

Exhibitor/Vendor: (Please print or TYPE. If your submission is sent via e-mail, please follow this form and answer each question.)

Company/Organization: _____

Contact Person: _____ E-mail: _____

Address/City/State/Zip _____

Phone: _____ Fax: _____ Website: _____

BOOTH RATES

AAAM Member (AAAM ID# _____) **\$350.00**

(Institutional or Corporate Sponsor)

Non-member **\$500.00**

Booth Rate includes:

- 8' skirted table (8' x 10'), two chairs, electricity
- 1/2 page advertisement in Conference Program*
- Listing with link on the AAAM Web site (one year)
- Printout of Conference Registration mailing list

EVENTS / SPECIAL NEEDS

Please check (✓) the events that you plan to attend.

- \$35 - WED Evening Reception
- \$55 - FRI Awards Luncheon
- \$55 - THURS Opening Day Luncheon
- \$35 - FRI Evening Reception
- \$35 - THURS Evening Reception

Names: _____

- Vegetarian Meals
- Special Needs _____

PRODUCT/SERVICE CATEGORY

Please check (✓) all that apply to your organization's products or services.

- Acoustics/Audio
- Admissions/Ticketing
- African/African American Art
- Apparel
- Architecture
- Archival/Archives
- Associations/Organizations
- Audio/Visual
- Collections Management
- Conservation Material/Services
- Consultants
- Digital Equipment & Services
- Display Cases
- Educational Programs/Services
- Exhibit Design/Fabrication
- Exhibit Display Systems
- Graphic Design
- Insurance
- Interactives
- Internet Services
- Lighting
- Literature/Books
- Market Research
- Packing/Crating/Shipping
- Security Systems
- Software
- Storage
- Travel Exhibitions
- Visitor Services
- Other _____

GENERAL INFORMATION

COMPANY/ORGANIZATION ADVERTISEMENT*

(For inclusion in the Conference Program)

Please enclose or e-mail a digital advertisement that will be included in the Conference Program. Larger ad spaces are available at an additional cost. Ads must be received by **June 1** for inclusion in the Conference Program. (Ads received after June 1 are not guaranteed inclusion.)

CONFERENCE REGISTRATION / HOTEL RESERVATIONS

Registration for conference sessions and special events is the responsibility of the exhibitor/vendor. Hotel reservation information and conference registration forms are available online at www.blackmuseums.org

CANCELLATIONS/REFUNDS

Cancellations must be made in writing. Deposits are non-refundable. No refunds will issued for cancellations received after June 30. **Space is limited. One booth per exhibitor/vendor.** Applications that are not accepted or received after June 30 will be returned.

PAYMENT

A \$100 non-refundable deposit is required with this application if you contract booth space **before May 30**. You will be invoiced the remaining amount. After May 30, applications must be accompanied by full payment. **All balances must be received in full by June 30.**

PAYMENT ENCLOSED:

Booth Fees \$ _____

Special Events \$ _____

AAAM Membership Fee* \$ _____

*Visit www.blackmuseums.org for membership information

TOTAL \$ _____

Check is enclosed (payable to **AAAM**)

Charge my credit card (for above amount)

Visa MasterCard

Account No. / Exp. Date _____

Cardholder's Name (please print) _____

Cardholder's Signature _____

ACCEPTANCE OF CONTRACT

Applications will not be accepted without proper payment and signature. By completing this application, we/I have read and agree to abide by the terms of this Application and the Terms and Conditions of the AAAM Annual Conference. Acceptance of this application constitutes a contract.

Signature _____

Title _____ Date _____

AAAM Official Use Only:

Date RCVD _____ INVOICE # _____

Deposit RCVD \$ _____ Check # _____

Balance RCVD \$ _____ Check # _____

Confirmation SENT _____

1. AAAM 2010 EXHIBITORS' HALL TERMS OF AGREEMENT

It is understood that the following terms are accepted as part of the contract between the Association of African American Museums (AAAM) and the exhibitor/vendor to rent exhibit space at the AAAM 2010 Annual Conference. It is agreed that the exhibitor/vendor will abide by the rules and regulations as set forth in the terms of this agreement during the annual conference, and by other reasonable rules considered necessary by AAAM and the Westin Convention Center. AAAM shall have the sole authority to interpret and enforce all rules and regulations included herein, to make any amendments thereto, and to make further rules and regulations as necessary to ensure the orderly conduct of participants of the Exhibitors' Hall. The parties hereby agree and acknowledge that any waiver of or failure to exercise any right provided for herein shall not be deemed a waiver of any further or future right under this Agreement.

2. ACCEPTANCE OF EXHIBIT APPLICATIONS

The character of the exhibit is subject to the approval of the AAAM Executive Director. Only professional equipment and services related to the museum/cultural arts profession and industry may be displayed.

3. LOCATION OF EXHIBITORS' HALL AND SHIPPING INFORMATION

a. Location: The AAAM Exhibitors' Hall will be located inside the Westin Convention Center. Materials and equipment may not be received earlier than August 2.

b. Shipping Information:

Westin Convention Center
 ATTN: (Your Name), Guest, AAAM Conference
 1000 Penn Avenue, Pittsburgh, PA 15222
 Ph: (412) 281-3700
www.starwoodhotels.com/westin

c. Shipping Fees:

The Westin Convention Center charges a package handling fee for receiving packages. If you are shipping any size packages or pallets, please contact the hotel in advance for handling fees and special arrangements.

4. BOOTH EQUIPMENT AND SERVICES PROVIDED

A 8' x 10' area containing one 8' skirted table, chairs and electricity will be provided by AAAM without cost to the exhibitor/vendor. Other services, such as telephone and Internet access will be provided by the Westin Convention Center at an additional charge to the exhibitor/vendor. (Arrangements are made through the AAAM Executive Director.)

5. SECURITY

Neither AAAM nor the Westin Convention Center will be in any way liable or responsible for the loss, theft, or disappearance of personal or commercial property from exhibitors/vendors booth space or from the exhibit hall. The Exhibitors' Hall will close each day promptly at 6:00 p.m., and will not reopen until 7:30 a.m. the following day.

6. RULES AND REGULATIONS

Exhibitors/Vendors are required to sell products and/or services during the 2010 AAAM Annual Conference within the Exhibitors' Hall and are not allowed to conduct or solicit business in any other area of the Westin Convention Center.

a. Exhibit Booth Structure: No walls, partitions, decorations, or other obstructions may be erected that in any way interfere with the view of another exhibitor/vendor.

b. Exhibit Materials: No combustible decoration, such as crepe paper, cardboard, or corrugated paper, may be used at any time. All packing containers, excelsior, and wrapping paper, which must be flameproof, are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or any other decoration must stand a flameproof test as prescribed by the fire ordinance of the city of Pittsburgh. All materials and fluids that are inflammable are to be kept in safety containers.

c. Contests/Raffles/Giveaways: Contests, lotteries, raffles, and games of chance may be conducted only with the prior approval the AAAM Executive Director.

d. Noise: The noise level from any product demonstration or sound system should be kept to a minimum.

e. Destruction of Property: Nothing shall be posted on, tacked, nailed, screwed, taped, stapled, or otherwise attached to ceilings, columns, walls, floors, painted surfaces, or other parts of the building or furniture. No holes may be drilled, cored, or punched in the building. All property destroyed or damaged by an exhibitor/vendor must be replaced in original condition by the exhibitor/vendor at their own expense.

f. Exhibition Schedule: All exhibit booths must be assembled and ready for display by 6:00 pm on Wed., **August 4**. Failure to operate the exhibit booth during the hours scheduled will lead to forfeiture of the exhibitor/vendor to participate during the full annual conference. Exhibit booths may not be disassembled prior to **Sat., Aug. 7** at 12:00 pm.

g. Right to Remove Property: AAAM reserves the right to remove from the Exhibitors' Hall any or all of the property of the exhibitor/vendor should the AAAM Annual Conference be canceled or relocated or should the exhibitor/vendor violate any of the conditions of this agreement. This right may be exercised without prior notice or hearing.

7. LIABILITY AND INSURANCE

AAAM shall not be liable for loss or damage of any property of exhibitor/vendor which exhibitor/vendor may suffer during installation or removal or during the annual conference by reason of burglary, fire, accident, or any destructive cause. Insurance, if desired, must be placed by the exhibitor/vendor.

a. Exhibitor/Vendor shall, at its own expense, secure and maintain through the period of the annual conference, inclusive of move-in and move-out days, commercial liability insurance.

b. Exhibitor/Vendor agrees to indemnify, hold harmless and defend the Association of African American Museums, the Westin Convention Center, the city of Pittsburgh and their respective members, officers, directors, agents, and employees ("Indemnities") from and against all liabilities, damages, actions, losses, claims and expenses (inclusive of attorney's fees) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any act, omission, negligence, fault or violation of law or ordinance by the exhibition or its employees, agents, contractors, patrons, or invitees.

c. AAAM shall not be liable for any failure to deliver space to an exhibitor/vendor or for the loss of allotted space of an exhibitor/vendor, who has contracted for exhibit space, if non-delivery is due to destruction of or damage to the building or the exhibit area by fire, or act of God, acts of public enemy, strikes, the authority of the law, or any cause beyond its control.

8. COPYRIGHT

The exhibitor/vendor agrees to hold the AAAM, their officers, directors and agents, harmless from all loss, cost claims, causes or action, obligations, suits, damages, liability expenses, and costs including attorney's fees arising from our or out of any violation or infringement (or claimed violation or infringement) by exhibitor/vendor, their agents or employees of any patent copyright, or trade secret rights or privileges.

9. SCHEDULE

Wednesday, August 4	
Move-In & Setup	12:00 p.m. – 6:00 p.m.
Thursday, August 5	
Exhibitors' Hall Open	7:30 a.m. – 6:00 p.m.
Friday, August 6	
Exhibitors' Hall Open	7:30 a.m. – 6:00 p.m.
Saturday, August 7	
Exhibitors' Hall Open	7:30 a.m. – 12:00 p.m.



Send applications by **MAY 30** to:

AAAM2010 Conference
PO BOX 427
Wilberforce, Ohio 45384

Questions? Contact: William Billingsley, AAAM Executive Director

PH: 937-352-5084 • FAX: 937-376-2007

Email: billingsley@blackmuseums.org