

www.archimuse.com/mw2006/

Museums and the Web 2006

Exhibitor Registration

March 22-25, 2006

**Hyatt Regency
Albuquerque
New Mexico
USA**

**Exhibit Hall
Schedule**

Set up
March 23, 10:00 am - 4:00 pm

Hall Opening
March 23, 5:30 pm

Exhibitors' Reception
5:30 pm - 8:30 pm

Hall Open
March 24, 9:00 am - 5:00 pm

Co-Chairs
**David Bearman
Jennifer Trant**

Organized by
**Archives & Museum
Informatics**
158 Lee Ave, Toronto ON
M4E 2P3 Canada

Phone: +1-416-691-2516
Fax: +1-416-352-6025
Email: mw2006@archimuse.com
www.archimuse.com

Company

Contact Name _____
Address _____

City _____ **State/Province** _____
Postal Code _____ **Country** _____
Phone _____ **Fax** _____
URL _____ **Email** _____

Booth Reservation

Single 8' x 10' Booth *if paid in 2005* \$1400 _____
if paid in 2006 \$1600 _____
Double 8' x 20' Booth *if paid in 2005* \$2650 _____
if paid in 2006 \$3000 _____
Quad 16' x 20' Booth *if available* \$5000 _____
Sharing Fee: Plus \$150 for a single booth if shared _____

Sub-Total Booth Reservation _____

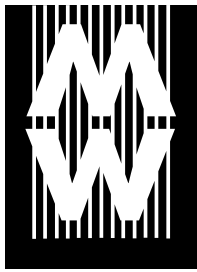
(Fees due based on date full payment is received)

Equipment Rental

(these prices through February 2006; other equipment available; contact us for details)

Furnishings: Table (y/n); chairs (y/n); electricity (y/n) no extra charge
Internet Connection # _____ x \$100 _____
18" Flat (LCD) # _____ x \$150 _____
Computer with 18" LCD # _____ x \$175 _____

Sub-Total Equipment Rental _____



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Advertising

MW2006 Program

(Black and white; copy due by February 3, 2006; see Ad Guidelines on-line)

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

MW2006 Registration Packet Inserts

(Vendor supplies 600 copies.) # inserts ____ x \$200 _____

Your Logo on MW2006 Conference Web Site

Include your Logo or other image file on your Exhibitor Page of the MW2006 Web site and Proceedings CD-Rom. Due by February 3, 2006; see Ad Guidelines on-line)

\$150 _____

Sub-Total Advertising _____

Staff Registration

Each Exhibitor (firm) is entitled to one full conference registration. Exhibitors may purchase any number of additional full conference registrations at a \$275 each. Exhibit only staff are free.

Name _____ email _____

Full Registration included

Name _____ email _____

exhibits only full registration @ \$275

Name _____ email _____

exhibits only full registration @ \$275

Name _____ email _____

exhibits only full registration @ \$275

Sub-Total Registration _____

Sponsorship at MW2006

Yes, we're interested in sponsorship!

Sponsoring the conference as a whole \$15,000 _____

Sponsoring a reception \$7,000 _____

Sponsoring the conference *Proceedings* \$5,000 _____

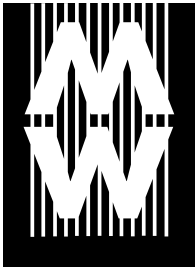
Sponsoring the Birds of a Feather Breakfast \$3,000 _____

Sponsoring one of several coffee breaks \$2,000 _____

Sponsoring a named scholarship \$1,500 _____

Sponsors at any level receive a free full page ad, 10% off booth fee and listing as an MW2006 sponsor.

Sub-Total Sponsorship _____



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Text for MW2006 Web Site and Conference Program. Due with registration. Absolute limit of 100 words. Must be supplied with this form AND by electronic mail to mw2006@archimuse.com no later than February 17, 2006. Lengthy text will be edited.

Sub Totals

Booth	_____
Equipment	_____
Advertising	_____
Staff Registration	_____
Sponsorship	_____

TOTAL DUE _____

(space reservation is not complete until fully paid)

Payment

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

OR

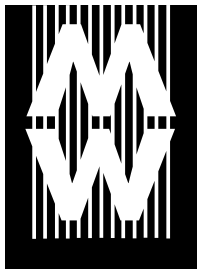
2) **Credit Card: VISA Mastercard American Express**

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 120v 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.

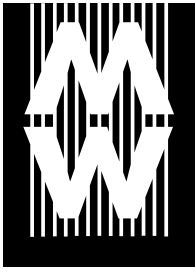
5. Payment & Cancellation. Applicable fees are based on the date that payment is received by Archives & Museum Informatics. Exhibitors may cancel this agreement by written notice to Archives & Museum Informatics. Cancellations made prior to December 31, 2005 are subject to a 50% cancellation fee. No refunds will be granted on cancellations made after January 1, 2006.

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 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.

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.



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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 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 17, 2006 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.

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** _____