

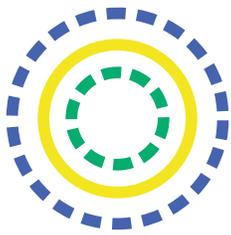
ARLIS/NA
OUT OF BOUNDS
46TH ANNUAL CONFERENCE
FEBRUARY 25–MARCH 1, 2018 **NEW YORK CITY**

SPONSOR EXHIBITOR AND
ADVERTISER PROSPECTUS



ARLIS/NA
ART LIBRARIES SOCIETY OF NORTH AMERICA

THE BROOKLYN MUSEUM OF THE ARTS



ARLIS/NA

OUT OF BOUNDS

46TH ANNUAL CONFERENCE

FEBRUARY 25–MARCH 1, 2018 NEW YORK CITY

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CONFERENCE OVERVIEW

The New York Chapter of the Art Libraries Society of North America is proud to host the 46th Annual Conference in New York City from February 25–March 1, 2018. The New York Hilton Midtown in the heart of Manhattan, located ten blocks north of Times Square, is the epicenter of the 2018 conference.

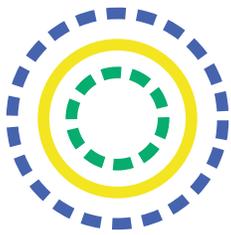
We don't have to tell you why New York City is an extraordinary place to visit. Besides the iconic tourist attractions like the Statue of Liberty, Empire State Building, Rockefeller Center, and Yankee Stadium, you can visit the theater district to see a Broadway show; go window shopping along Fifth Avenue or in SoHo; attend a performance at Lincoln Center, Carnegie Hall, or the Brooklyn Academy of Music; stroll through Central Park; eat at amazing restaurants that can be found throughout the City's five boroughs...and, of course, visit museums, galleries, and studios throughout this art-filled city. There truly is something in New York for everyone.

While New York City is known for its countless popular activities and sights, it is also known for its history of avant-garde thinking and creative expression. The theme of the 2018 conference, "Out of Bounds," reflects this spirit of looking for innovative answers and modes of expression that expand our world. To reflect the theme, conference activities will take place not only in Manhattan but also in New York's other boroughs: the Bronx, Brooklyn, Queens, and Staten Island. Sessions focused on art librarianship will be complemented by programming that looks beyond the traditional boundaries of the profession.

We will take advantage of the wealth of local cultural capital to feature speakers who can spark new energy and ideas. We'd like to bring your new ideas to attendees too--this year we will experiment with brief exhibitor presentations to give you additional opportunities to highlight new products and services beyond your Exhibit Hall conversations.

We look forward to putting together an invigorating conference program, and hope that you will participate as a sponsor or an exhibitor. We invite you to join us in New York City from February 25–March 1, 2018--to be inspired, tap into the spirit of the avant-garde artists who have inhabited these places, and go out of bounds!

Lindsay King and Dan Lipcan
Conference Programming Co-Chairs



ARLIS/NA OUT OF BOUNDS 46TH ANNUAL CONFERENCE FEBRUARY 25–MARCH 1, 2018 NEW YORK CITY

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

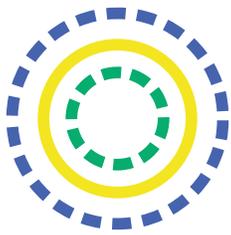
The Society shall promote diversity and inclusion within the profession including the makeup of its workforce, the design of services and programming, the development of intercultural fluency skills and competencies, and the practice of inclusive collections building.

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.



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CONTACTS

Conference Development Chair

Milan Hughston
646.337.8322
milanhughston@gmail.com

Exhibits Co-Chairs

(Exhibit hall inquiries)

Tina Lidogoster
Metropolitan Museum of Art
212.396.5367
tina.lidogoster@metmuseum.org

Maggie Portis
Pratt Institute Libraries
718.636.3714
mportis@pratt.edu

Sales Manager

(Submission of contract form)

Becky Schlevensky
414.908.4954 ext. 111
b.schlevensky@arlisna.org

Conference Manager

Robert J. Kopchinski
414.908.4954 ext. 136
r.kopchinski@arlisna.org

MESSAGE FROM THE ARLIS/NA PRESIDENT

Greetings!

I am delighted to invite you to participate in the 46th Annual Conference of the Art Libraries Society of North America in New York City and to explore with us our conference theme Out of Bounds. The Conference will be held at the New York Hilton Midtown from February 25 through March 1, 2018. As 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 our large exhibits hall. Our aspiration is for this to be one of the highest attended conferences and beat the current record of 823 attendees. Please join us and take advantage of the opportunities provided by ARLIS/NA to help you promote and conduct your business.



Conveniently located in the Rhinelander Gallery in the New York Hilton Midtown, the Exhibit Hall will be on the same level as ARLIS/NA conference sessions, workshops, and meetings. As always, the Exhibit Hall will be a focal point of the conference and will be open February 26th through the 28th. In order to provide our attendees one-on-one time with you, there will be hours of "no conflict" scheduled on all three days 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, I 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. I invite you to explore and choose the option that best fits your business needs. I am confident that you will find your participation in the ARLIS/NA conference will be of great value as you connect with both new and longstanding clients.

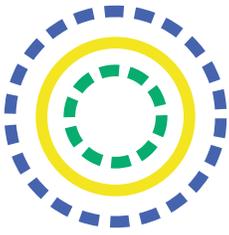
New York City offers a rich and abundant array of extraordinary art and cultural experiences, and is home to a wealth of art museums. Here is a sampling of a few museum and cultural institutions to give you a sense of its diversity and array: Metropolitan Museum of Art, Brooklyn Museum, Studio Museum in Harlem, Museum for African Art, Asia Society, El Museo del Barrio, Jewish Museum, National Museum of the American Indian – New York, The Frick Collection, Guggenheim Museum, Whitney Museum of American Art, the Morgan Library and Museum, the New York Public Library, Museum of Modern Art, the Noguchi Museum, and the Cooper-Hewitt Museum. There are so many others as well – too many to name! New York is truly an American city like no other that draws together cultures to create vibrant architecture, arts, cuisine, history, language, music, and traditions. It also has a amazing history of innovation. By breaking traditions and thinking out of the box, New York City has made incredible contributions to creativity and progress.

Within the city, taxis and municipal buses are numerous and affordable, but of course New York's quickest and most convenient mode of urban transportation is its extensive subway system. Convenient and easily navigable, the subway lines provide inexpensive access to most neighborhoods and city attractions across all of the boroughs. For those who prefer to explore on foot, popular areas of the city such as Little Italy, Midtown, Greenwich Village, the East Village, East Side, West Side, Harlem, and others are famously walkable, with abundant architectural diversity, galleries, public spaces, and dining options to keep visitors attuned to their unique surroundings.

We look forward to putting together an invigorating conference program, and hope that you will participate as a sponsor or an exhibitor. It will be a great opportunity to reach an anticipated 850-900 attendees at this year's conference. We invite you to join us in New York City from February 25-March 1, 2018--to be inspired, tap into the spirit of the avant-garde artists who have inhabited these places, and go out of bounds!

Sincerely,

Eumie Imm Stroukoff
President, ARLIS/NA



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HOTEL INFORMATION

All meeting sessions will take place at the New York Hilton Midtown. The hotel is in the heart of New York City, which is one of the world's multicultural epicenters for arts, culture, design, and business.

The hotel is within walking distance of MoMA, Rockefeller Plaza, Times Square, Carnegie Hall, Broadway, Central Park, Radio City Hall, art galleries and countless restaurants. The Met, New Museum, Frick and Morgan Library & Museum are also within walking distance or just a taxi ride away.

New York Hilton Midtown
 1335 Avenue of the Americas
 New York, NY 10019
 Reservations: 212-586-7000
www.NewYorkHiltonMidtown.com

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

\$219.00* - Single Occupancy

\$219.00* - Executive Floor Suite Single Occupancy

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

All guest rooms include complimentary Internet access in guest room and lobby spaces. Be sure to make your reservation by **Friday, January 19, 2018** to secure these rates. These rates are available 3 days prior and 3 days after the conference dates, subject to availability.

TRAVEL INFORMATION

The New York Hilton Midtown is approximately 8 miles from LaGuardia, 17 miles from JFK and 15 miles from Newark. Grand Central station is 15 minutes across town, Penn Station is 15 minutes downtown and Port Authority is 10 minutes downtown. For more information on traveling to the New York Hilton Midtown go to:

<http://www3.hilton.com/en/hotels/new-york/new-york-hilton-midtown-NYCNHHH/maps-directions/index.html>

EXHIBIT HALL HOURS

(Times subject to change.)

Set-Up:

Sunday, February 25, 2018

2:00 PM – 7:00 PM

Open Hours and Events:

Monday, February 26, 2018

9:00 AM – 5:00 PM General Open Hours

9:00 AM – 9:45 AM (Exhibit Hall Opening; scheduled break; no conflict time)

12:30 PM – 1:30 PM (closed; lunch break)

4:00 PM – 5:00 PM (Exhibitor Reception; no conflict time)

5:00 pm – 6:00 pm (Exhibitor Reception; no conflict time)

Tuesday, February 27, 2018

9:00 AM – 6:00 PM General Open Hours

12:30 PM – 1:30 PM (closed; lunch break)

5:00 PM – 6:00 PM (Exhibitor Reception; no conflict time)

Wednesday, February 28, 2018

9:00 AM – 4:00 PM General Open Hours

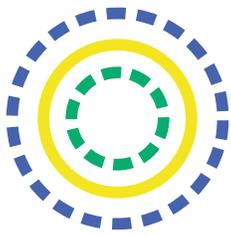
9:00 AM – 9:45 AM (scheduled break; no conflict time)

12:30 PM – 1:30 PM (Closed; Lunch break)

Move Out:

Wednesday, February 28, 2018

4:00 PM – 6:00 PM



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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. The final Exhibit Form deadline is **January 12, 2018**.

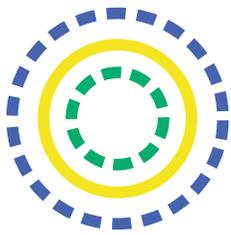
CONFERENCE REGISTRATIONS

The contract on page 13 must be completed and returned to Becky Schlevensky. 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 **January 12, 2018** 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.





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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 **January 31, 2018** will receive a refund, less a \$150 processing fee. No refunds will be processed on cancellations received on or after **January 31, 2018**.

DISTRIBUTION OF PRINTED MATERIALS

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

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/newyork2018) 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

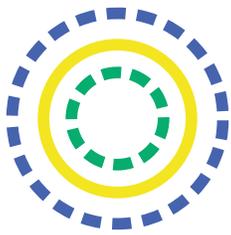
Exhibitors are required to conform to all local labor regulations in the installation/dismantlement of their booth fixtures and moving of booth materials. More information on the specific labor regulations and charges will be included in the Exhibitor Service Kit, if applicable.

BADGE/REGISTRATION PACKET PICK-UP

Badges and registration packets 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 New York Hilton Midtown ("Hotel"), Hotel's owner HLT NY Hilton, LLC ("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.



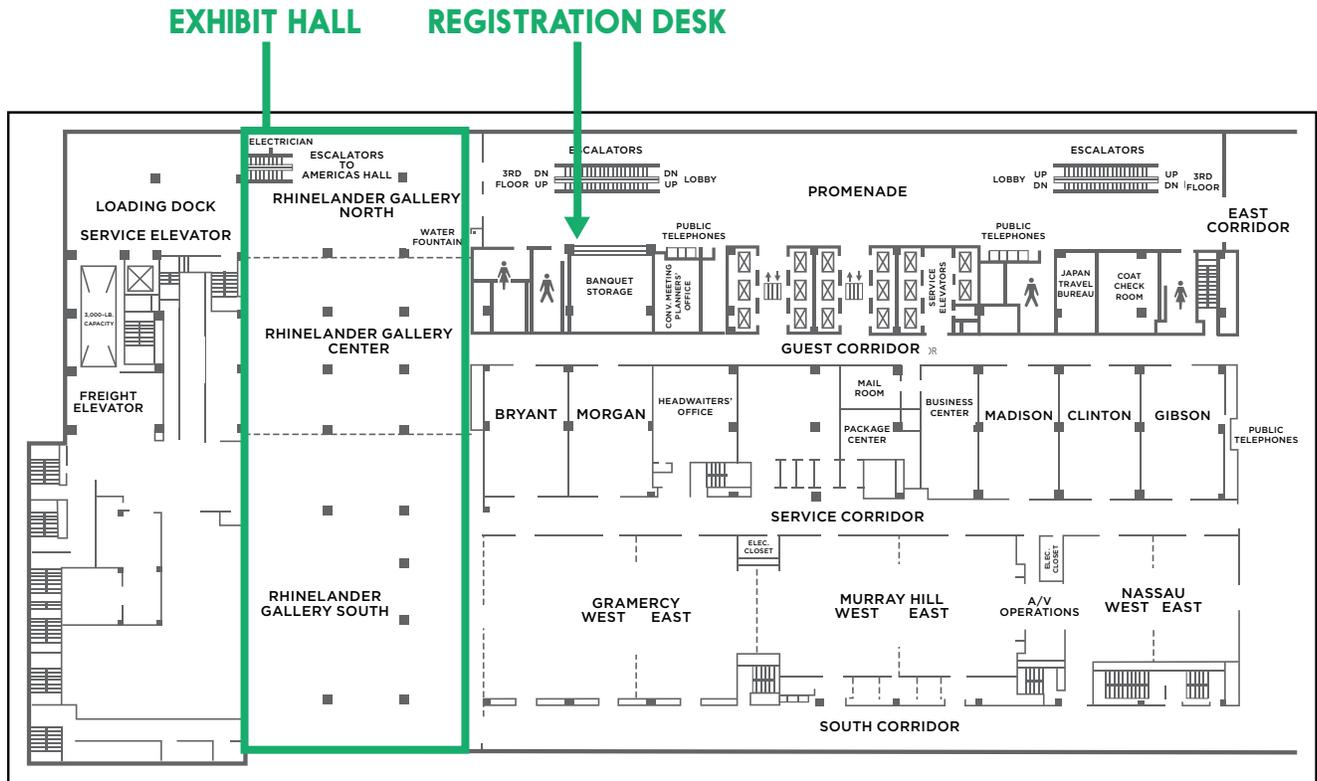
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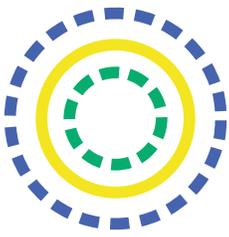
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NEW YORK HILTON MIDTOWN • SECOND FLOOR • EXHIBIT HALL



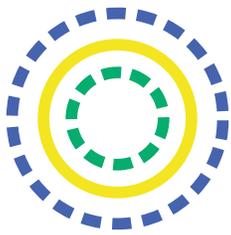


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Please contact Milan Hughston at milanhughston@gmail.com or 646-337-8322 or Becky Schlevensky at b.schlevensky@arlisna.org or 414-908-4954 Ext 111 to sponsor one of the following events or find out about additional opportunities not listed.

CONFERENCE SPONSORSHIP AND BENEFITS

BENEFITS INCLUDED	CONTRIBUTOR up to \$499	BENEFACTOR \$500	PATRON \$1,500	SILVER \$2,500	GOLD \$4,000	PLATINUM \$7,500
Website recognition (if artwork received by 12/1/2017)	Name listed on Sponsor page of website	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	x
Name displayed on sponsorship signage at the conference	x	x	x	x	x	x
Opportunity to enclose one self-supplied product brochure or swag in conference bag.		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



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NAMED SPONSORSHIP OPPORTUNITIES

Named Sponsorship Opportunities Include:

- 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 (will appear in the conference program app and website), on signage, and on the conference website (www.ARLISNA.org).
- Events, Sessions, Workshops, and Tour sponsors are thanked at the beginning and end of each event.

Educational 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.

Sunday, February 25
40+ attendees

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

Plated lunch hosted by the Executive Board coincides with annual membership meeting and features a keynote speaker.

Tuesday, February 27
300+ 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 printed program, online conference schedule, mobile app, and conference website.

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.

500+ attendees

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

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

Wednesday, February 28
500+ attendees

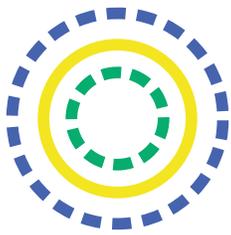
Session Recording Code: E7 (\$1,500 – 4 sponsorships available)

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.

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

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

Please contact Milan Hughston at milanhughston@gmail.com or 646-337-8322 or Becky Schlevensky at b.schlevensky@arlisna.org or via phone at 414-908-4954 Ext 111 for additional information on Named Sponsorship Opportunities.



NAMED SPONSORSHIP OPPORTUNITIES (CONTINUED)

Networking, Receptions and Breaks

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

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.

Monday, February 26
100 attendees

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

There are 3 non-conflict refreshment breaks scheduled in the exhibit hall including an exhibitor reception promoting interaction among exhibitors and attendees.

500+ attendees

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

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

Wednesday, February 28
500+ attendees

Welcome Reception Code: N4
(\$2,500 – shared sponsorship)

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

Monday, February 26
500+ attendees

Conference Essentials

Wi-Fi Access Code: C1
(\$500 – shared sponsorship)
(\$5,000 – sole sponsorship)

Wi-Fi access for all attendees in the meeting and sessions throughout the conference encourages networking and instant sharing of ideas. Company logo will be displayed on login page (if venue permits), sponsorship will be acknowledged in the printed program and the conference website.

Conference Bags Code: C3
(\$1,800 – sole sponsorship)

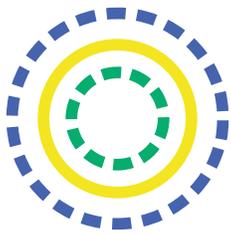
Highlight your company on the official attendee conference bag. Conference bags are provided to each of our attendees along with their registration materials. As a sponsor your company name or logo, along with the Joint Conference logo will be imprinted on each bag. **Please provide vector logo.**

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

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 Code: C4
(\$1,500 – sole sponsorship)

This item is a necessity for all attendees, so why not be associated with each one of them. Let attendees know you support ARLIS/NA while getting your company recognized. Your logo or company name will be printed on these name badge holders which are worn around the neck of each attendee.



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CONFERENCE ADVERTISING

Conference Bag Inserts (\$350)

Distribution of material within the Conference bags is available for a fee of \$350 for a 1-3 page insert. A fee structure for materials exceeding three pages can be obtained by contacting Becky Schlevensky at 414-908-4954 Ext 111 or b.schlevensky@arlisna.org.

Broadcast Email (\$200)

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 **February 9, 2018**. Exhibitors may select a date for the email to be sent. Emails and date selection should be sent to Becky Schlevensky at b.schlevensky@arlisna.org.

Conference Website Ad (\$750)

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.

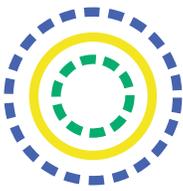
Vendor Lightning Round (\$200)

We are offering a chance for vendors and sponsors to give a 10-minute presentation to conference attendees during the end-of-day exhibit breaks on Monday, February 26 and Tuesday, February 27. 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.

THANK YOU TO THE 2017 ARLIS/NA CONFERENCE AND AWARD SPONSORS

- | | |
|--|---|
| AMALIVRE | Clemson University Libraries |
| Anonymous | Duke University Libraries |
| Anonymous | Emory University |
| ARLIS / NA Central Plains Chapter | Erasmus Amsterdam / Paris |
| ARLIS / NA Mid-Atlantic Chapter | Eric Chaim Kline Booksellers |
| ARLIS / NA Midstates Chapter | FA. Bennett Books |
| ARLIS / NA Montreal - Ottawa - Quebec Chapter | Georgia Museum of Art |
| ARLIS / NA Mountain West Chapter | Louisiana State University |
| ARLIS / NA New England Chapter | Morris Museum of Art |
| ARLIS / NA New York Chapter | Philadelphia Museum of Art |
| ARLIS / NA Northern California Chapter | ProQuest |
| ARLIS / NA Ohio Valley Chapter | Savannah College of Art and Design |
| ARLIS / NA Ontario Chapter | Sotheby's Institute of Art |
| ARLIS / NA Southeast Chapter | Synaptica |
| ARLIS / NA Southern California Chapter | The MediaPreserve |
| ARLIS / NA Texas - Mexico Chapter | Tulane University |
| ARLIS / NA Twin Cities Chapter | UC Berkeley |
| ARLIS / NA Upstate New York Chapter | University of Florida George A. Smathers Libraries |
| Ars Libri, LTD | University of North Carolina - Chapel Hill |
| Art and Architecture Electronic Portal / Yale University Press | University of South Carolina - University Libraries |
| Auburn University Libraries | Worldwide Books |
| Bloomsbury / Fairchild Books | Yale University, Robert B. Haas Family Arts Library |
| Casalini Libri, Fiesole, Italy | |
| Christie's | |



CONTRACT

Completed forms may be emailed, faxed, or mailed to Becky Schlevensky 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

(Reserve by December 1, 2017 to be included in the official program book)

	Pricing
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	\$ 750	\$
Vendor Lightning Round	\$ 200	\$
Conference Bag Insert (\$350 ea. x _____)		\$
Broadcast Email (\$200/Exhibitor Discount \$100)		\$

SPONSORSHIP OPPORTUNITIES (see pg. 8 for benefits)

Platinum (\$7,500+)		\$
Gold (\$4,000–\$7,499)		\$
Silver (\$2,500–\$3,999)		\$
Patron (\$1,500–\$2,499)		\$
Benefactor (\$500–\$1,499)		\$
Contributor (up to \$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/Province _____ Zip Code _____
 Phone _____ Email _____

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 Becky Schlevensky at 414-908-4954 Ext 111 or b.schlevensky@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 January 12, 2018. 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: Becky Schlevensky (b.schlevensky@arlisna.org)
 Phone: 414-908-4954 Ext 111 • Fax: 414-768-8001
 7044 S. 13th St, Oak Creek, WI 53154

Cancellation Policy Cancellations, in writing, made prior to or on January 31, 2018 will receive a refund, less \$150 processing fee. No refunds will be processed on cancellations received after January 31, 2018.