



Museums and the Web 2008

the international conference for
culture and heritage on-line

April 8-12, 2008
Montréal, Québec, Canada

Hilton, Bonaventure
Montréal, Québec
Canada

Exhibit Hall Schedule

Set up
April 10, 2008
10:00 am - 4:00 pm

Hall Opening
April 10, 2008
5:30 pm

Exhibitors' Reception
April 10, 2008
5:30 pm - 8:00 pm

Hall Open
April 11, 2008
9:30 am - 5:00 pm

Co-Chairs

David Bearman
Jennifer Trant

Produced by

*Archives & Museum
Informatics*

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M4E 2P3 Canada

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Fax: +1-416-352-6025
mw2008@archimuse.com
www.archimuse.com

Exhibitor Registration

Company

Contact Name _____

Address _____

City _____ State/Province _____

Postal Code _____ Country _____

Phone _____ Fax _____

URL _____ Email _____

Booth Reservation

(fees due based on date full payment is received)

Single 8' x 10' Booth *if paid in 2007* \$1750 _____

if paid in 2007 \$1900 _____

Double 8' x 20' Booth *if paid in 2007* \$3300 _____

if paid in 2008 \$3600 _____

Quad 16' x 20' Booth *if available* \$5600 _____

Sharing Fee: Plus \$150 for a single booth if shared

Sub-Total Booth Reservation _____

Equipment Rental

(these prices through February 2008; other equipment available; contact us for details)

Furnishings included: one Internet connection (ethernet/RJ45, no hubs permitted);
table; chairs; electricity

Extra Internet Connection # _____ x \$100 _____

18" (LCD) # _____ x \$150 _____

Computer with 18" LCD # _____ x \$175 _____

Sub-Total Equipment Rental _____



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Advertising: MW2008 Program

(Black and white; copy due by February 28, 2008; see Ad Guidelines on-line)

Back Cover	\$1000	_____
Inside Cover	\$850	_____
Full Page	\$750	_____
Half Page	\$450	_____
Quarter Page	\$300	_____
Add MW2008 Colour	+\$100	_____

Advertising: MW2008 Registration Packet Inserts

(Vendor supplies 600 copies)

inserts ____ x \$200 _____

Advertising: Your Logo on MW2008 Conference Web Site

Include your logo or other image file on your Exhibitor Page of the MW2008 Web site and Proceedings CD-Rom. Due by February 28, 2008; see Ad Guidelines on-line)

\$150 _____

Sub-Total Advertising

Staff Registration

Each Exhibitor (firm) is entitled to one full conference registration. Exhibitors may purchase three additional full conference registrations at a \$350 each per 8x10 space. Exhibit only staff are free.

	Full Reg.	Exhibits only
Name: _____ Email: _____	included	
Name: _____ Email: _____	\$350	free
Name: _____ Email: _____	\$350	free
Name: _____ Email: _____	\$350	free

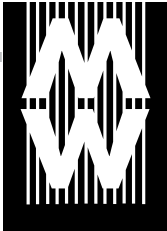
Sub-Total Registration

Sponsorship at MW2008

Sponsors at any level receive a free full page ad, 10% off booth fee, listing as an MW2008 sponsor, and other benefits. Enquire now.

Sponsoring the conference as a whole	\$15,000	_____
Sponsoring a reception	\$8,000	_____
Sponsoring the conference <i>Proceedings</i>	\$5,000	_____
Sponsoring the Birds of a Feather Breakfast	\$3,000	_____
Sponsoring one of several coffee breaks	\$2,000	_____
Sponsoring a named scholarship	\$1,500	_____

Sub-Total Sponsorship



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Text for MW2008 Web Site and Conference Program. Due with registration. Absolute limit of 100 words. Must be supplied with this form **AND** by electronic mail to mw2008@archimuse.com. Lengthy text will be edited.

Sub Totals

Booth	_____
Equipment	_____
Advertising	_____
Staff Registration	_____
Sponsorship	_____
Returning Vendor Discount	_____
<i>10% off if paid by September 30, 2007</i>	_____

TOTAL DUE

(fees based on date PAYMENT RECEIVED; space reservation is not complete until fully paid)

Payment

(fees calculated based on date payment received)

1) **Check or Money Order** in US\$ enclosed

OR

2) **Credit Card:**

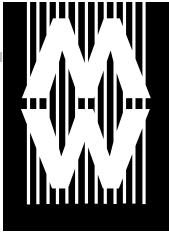
VISA Mastercard American Express

Card # _____ - _____ - _____ - _____ Expiration Date ____/____

Name on Card _____

Signature _____

Billing Address for credit card if other than Company Address on Page One:



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TERMS OF CONTRACT

1. Restriction on Location of Exhibits & Solicitation. Vendors are not permitted to conduct or solicit business in the exhibit hall unless they have rented exhibit space. Vendors are not permitted to exhibit products and services at the conference except in the exhibit hall or conference program time slot.

2. Booth Assignments. Booth assignments will be made in the order that payment is received at Archives & Museum Informatics. To be complete, a contract must include the full rental fee and all required texts. Assignments will not be made until all required rental fees have been paid. Archives & Museum Informatics reserves the right to change booth assignments at any time.

3. Booths. Each exhibit space (8' x 10') includes draped back and sides, and, if requested one 6' draped table, 2 chairs, and two 110v electrical outlets. No credit is provided for equipment that is not used. Additional booth furnishings, audiovisual equipment, electrical and telephone connections, signs and drayage services are available for an additional charge. If an exhibitor plans to install a completely constructed display so that the standard booth equipment is not desired, no part of the constructed display shall project so as to obstruct the view of adjacent booths. Booth side dividers of a height in excess of 35" must not extend further than three feet out from the back wall. Booth walls must not exceed eight feet in height. Island exhibits must not include any walls that block visibility of neighboring booths. Any exception must first be approved by Archives & Museum Informatics. Audiovisual equipment must not be played at a level that would interfere with adjacent exhibitors.

4. Internet Connections. Network access will be provided on 10/100 base T connections over T1 to a local ISP; actual throughput speeds and up times are not guaranteed. Exhibitors may not attach hubs to network connections. If additional machines are required, extra Internet drops should be ordered.

5. Payment & Cancellation. Applicable fees are based on the date that payment is received by Archives & Museum Informatics. Exhibitors may cancel this agreement by written notice to Archives & Museum Informatics. Cancellations made prior to December 31, 2007 are subject to a 50% cancellation fee. No refunds will be granted on cancellations made after January 1, 2008.

6. Union Clearance & Exclusivity. In order to conform to union contract rules and regulation, all exhibitors must use qualified union personnel for the various services required for installation and dismantling of exhibits and for material handling within the show. Exhibitors must use the service provider designated by Archives & Museum Informatics for drayage and rigging, electrical, plumbing, and custom cleaning services. For other services, exhibitors desiring to use contractors other than those designated must submit the necessary certificates of insurance in advance so that permission can be secured for said contractor to operate.

7. Use of Space. No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to the signer of this contract, nor shall the exhibitor display articles not manufactured or normally sold by him. Requests for co-participation by any other corporation or firms in space assigned to the original applicant must be made in writing to Archives & Museum Informatics. If permission is granted by Archives & Museum Informatics, there will be an additional charge of \$250.00 for each additional firm, **and** the additional firm must register its Representatives at the Exhibitor Full Registration Rate. Exhibitors may not sublet booths or assign this lease in whole or in part.



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8. Limitation of Liability. The exhibitor shall indemnify the organizers against all claims, demands, actions, expenses, damages, penalties, or proceeding arising out of or in any way connected with the exhibitor's occupancy and use of the exhibition premises or any part thereof. Exhibitors will be required to pay the cost of making good any damage to floors, walls, structures, and accessories. Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the Hotel, its owners, its operator, and each of their respective parents, subsidiaries, affiliates, 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 premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Hotel and its employees and agents. In addition, exhibitor acknowledges that neither the Hotel, its owners, or its operator maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance insuring any losses by the exhibitor.

9. Security & Insurance. The organizers will take responsible care to ensure security in the exhibition area. The organizers will not be liable for damage or loss to exhibitor's property, nor shall they be liable for any injury that may occur in the exhibition area. Exhibitors are responsible for obtaining any insurance they require to participate.

10. Protection of the Exhibit Hall Facility. Nothing shall be posted or tacked, nailed, screwed or otherwise attached to the columns, walls, floors, or other parts of the conference hotel without permission from the proper building authority and exhibition management.

11. Drayage. The organizers will appoint an exhibition management firm. Shipments to the hotel must be arranged through them.

12. Installation & Dismantling. Packing, unpacking, and assembly of exhibits will be done only in designated areas at designated times under the direction of exhibition management. The hotel prohibits posting of any kind on columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Space not set up by one hour before the official opening of the exhibit hall may be reassigned by exhibition management for other purposes and will not be made available to the exhibitor. No exhibits shall be dismantled before the official closing time of the show.

13. Distribution of Printed Matter, Samples, etc. Neither exhibitors nor non-exhibitors shall distribute to the conference attendees printed matter, samples, souvenirs, or the like, except from within the rented spaced or through insertion into conference registration packets as provided for by the organizers.

14. Listing of Exhibitors in Conference Material. Exhibitors will be listed on the conference Web site and in the printed material distributed at the conference. They must supply a brief description (100 words or less) of their exhibit and a URL through which we can link to their corporate Web site. The description must be received by February 16, 2008 to ensure appearance in the print materials. Exhibitors who do not provide a description prior to that date may be listed by name only.

15. Agreement to Conditions. Each exhibitor agrees for himself and his employees to abide by these conditions, it being understood and agreed that the sole control of the exhibition hall rests with exhibition management.



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16. Amendments. The organizers shall have sole authority to interpret and enforce all rules and regulation contained herein, and to make any amendment thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the exhibition.

Terms and conditions of the above contract are explicitly accepted:

Name _____ Exhibitor _____

Signed _____ Date _____