

# Exhibit Space Reservation

(Exhibitors only)

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip/PC \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Web site \_\_\_\_\_

Number of tables/booths requested \_\_\_\_\_

Please list companies near to which you do not want to be located: \_\_\_\_\_

**Booth Personnel** (All representatives must complete a Exhibit Personnel Registration form.)

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Additional Booth Personnel** (\$150 each person)

1. \_\_\_\_\_ 2. \_\_\_\_\_

Company signage should read (one line only) \_\_\_\_\_

Please attach a product/service description for on-site program book of 100 words or less or send an e-mail description to: [arlisna@mcphersonclarke.com](mailto:arlisna@mcphersonclarke.com)

**Descriptions must be received by April 1, 2007 to be included in the on-site exhibitor directory.**

I plan to have a special product/service demonstration in a separate suite.  Yes  No

## **PAYMENT** (Display location will not be confirmed until payment in full has been received)

### **TABLE TOP RENTAL** (3' x 6' table)

Table Top Display (members) \$850 \$ \_\_\_\_\_

Table Top Display (non-members) \$1000 \$ \_\_\_\_\_

Additional Table (cost per table) \$400 \$ \_\_\_\_\_

### **BOOTH SPACE RENTAL**

Members \$1000 \$ \_\_\_\_\_

Non-Members \$1,150 \$ \_\_\_\_\_

### **OTHER**

Additional Exhibit Personnel (\$200 per person) (x \_\_\_\_\_ persons) \$ \_\_\_\_\_

Literature Table (for profit company)\* \$250 \$ \_\_\_\_\_

Literature Table (non-profit company)\* \$150 \$ \_\_\_\_\_

Program Advertising – Type of Ad \_\_\_\_\_ \$ \_\_\_\_\_

Registration Kit insertion \$300 (per insert) \$ \_\_\_\_\_

Sponsorship \_\_\_\_\_

Event Requested \_\_\_\_\_

**Total Enclosed:** US\$ \_\_\_\_\_

\*May not exceed three single 8.5" by 11" sheets. For larger displays or insertions, please contact Debbie Apfeld: [arlisna@mcphersonclarke.com](mailto:arlisna@mcphersonclarke.com)

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(cont'd)

**Terms of Agreement:** Exhibiting company assumes complete responsibility and liability for all loss, damage or destruction of the property of the exhibitor, its guests, and property of The Sheraton Colony Square Hotel used by the exhibitor or brought upon the hotel premises in its behalf. Exhibitor also assumes full responsibility and liability for injury to any and all persons or property in any way connected with exhibitor's display caused by the exhibitor's negligence. Exhibitor indemnifies and agrees to hold harmless ARLIS/NA and The Sheraton Colony Square Hotel and the legal entities which own, lease, and/or operate the hotel, their members, officers, directors and employees against any and all liability whatsoever arising from any/all damage to property or personal injury caused by exhibitor or his agents, representative, employees and other persons so identified.

In addition, Exhibitor acknowledges that ARLIS/NA and The Sheraton Colony Square Hotel do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

Authorized signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## METHOD OF PAYMENT

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Paid by:

Check # \_\_\_\_\_ Make check or money order payable to "ARLIS/NA " in U.S. funds

VISA  MASTERCARD

Card Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Signature (required) \_\_\_\_\_

### Exhibit Registration forms should be forwarded with payment to:

ARLIS/NA Annual Conference  
c/o Debbie Apfeld  
49 Benchlands Drive  
Cochrane, AB, Canada T4C 1C3  
Fax: (403) 932-7896  
(U.S. First-Class postage to Canada: \$0.60)

### Special Needs

*In accordance with Title III of the Americans with Disabilities Act, ARLIS/NA seeks to make its meetings accessible to all. If you have a disability, which might require special accommodations to be made for you to participate in all or part of the conference, please explain below so that we can anticipate your needs, or e-mail needs to:*

arlisna@mcphersonclarke.com