

www.archimuse.com/mw2003/

March 19 - 22, 2003

**Adams Mark Hotel
Charlotte
North Carolina, USA**

**Exhibit Hall
Schedule**

Set up
March 20, 10:30 am - 5:00 pm

Exhibitors' Reception
and Hall Opening
March 20, 5:30 pm - 8:00 pm

Hall Hours
March 21, 9:00 am - 5:00 pm

Co-Chairs
**David Bearman
Jennifer Trant**

Organized by
**Archives & Museum
Informatics**

158 Lee Ave, Toronto
Ontario M4E 2P3
Canada

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www.archimuse.com

Museums and the Web 2003

Exhibitor Registration

Company _____

Contact Name _____

Address _____

City _____ State/Province _____

Postal Code _____ Country _____

Phone _____ Fax _____

URL _____ Email _____

Booth Reservation

(includes table, 2 chairs, waste basket and one Internet connection per 8' x 10' space)

Single 8' x 10' Booth \$1200 _____

Double 8' x 20' Booth \$2200 _____

Quad 16' x 20' Booth \$4000 _____

Less 10% early exhibitor discount - _____

if paid by 9/30/02

Plus \$150 for single booth if shared + _____

Plus \$200 late payment fee + _____

if paid by 2/1/03

Sub-Total Booth Reservation _____

Equipment Rental

(these prices through February 1, 2003; other equipment available; contact us for details)

Extra Internet Connection # _____ x \$125 _____

17" monitors # _____ x \$ 75 _____

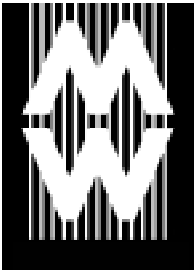
21" monitors # _____ x \$150 _____

18" Flat (LCD) # _____ x \$200 _____

Computer (PC) # _____ x \$165 _____

Computer (iMac) # _____ x \$180 _____

Sub-Total Equipment Rental _____



**Museums
and the Web**

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Advertising

Exhibitor Description for MW2003 Web Site and Conference Program

(Required. Vendor supplies with this form or by email to mw2003@archimuse.com. Absolute 100 word limit.)
Included in Booth Fee

MW2003 Program

(Black and white; copy due by February 15, 2003; see Advertising Guidelines on-line for format and layout)

Back Cover	\$1000	_____
Inside Cover	\$750	_____
Full Page	\$500	_____
Half Page	\$300	_____
Quarter Page	\$175	_____

MW2003 Registration Packet Inserts

(Vendor supplies 750 copies)

inserts ____ x \$150 _____

Sub-Total Advertising _____

TOTAL DUE

*(Balance calculated based on date payment received;
space reservation is not complete until fully paid)*

Payment

Enclose a **check** (payable to Archives & Museum Informatics, in US\$ drawn on a US Bank) or **money order**.
Contact mw2003@archimuse.com for bank transfer details.

Or use a **Credit Card**

VISA Mastercard American Express

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

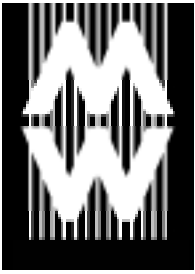
Name on Card _____

Signature _____

Billing Address for Card _____

Exhibition Management Services

Shipping, furniture rental and on-site set-up support will be provided by Shepard Exposition Services.
They will contact all Exhibitors directly.



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Staff Registration

Must be completed by February 15, 2003; Each Exhibitor (firm) is entitled to one full conference registration. Exhibitors may purchase any number of additional full conference registrations at \$250 each. Exhibit only staff are free.

Name _____ email _____
Full Registration included

Name _____ email _____
 exhibits only full registration @ \$250

Name _____ email _____
 exhibits only full registration @ \$250

Name _____ email _____
 exhibits only full registration @ \$250

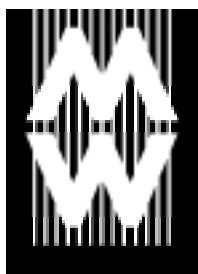
Sponsorship at MW2003

Yes, we're interested in sponsorship!

Please contact us about

Sponsoring the conference as a whole	\$12,000	_____
Sponsoring a reception	\$5-8,000	_____
Sponsoring the conference <i>Proceedings</i>	\$6,000	_____
Sponsoring the Birds of a Feather Breakfast	\$3,000	_____
Sponsoring one of several coffee breaks	\$2,000	_____
Sponsoring a named scholarship	\$1,500	_____
General Sponsorship	<i>minimum of \$500</i>	_____

We'd like to sponsor, and have an idea of our own, please give us a call. _____



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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, one 6' draped table, 2 chairs, one 500 watt electrical outlet, and a 10baseT connection to the Internet. No credit is provided for equipment that is not used. Additional booth furnishings, audiovisual equipment, electrical and telephone connections, signs and drayage services are for an additional charge. If an exhibitor plans to install a completely constructed display so that the standard booth equipment is not desired, they should so indicate on their space reservation form. In this case, 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 baseT connections T1 to a local ISP; actual throughput speeds are not guaranteed.

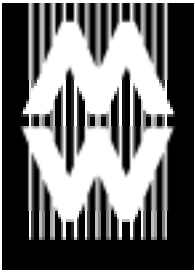
5. Payment & Cancellation. Contracts received before September 30, 2002 from prior year exhibitors that are accompanied by full payment will receive a 10% discount off the rental fee. Contracts received after Feb. 1, 2003 will be assessed a \$200 late fee. Exhibitors may cancel this agreement by written notice to Archives & Museum Informatics. Cancellations made prior to December 31, 2002 are subject to a 50% cancellation fee. No refunds will be granted on cancellations made after January 1, 2003.

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. All service providers contracted by Archives & Museum Informatics have union clearance. 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 its firms or representative 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 \$150.00 for each additional firm. Exhibitors may not sublet booths or assign this lease in whole or in part.

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.

(continued)



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 Exhibit Management Firm prior to September 30, 2002. Shipments to the hotel should be arranged through the Exhibit Management Company.

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 space 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 15, 2003 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. Hotel Liability. Exhibitors shall be fully responsible to pay for any and all damages to property owned by the hotel, its owners or managers, which results from any act or omission of exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from or arising out of the exhibitor's use of the property. Exhibitors liability shall include all losses, costs, damages or expenses arising from or out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including exhibitor, its agents, employees, and business invitees which arise from or out of exhibitor's occupancy and/or use of the exhibition premises, the hotel, or any part thereof. The exhibitor understands that the hotel does not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain such insurance.

16. 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.

17. 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** _____