ANNUAL CONFERENCE

BACKGROUND, ABILITIES, CULTURES & STORIES

UNITY IN THE UNIQUE
AAIM 2023

VENDOR PACKET

APRIL 23-25
LITTLE ROCK MARriott
2023 Arkansas Association of Instructional Media Conference

Exhibitors' Invitation
April 23–25
Little Rock Marriott
Little Rock, AR

You are invited to submit an application to display and sell merchandise at the 2023 AAIM Conference this upcoming April.

Vendor Highlights:
- Spacious exhibit area with ample exhibitor display space
- $400.00 for one 10' x 10' booth. Each booth will have a 6-foot table, two chairs, and a trash can.
- Shopping time between workshop sessions
- Prize giveaways provide exposure to exhibitor participants
- Comprehensive digital program with complete exhibitor contact information for all exhibitors
- Commercial presentation break-out sessions are available Sunday, Monday, or Tuesday
  - Click here to fill out the session proposal form.

Anne M. Canada
Paris Middle School Library Media Specialist
Exhibits Co-Chairperson
602 N 5th Street
Paris, AR 72855
acanada@parisschools.org
Phone: 479-518-1874

Dr. Erin Shaw
University of Central Arkansas Graduate Program Coordinator
Exhibits Co-Chairperson
201 Donaghey Avenue: MASH 221
Conway, AR 72035
erins@uca.edu
Phone: 479-581-3013
Sponsorships and Exhibits

**Title Sponsor ($5,000) (One Available)**
The Title Sponsor level serves as the feature sponsor of the AAIM 2023 Conference and receives the following benefits:

- One reserved table for eight at the AAIM 2023 Luncheon
- Recognition in pre and post-conference publicity, listing company as title sponsor
- Featured on AAIM website as title sponsor for 1-year
- Title sponsorship plaque to be awarded during luncheon
- Prominent placement of logo on conference screens
- Full-page advertisement in an upcoming AAIM Journal
- Swag with a combination of company and AAIM logos for conference attendees
- Breakout session time slots available
- Prominent exhibit area booth setup with ample exhibitor display

**Gold Sponsor ($2,500)**
Gold Sponsors will receive the following benefits:

- Recognition in pre and post-conference publicity, listing company as a gold sponsor
- Placement of logo on conference screens
- Recognition during general sessions and luncheon
- Half-page advertisement in an upcoming AAIM Journal
- Five tickets to the AAIM 2023 Luncheon
- Prominent exhibit area booth setup with ample exhibitor display

**Silver Sponsor ($1,000)**
Silver Sponsors will receive the following benefits:

- Recognition in pre and post-conference publicity, listing company as a silver sponsor
- Placement of logo on conference screens
- Recognition during general sessions and luncheon
- Listed in an upcoming AAIM Journal
- Two tickets to the AAIM 2023 Luncheon
- Exhibit area booth setup with ample exhibitor display

**Exhibitor ($400)**
Exhibitors will receive the following:

- Exhibit area booth setup with ample exhibitor display
- One ticket to the AAIM 2023 Luncheon or boxed lunch (Exhibitor’s preference). Extra luncheon tickets are available for purchase.
Electricity & Internet Access

Electricity and internet access will not be provided by AAIM. You must fill out the Exhibitor Services Order Form found later in the packet.

Liability

AAIM and the Little Rock Marriott will assume no responsibility, either individually or collectively, for damage or loss of any kind. Every precaution will be taken to safeguard the exhibitors’ property.

Shipping & Booth Equipment:

Shipping and storage arrangements should be made through the Hotel. The exhibitor is encouraged to make such arrangements beforehand. If you need equipment other than what is included in your booth rental, please contact the HOTEL.

Each booth will be set with 8’ high back drape and 3’ high side divider drape. Each booth will be furnished with a 6’ skirted table and two chairs. A company sign will be provided.

Conference Conditions, Cancellations & Payment Terms

- Exhibit contracts canceled by email prior to April 7th will receive a 50% refund of deposit monies paid to AAIM, plus a $25 cancellation fee.

- After April 7th, 2023, no refunds will be given.

- The rights and privileges of an exhibitor or sponsor shall not be infringed upon by any other exhibitor or sponsor.

- AAIM reserves the right to restrict exhibits that may be objectionable or to order the removal of any portion of any exhibit which, in the judgment of the Conference Committee, is detrimental to or detracts from the general order of the exhibits.

- Exhibitors should plan and arrange exhibits so as not to obstruct the view of neighboring booths.

- Additional information is available on the AAIM website at https://www.aaimk12.org/

Reservations may be made by calling the Little Rock Marriott at (501)-906-4000 (Mention AAIM), or click on this link to book online.
EXHIBITOR & SPONSORSHIP SPACE ASSIGNMENTS

Booths will be assigned according to level of sponsorship. Remaining booths will be assigned on a first-come basis. AAIM will make every effort to offer exhibitors and sponsors their choice of exhibit space.

EXHIBIT SET-UP SCHEDULE

Sunday, April 23th 12pm- 5pm

EXHIBIT SHOWCASE SCHEDULE

- Grand Opening & Presidential Reception, Sunday 23th from 5:00 pm to 7:00 pm
- Monday, April 24th from 8:00 am to 5:00 pm
- Tuesday, April 25th from 8:00 am to 11:30 am
  - Must be packed up by 12:30 pm
Company:__________________________________________________________
Address:____________________________________________________________________________
Telephone:____________________________________________________________________________
Representative(s) name:_______________________________________________________________
Email:_______________________________________________________________________________
Address:____________________________________________________________________________
Telephone:____________________________________________________________________________

Name Badges (Please print clearly the Company and Representative names exactly as you want them on the badge.)

____________________________________________  ______________________________________
____________________________________________  ______________________________________

DOOR PRIZES:
- I will give a door prize at my booth. Yes___  No___
- I will give a door prize for the exhibits door prize giveaways. Yes___  No___
- I will give a door prize during the General Sessions. Yes___  No___

This is my first AAIM Conference. Yes___  No___
*If no, how many have you previously attended?____________

*If you need electricity, internet, or other booth supplies please click here to fill out the attached Exhibitor Services Order Form.

Please email your questions, information, or promotional for the conference to:
Anne M. Canada
Exhibits Co-Chairperson

acanada@parisschools.org
**EXHIBITOR FEE INCLUDES AAIM MEMBERSHIP AND ONE LUNCH TICKET**

All lunches will be delivered to your booth or you can choose to attend the general session lunch with the members.

Name of company and representative receiving the AAIM membership:
____________________________________________________________________________________________________________

Name of representative(s) receiving lunch ticket(s):
____________________________________________________________________________________________________________

I want a boxed lunch in my booth. ______
I will eat at the general session in the ballroom. ______

Exhibit Fee @ $400.00 ________________
Additional Booths @ $200.00 ________________
Extra Lunch Tickets @ $30.00 ________________

Optional:
Sponsorship:
Title @ $5,000 ________________
Gold @ $2,500 ________________
Silver @ $1,000 ________________

Total Amount Due to AAIM ________________

The exhibitor’s company and personnel agree to comply with the regulations and information governing this agreement and attachments to it. Additional booth request forms will be on the conference site and will be e-mailed to your contact person.

Signed:_________________________________________________  Title:_______________________________________
Date:________________________

Return entire contract with payment by Friday, April 8th, 2023. Check or credit cards are accepted. Click here to pay with a credit card.
If paying by credit card, please make sure and select "send email" box before hitting submit.
Booth spaces are limited and will be assigned on a first received basis.

Please mail or email form to:
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602 N 5th Street
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acanada@parisschools.org
Phone: 479-518-1874
PLEASE COMPLETE ALL INFORMATION BELOW

Name: __________________________________________________________________________

Company/Organization: __________________________________________________________________________

Address: __________________________________________________________________________

City: __________________ State: __________ Zip: ______

Work phone: (______)___________________________

Work fax: (______)___________________________

Email: __________________________________________________________________________

Dues are included in your AAIM Exhibitor Registration Fee.

_____ Check here if you are a NEW member.

_____ Check here if there are NO CHANGES to your information since last year.

Would you like to be added to the AAIM ListServ?
Yes__  No__

Please complete this membership form and mail/email to:
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