

ANNUAL CONFERENCE



VENDOR PACKET

JULY 8-9, 2025

BREWER-HEGEMAN CONFERENCE CENTER

UNIVERSITY OF CENTRAL ARKANSAS

CONWAY ARKANSAS

2025 Arkansas Association of Instructional Media Conference

Exhibitors' Invitation

July 8-9, 2025

**UCA's Brewer-Hegeman Conference Center
Conway, AR**

You are invited to submit an application to display and sell merchandise at the 2025 AAIM Conference this upcoming July.

Vendor Highlights:

- **\$300.00 for one 10' x 10' booth**
- **Each booth will have a 6-foot long by 18-inch wide table, a tablecloth, and two chairs.**
- **Choice of one boxed lunch or plate at the Luncheon on 7/8**
- **Dedicated shopping time for attendees to visit the Exhibit Hall**
- **Prize giveaways provide exposure to exhibitor participants**
- **Comprehensive digital program with complete exhibitor contact information for all exhibitors**

Shelby Tedford
Quitman Elementary Library Media Specialist
Exhibits Co-Chairperson
Phone: 501-589-2807

Lindsey Ketchum
Nemo Vista Library Media Specialist
Exhibits Co-Chairperson
Phone: 501-893-2435

exhibitors@ aaim2025.org



JULY 8-9, 2025

MARKETING & SPONSORSHIP OPPORTUNITIES

CONWAY, ARKANSAS

Arkansas Association of Instructional Media's annual conference attracts school library media specialists, technology leaders, and educators from across the state. This event offers educational break-out sessions, general sessions, networking time, and an exhibit hall showcasing various vendors that support our schools and libraries.

AAIM works hard to highlight vendor partners who support the work of the organization and the school librarians we serve, both during the conference and throughout the year. Help us to make our conference an even better experience for our attendees while increasing your company's visibility and networking opportunities. Reach beyond your exhibit booth with exposure that only a sponsorship can offer you.



CONFERENCE SPONSORSHIPS

PLATINUM SPONSOR: \$5,000

The Platinum Sponsor level serves as the feature sponsor of the AAIM 2025 Conference and receives the following benefits:

- Logo recognition with a link on the AAIM Conference Website
 - Verbal recognition from the podium at the Opening and Closing General Sessions
 - One reserved table for eight at the AAIM 2025 Awards Luncheon
 - Prominent placement of logo on conference screens
 - Full-page advertisement in AAIM Fall 2025 Journal
 - Breakout session time slots available
 - Free booth with prominent exhibit area booth setup
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GOLD SPONSOR: \$2,500

Gold Sponsors will receive the following benefits:

- Logo recognition with link on the AAIM Conference Website
 - One reserved table for five at the AAIM 2025 Awards Luncheon
 - Placement of logo on conference screens
 - Half-page advertisement in AAIM Fall 2025 Journal
 - Breakout session time slots available
 - Free booth with prominent exhibit area booth setup
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SILVER SPONSOR: \$1,000

Silver Sponsors will receive the following benefits:

- Logo recognition with link on the AAIM Conference Website
- One reserved table for two at the AAIM 2025 Awards Luncheon
- Placement of logo on conference screens
- Listed as sponsor in AAIM Fall 2025 Journal
- Free booth in the Exhibit Hall

ATTENDEE EXPERIENCE

GENERAL SESSIONS: \$750

Various general sessions are held throughout the conference. This is a dedicated time for all attendees to attend. Each event hosts a keynote speaker, prizes, and one will host a luncheon for the members and guests. Your organization's name and logo will be displayed on the large screens at the beginning and end of the address acknowledging the sponsorship.

PRESIDENT'S RECEPTION: \$500

On the first day of the annual conference, members are offered a time to gather for networking and visiting exhibitors. Your organization has the opportunity to sponsor hors d'oeuvres served for members and vendors to celebrate the amazing work the 2024-2025 president has accomplished. The reception is a perfect opportunity to showcase products and services to a captive audience.

REFRESHMENT STATIONS: \$250

Different breakout sessions are held throughout the annual conference. Organizations have the opportunity to sponsor drinks and/or snacks for the members and presenters. Your organization will receive sign recognition on each refreshment station throughout the conference.

***The attendee experience is separate from the exhibit booths. These are opportunities to sponsor various events throughout the conference. Exhibit booths are an additional price.**

HOTEL RESERVATIONS

Rooms for the conference have been blocked at the Hilton Garden Inn Conway and Hilton Home2 Suites Conway. When making reservations, ask for the AAIM Conference rate, \$110 plus taxes and fees.



Reservations may be made by calling The Hilton Garden Inn Conway at (501)-329-1444 (Mention AAIM), or [click on this link to book online](#) (group code 908)



Reservations may be made by calling The Home2 Suites by Hilton Conway at (501)-504-2602 (Mention AAIM), or [click on this link to book online](#) (group code CHT90A)

ELECTRICITY & INTERNET ACCESS

Wi-Fi and electricity are included at no extra cost. Plugs are in the floor and can handle your average electrical needs. If someone has something larger they need to plug in, please let us know ahead of time, and it can be accommodated. Please bring your own surge protectors.

LIABILITY

AAIM and the Brewer-Hegeman Conference Center 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:

UCA does not have the capability for vendors to ship items to the conference hall prior to the conference. You could ship the items to the local UPS store and pick them up from there.

Each booth will be set with a 6' by 18" table with a table-cloth and two chairs. An ID sign will be provided.

CONFERENCE CONDITIONS, CANCELLATIONS & PAYMENT TERMS

- Exhibit contracts canceled by email prior to June 23rd will receive a 50% refund of deposit monies paid to AAIM, plus a \$25 cancellation fee.
- After June 23rd, 2025, 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/>

EXHIBIT SCHEDULE

JULY 8-9, 2025



EXHIBITOR & SPONSORSHIP SPACE ASSIGNMENTS

Booths will be assigned according to the level of sponsorship.

The 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 SHOWCASE SCHEDULE

Tuesday, July 8th

- Set up from 10 am-2 pm
- 12:30 pm - 2 pm Awards Luncheon (choice of boxed lunch or plated)
- Exhibit Hall Open 2 pm-6 pm
- Dedicated shopping time during the Presidential Reception in Exhibit Hall 4:15 pm-6 pm

Wednesday, July 9th

- Exhibit Hall open 8 am - 3:30 pm
- 8 am-8:30 am Coffee with Vendors
- 11:20-12:30 Lunch on Your Own-Food Trucks will be on site
- 2 pm- 3:30 pm Afternoon Snacks, Student Media Festival and final vendor time
- 3:30 Exhibit hall closes
- 3:30 pm-4:30 pm Exhibit Hall break down, please be packed up by 4:30 pm



**ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA
ANNUAL CONFERENCE
JULY 8-9, 2025
EXHIBITOR REGISTRATION**

PLEASE COMPLETE ALL INFORMATION BELOW

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? _____

Please email your questions, information, or promotional materials for the conference to:

exhibitors@aaimk12.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*. _____

*Boxed Lunch Option (Choose One): Ham _____ Turkey _____ Veggie _____

I will eat at the general session in the ballroom (plated lunch). _____

Exhibit Fee @ \$300.00 _____

Additional Booths @ \$150.00 _____

EXTRA LUNCH TICKETS @ \$20.00 (BOXED LUNCH) _____

@ \$40.00 (GENERAL SESSION LUNCH) _____

Optional:

Sponsorship:

Platinum @ \$5,000 _____

Gold @ \$2,500 _____

Silver @ \$1,000 _____

Optional:

Attendee Experience:

General Session @ \$750 _____

President's Reception @ \$500 _____

Refreshment Stations @ \$250 _____

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.

Signed: _____ Title: _____

Date: _____

Return the entire contract with payment no later than Monday, June 23th, 2024.

Check or [Credit Card Accepted](#)

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 the form to :

Shelby Tedford

Quitman Elementary Library Media Specialist

Exhibits Co-Chairperson

6275 Heber Springs Rd W

Quitman, AR 72131

exhibitors@aaimk12.org

Phone: 501-589-2807



ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA EXHIBITOR MEMBERSHIP FORM

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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