booth fixtures and moving of booth materials. More information on the specific labor regulations and charges will be included in the Exhibitor Service Kit, if applicable.

Badge Pick-up

Badges will be distributed to exhibit personnel at the conference Registration Desk. Representatives must pick up their badges. Badges are nontransferable and must be worn at all times.

Exhibitor Responsibility Clause

To the fullest extent permitted by law, the person/legal entity described as "Exhibitor" in the exhibitor contract hereby assumes full responsibility and agrees to indemnify, defend and hold harmless The Grand America Hotel ("Hotel"), Hotel's owner The Grand America Hotel ("Owner"), and each of their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), as well as Art Libraries Society of North America (ARLIS/NA)("Group"), from and against any and all claims or expenses arising out of Exhibitor's use of the Hotel's exhibition premises. Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor's indemnity obligations in this clause. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage. The Hotel Parties and Group shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with a Certificate of Insurance at least 30 days prior to the use of the exhibition premises. The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

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GRAND AMERICA HOTEL FIRST FLOOR • EXHIBIT HALL /



Please contact Peggy Keeran at peggy.keeran@du.edu or Kate Feuling at k.feuling@arlisna.org or via phone 414-908-4954 Ext 111 for additional information on Exhibiting Opportunities.

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CONFERENCE SPONSORSHIP AND BENEFITS /

Please contact Patricia Peregrine at patricia.peregrine@phxart.org or Kate Feuling at k.feuling@arlisna.org or via phone 414-908-4954 Ext 111 to sponsor one of the following events or find out about additional opportunities not listed.

BENEFITS INCLUDED	BENEFACTOR up to \$1,499	PATRON \$1,500	SILVER \$2,500	GOLD \$4,000	PLATINUM \$7,500
Website recognition	Name listed on Sponsor page of website	Ad on homepage of website			
Linked logo on Conference website (begins upon receipt of payment)	x	x	x	x	x
Name displayed on sponsorship signage at the conference	x	x	x	x	x
Verbal name recognition at ceremonies during the conference		x	x	x	x
Option of first right of refusal for sponsoring all subsequent conferences		x	x	x	x
Number of included complimentary conference registrations		1	2	3	4
Black and white logo recognition in Art Documentation			x	x	x
Linked logo on ARLIS/NA Sponsors page for one year					x
Complimentary exhibit space					x



NAMED SPONSORSHIP OPPORTUNITIES /

- The benefit level awarded is the combined total of the Named Sponsorship Opportunities plus Conference Sponsorship as outlined on [page 9](#).
- Sponsorship statement of the session, event or item will appear in the conference program app and website, on signage, and on the conference website (www.arlisna.org/saltlakecity2019).
- Events, Sessions, Workshops, and Tour sponsors are thanked at the beginning and end of each event.

Educational Sponsorship Opportunities

Leadership Institute Code: E1 (\$1,000 – shared sponsorships)

Individuals serving in a leadership role within ARLIS/NA will be invited to attend this event.

Tuesday, March 26
40+ attendees

Sessions and Workshops Code: E2 (\$500 – multiple sponsorships available)

Opportunities to sponsor specific topic areas presented during the Annual Conference demonstrate your support of the field. Session and workshop sponsors will be announced at the beginning and end of each presentation, and will be recognized in the door signage, online conference schedule, mobile app, and conference website.

Convocation Speaker Code: E3 (\$2,500 – sole sponsorship)

A keynote speaker to address all attendees. Topic and speaker TBD.

Thursday, March 28
400+ attendee

Tours Code: E4 (\$500 – multiple sponsorships available)

Opportunities to sponsor supplemental tours that enhance attendees' knowledge of local artists, special collections, and architecture.

Plenary Speaker Code: E5 (\$1,500 – sole sponsorship)

A keynote speaker to address all attendees. Topic and speaker TBD.

Friday, March 29
400+ attendees

Poster Session Code: E6 (\$1,000 – shared sponsorships)

Over 30 participants showcase a wide range of professional and research projects in a creative and interactive environment. Colleagues learn directly from each other.

400+ attendees

Session Recording Code: E7 (\$1,500 – 4 sponsorships available)

Several sessions at the conference are selected to be recorded and made available in the online open access ARLIS/NA Learning Portal (www.pathlms.com/arlisna) to provide an opportunity for attendees to participate in a wider selection of sessions and for those not able to attend. Your company logo will be displayed at the beginning of the recording.

Please contact Patricia Peregrine at patricia.peregrine@phxart.org or Kate Feuling at k.feuling@arlisna.org or via phone 414-908-4954 Ext 111 for additional information on Named Sponsorship Opportunities.



NAMED SPONSORSHIP OPPORTUNITIES (CONT'D) /

Networking, Receptions and Breaks

First-time & International Attendees Reception (\$1,000 – shared sponsorship) Code: N1

First-time conference attendees and international attendees are invited to mingle with members of the ARLIS/NA Executive Board and other leaders over wine and hors d'oeuvres.

Wednesday March 27
100 attendees

Convocation Reception (\$2,500 – shared sponsorship) (\$5,000 - sole sponsorship) Code: N2

A reception to follow the Convocation speaker and award ceremony closes the Annual Conference.

Thursday, March 28
500+ attendees

Exhibit Hall Breaks (\$1,500 – multiple co-sponsorships) Code: N3

There are multiple refreshment breaks scheduled in the exhibit hall including an exhibitor reception promoting interaction among exhibitors and attendees.

500+ attendees

Welcome Reception (\$2,500 – shared sponsorship) (\$5,000 - sole sponsorship) Code: N4

A networking reception for all attendees to reconnect and create new relationships.

Wednesday March 27
500+ attendees

Conference Essentials

Wi-Fi Access – Green Sponsorship (\$500 - shared sponsorship) (\$1,000 - sole sponsorship) Code: C1

Wi-Fi access for all attendees in the meeting and sessions throughout the conference encourages networking and instant sharing of ideas. Sponsorship will be acknowledged in the online program and the conference website.

Mobile App – Green Sponsorship (\$2,500 – sole sponsorship) Code: C2

All of attendees will have access to the mobile app which will feature the program schedule, directory of sponsors, exhibitors and attendees. Each time the mobile app is launched, your logo and message will appear.

Lanyards – Green Sponsorship (\$1,500 – sole sponsorship) Code: C3

This item is a necessity for all attendees. Let attendees know you support ARLIS/NA with these name badge holders which are worn around the neck of each attendee. Lanyards will be imprinted with the ARLIS/NA logo and recycled by attendees for use at future conferences.

GREEN Sponsorship Package (\$5,000 – sole sponsorship to include Wi-Fi, Mobile App and Lanyards) Code: C4

ARLIS/NA is committed to reducing its carbon footprint and has development this new sponsorship package for those companies whose values align. Last year ARLIS/NA moved away from a printed program in favor of a mobile app, and this year has eliminated the annual conference tote bag, and will be asking attendees to recycle conference name badge holders and lanyards. Consider supporting our effort by becoming our exclusive 2019 GREEN Sponsor.



THANK YOU TO THE 2018 ARLIS/NA CONFERENCE AND AWARD SPONSORS /

Agnes Gund Foundation

AMALIVRE

Anonymous

ARLIS/NA Central Plains
Chapter

ARLIS/NA Mid-Atlantic
Chapter

ARLIS/NA Midstates
Chapter

ARLIS/NA Montréal-
Ottawa-Québec

ARLIS/NA Mountain West
Chapter

ARLIS/NA New England
Chapter

ARLIS/NA New York
Chapter

ARLIS/NA Northern
California Chapter

ARLIS/NA Northwest
Chapter

ARLIS/NA Ohio Valley
Chapter

ARLIS/NA Ontario

ARLIS/NA Southeast
Chapter

ARLIS/NA Southern
California

ARLIS/NA Texas-Mexico
Chapter

ARLIS/NA Twin Cities
Chapter

ARLIS/NA Upstate New
York Chapter

Bloomsbury Digital
Resources

Casalini Libri

Center for Curatorial Studies

Christie's Library

Christopher Cardozo Fine
Art

Erasmus Antiquariaat En
Boekhandel Bv

Eric Chaim Kline Bookseller

Estrellita Brodsky

F.A. Bernett

Frick Art Reference Library

Georgia O'Keeffe

Getty Research Institute

Howard Karno Books, Inc

Ivorypress

Jonathan A. Hill, Bookseller
Inc

Material ConneXion

Meta Alice Keith Bratten
Foundation

Michael R. Weintraub

New York University
Libraries

ProQuest

Robert B. Haas Family Arts
Library, Yale University

School of Visual Arts Library

Sotheby's Institute of Art

The Daniel & Estrellita
Brodsky Family Foundation

The MediaPreserve

The New York Public Library

Worldwide Books

Ziereis Facsmiles

CONFERENCE ADVERTISING /

Broadcast Email (\$300)

Exhibitors receive a 50% discount.

One broadcast email sent to conference attendees.

This is an opportunity to reach out to conference attendees before or during the conference. You can use this opportunity to encourage attendees to visit your exhibit, present them with a promotion, or invite them to network with you. The content must be received by **March 9, 2019**. Exhibitors may select a date for the email to be sent. Emails and date selection should be sent to Kate Feuling at k.feuling@arlisna.org.

Conference Website Ad (\$800)

Banner ads on the Conference Website will be seen by each of the Conference attendees. The website is used by the attendees' home institutions as a reference guide for months after the event. The banner ads are archived on the ARLIS/NA website for continued promotion of your firm.

Home page banner (320 x 240 px)

Please provide ad in jpg or png file.

Featured Vendor Talks (\$200)

We are offering a chance for vendors and sponsors to give a 10-minute presentation to conference attendees on Thursday, March 29 and Friday, March 30. This is not intended to be a sales pitch but rather an informational presentation, and can be product demonstrations, question & answer format, or training opportunities. We discourage you from discussing pricing during your sessions; instead focus on the aspects of your resources that are relevant to librarians in attendance. The session will be part of the schedule and is not to be confused with the program presentations [e.g. invited speakers or reviewed presentations].

These sessions will be timed by a moderator. We will schedule up to 5 presentations during each 60 minute time slot, with time for questions and answers at the end. As an additional option an ARLIS/NA conference team member will be happy to staff your exhibit table during your presentation time.

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CONTRACT /

Completed forms may be emailed, faxed, or mailed to Kate Feuling at the address at the bottom of this form.

Please note that this form only confirms your sponsorship or exhibit commitment. Individuals attending from your company will need to register online. An email will be sent to you with additional instructions on how to obtain any complimentary registrations that may be included with your commitment or exhibitor package.

Company Name _____ Date _____
Address _____ Country _____
City _____ State/Prov. _____ Zip _____ Phone _____
Email _____ Company URL _____
Contact Name _____ Title _____
Onsite Contact Name _____ Onsite Contact Email _____

Exact Company Name for Booth Sign/Program Book Listing _____

Exhibit Positioning Away from: _____ Will you have a freestanding floor banner?: YES NO

Exhibitor Package

Pricing

(Exhibitor deadline is February 15, 2019)

Additional Badge (\$215 ea. x _____)	\$
Exhibit Package (One Table - \$975)	\$
Second Table (\$415)	\$
Third Table (\$315)	\$
Additional Tables Beyond 3 (\$215 ea. x _____)	\$

Advertising

Cost Pricing

Conference website banner ad	\$ 800	\$
Featured Vendor Talk	\$ 200	\$
Broadcast Email (\$300/Exhibitor Discount \$150)		\$

Sponsorship Opportunities (see page 9 for benefits)

Platinum (\$7,500+)	\$
Gold (\$4,000-\$7,499)	\$
Silver (\$2,500-\$3,999)	\$
Patron (\$1,500-\$2,499)	\$
Benefactor (up to \$1,499)	\$
Educational Opportunities (see pg. 10) Code:	\$
Networking, Receptions & Breaks (see pg. 11) Code:	\$
Conference Essentials (see pg. 11) Code:	\$
TOTAL EXHIBITS, SPONSORSHIPS, AND ADVERTISING	\$

For Exhibitors Only:

I wish to take advantage of the free one-year business affiliate membership

- Yes No
 Same as individual listed above

First Name _____ Last Name _____
Street Address _____
City _____ State/Prov. _____ Zip _____
Phone _____ Email _____

Cancellation Policy Cancellations, in writing, made prior to or on February 1, 2019 will receive a refund, less \$150 processing fee. No refunds will be processed on cancellations received after February 1, 2019.

Payment Options

Check enclosed or in mail (payable to ARLIS/NA) Invoice me

Visa Mastercard Discover Am. Express

Card Number _____

Expiration Date _____

Authorizing Signature _____

Date _____

Print Name on Card _____

Billing Address _____

Email _____

An emailed receipt from authorize.net will be sent to the above email address when a credit card is processed.

The personal information provided will not be used for any purposes other than those stated on this form unless you provide your consent. Should you have any questions concerning your personal information please contact please contact Kate Feuling at 414-908-4954 Ext 111 or k.feuling@arlisna.org. ARLIS/NA endeavors at all times to treat your personal information in accordance with all applicable laws.

We understand that all space must be paid for in full by February 15, 2019. If the assigned space is not paid in full by this date, it may be reassigned to another exhibitor at the discretion of ARLIS/NA.

Signature _____

Print Name _____

Date _____

Make a copy for your records and send completed form with payment to:

ARLIS/NA

Attn: Kate Feuling (k.feuling@arlisna.org)

Phone: 414-908-4954 Ext 111 • Fax: 414-768-8001

7044 S. 13th St, Oak Creek, WI 53154