

**Arkansas Association of  
Instructional Media 2017  
Annual Conference  
Exhibitor Registration**



## 2017 Arkansas Association of Instructional Media Conference

### *EXHIBITORS' INVITATION*

April 23 –25, 2017  
Little Rock Marriott  
Little Rock, Arkansas

You are invited to submit an application to display and sell merchandise at the 2017 AAIM Conference next April 23-25, 2017. The spacious Little Rock Marriott will host our annual convention that is expected to draw more than 600 people from across Arkansas and neighboring states.

#### Vendor Highlights:

- ❖ Setup time -- Sunday, April 23 -- 12:00 noon to 4:00 P.M.
- ❖ Grand Opening of Exhibits/Ribbon Cutting/Presidential Reception -- Sunday Afternoon with drinks/cash bar/light hors d'oeuvres in exhibit hall
- ❖ Spacious mezzanine with ample exhibitor display
- ❖ \$400.00 for one 10' x 10' booth. Each booth will have a 6 foot table, electricity, wireless internet, two chairs and a trash can. Exhibitor identification signs may be included.
- ❖ Shopping time between workshop sessions
- ❖ Prize giveaways provide exposure to exhibitor participants
- ❖ Comprehensive program with complete exhibitor contact information for all exhibitors
- ❖ Commercial presentation break-out sessions available Sunday, Monday or Tuesday  
Session proposal form is online at  
<http://www.aaimk12.org/2017-presentation-proposal.html>
  
- ❖ Deadline for registration is April 7, 2017
- ❖ Have promotional events and items posted on the 2017 AAIM Conference web site at  
<http://www.aaimk12.org/annual-conference.html>

The current AAIM membership exceeds 700 and over 505 members attended the 2016 conference. The 2016 Conference drew K-12 library media specialists, teachers, administrators, post-secondary personnel, public librarians and other educators. Most of our exhibitors last year reported better-than-expected sales and indicated they would return. We hope you will join educators for the 46<sup>th</sup> AAIM Conference. For more information contact:

Devona Pendergrass, Mountain Home High School Librarian  
Exhibits Chairperson  
149 Brushy Knob Trail  
Mountain Home, AR 72653  
[dpendergrass@mhbombers.com](mailto:dpendergrass@mhbombers.com)  
Phone: 870-425-2541 or 501-276-8706  
AAIM Website: <http://aaimk12.org>  
AAIM Conference: <http://www.aaimk12.org/annual-conference.html>

# **EXHIBITOR GUIDELINES 2017**

## **ARKANSAS ASSOCIATION OF INSTRUCTIONAL MEDIA CONFERENCE**

**SPACE ASSIGNMENTS:** Assignments will be based on the order in which they are received. While every effort will be made to honor your request, there are no guarantees. AAIM reserves the right to locate exhibits as necessary.

**EXHIBIT SPACE:** A space agreement must be executed by each exhibitor for the right to use the allotted space. No space shall be sublet for any reason. AAIM reserves the right to decline any exhibit or part thereof which it considers unsuitable, and to amend these conditions and restrictions when it deems necessary to the proper operation of the exhibition.

**LIABILITY:** The exhibitor will be responsible for loss or damage to goods or property in his/her ownership and the exhibitor agrees that he/she will indemnify and save harmless AAIM for all injuries or damages to persons or property through the fault, in whole or in part, of the exhibitor, his/her employees, licensees, invitees, or guests. All safety regulations and restrictions of the city of Little Rock and the state of Arkansas must be followed. AAIM is not responsible for damages or otherwise to any exhibitor by reason of strikes, labor disputes, or any other causes beyond its control, which in any manner restrict, limit, or cancel this scheduled meeting

### **SHIPPING AND ADDITIONAL BOOTH EQUIPMENT:**

Shipping and storage arrangements should be made through the *Hotel. Shipping information is in this packet.* The exhibitor is encouraged to make such arrangements beforehand. See the kit on the AAIM conference site for arrangements of storage, additional booth items, etc.

**BOOTH EQUIPMENT:** 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, two chairs, electricity, wireless internet and a wastebasket. A company sign will be provided. If you need equipment other than what is included in your booth rental, please contact *The Hotel*. A utility order form can be found in your registration packet at <http://aaimk12.org/conference-exhibits.html>

### **TELEPHONE CONNECTIONS--ELECTRICITY--INTERNET ACCESSIBILITY**

If you need telephone installation, internet accessibility other than that provided by the *hotel* or Convention Center please contact please contact the Little Rock Marriott at 501-906-4000.

**SECURITY:** The exhibit area will not be locked when the exhibits are closed. A security guard will be on duty.

**HOURS OF EXHIBITION:** Exhibitors may begin setting up booths at 12:00 P.M. on Sunday, April 23, 2017. Please do not attempt to set up earlier than this. We need time to get ready for set up. All exhibitors must be set up and prepared for the Grand Opening & Presidential Reception on Sunday evening at 4:30 p.m. The exhibit hall will be open from 8:00 a.m. to 5:00 p.m. on Monday, April 24. Teardown will occur immediately following the end of the door prize drawings on that day. You should be out of the exhibit hall not later than 9:00 p.m.

**EXHIBIT BOOTH COST:** The cost of one booth is \$400.00 and for an additional booth is \$200.00. **All exhibitor materials must remain within the allotted floor space and may not impede other vendor's spaces either vertically or horizontally.**

**CANCELLATION:** No refunds on booth space cancellations will be made after **March 31, 2017.**

**CONTACT INFORMATION:**

**Little Rock Marriott:**

<http://www.marriott.com/hotels/travel/litpb-little-rock-marriott/>

Corinne Pass  
Event Manager  
Little Rock Marriott  
3 Statehouse Plaza  
Little Rock, AR 72201  
Phone: 501-906-4000  
Fax: 501-375-7320  
Email: [corinne.pass@littlerockmarriott.com](mailto:corinne.pass@littlerockmarriott.com)

**Any other questions and comments can be directed to:**

**Devona Pendergrass, AAIM Exhibit Chair**  
**Mountain Home High School Library**  
**500 Bomber Blvd**  
**Mountain Home, AR 72653**  
501-276-8706  
870-425-2541  
[dpendergrass@mhbombers.com](mailto:dpendergrass@mhbombers.com)

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**PLEASE COMPLETE ALL INFORMATION BELOW.**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Representative: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

**Corporate Event Sponsorship:**

My company would be interested in providing corporate sponsorship. If interested contact Devona Pendergrass, Exhibits Chairperson.

**Door Prizes:**

- I will give a door prize at my booth. Yes \_\_\_ No \_\_\_
- I will give a door prize for the general door prize drawing. Yes \_\_\_ No \_\_\_

This is my first AAIM Conference. Yes \_\_\_ No \_\_\_

Exhibitors will have an opportunity to have promotional events and items posted on the AAIM 2017 Conference website at <http://aaimk12.org/annual-conference.html>

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

Devona Pendergrass, Exhibits Chairperson [dpendergrass@mtnhome.k12.ar.us](mailto:dpendergrass@mtnhome.k12.ar.us)

**(Exhibitor fee includes AAIM membership and ONE lunch ticket.)**

**All lunches will be delivered to your booth. Luncheon tickets will be good in the Statehouse Ballroom**

Name of Company and Representative receiving the AAIM Membership:

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Name of Representative(s) receiving lunch ticket(s):

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I want a boxed lunch in my booth \_\_\_\_\_ I will eat at the luncheon in the Statehouse \_\_\_\_\_

Exhibit Fee @ \$400.00 (includes electricity & wireless internet)	_____
Additional Booths @ \$200.00	_____
Wired Internet (wireless is NC) \$175	_____
Extra Lunch Tickets @ \$30.00	_____
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 APRIL 7, 2017. TO KEEP COSTS DOWN WE DO NOT ACCEPT PO NUMBERS OR CREDIT CARDS.  
BOOTH SPACES ARE LIMITED AND WILL BE ASSIGNED ON A FIRST RECEIVED BASIS.**

Please return to: **Devona Pendergrass**  
**149 Brushy Knob Trail**  
**Mountain Home, AR 72653**  
**[dpendergrass@mtnhome.k12.ar.us](mailto:dpendergrass@mtnhome.k12.ar.us)**  
**870-425-2541 OR 501-276-8706**



**SHIPPING & PACKAGE HANDLING:**

The Hotel offers package and box handling for our guests and groups. All boxes and packages are received through our Guest Package Department. Each package will be logged in upon arrival and stored appropriately.

To ship packages out of the hotel, packages must be properly wrapped and addressed, including air bill, for shipment before the Hotel will process them for shipment. If a freight shipper will be coming to the Hotel to deliver or pick up, those arrangements should be made in advance through your Hotel contact. Any freight shipper must use our loading dock.

**SPECIAL NEEDS SHIPPING:** Any items not mentioned on our Package Information Sheet – Please contact your Hotel contact.

**PRICING:**

The hotel fees for shipping and handling of packages are based on weight. There is no charge for packages less than 10 pounds, a \$10.00 charge per packages of 10 to 25 pounds and \$0.50 per pound for packages over 25 pounds.

Packages may be delivered to the Hotel three working days prior to the date of the function. Prior to shipping, packages of excessive weight or size must be approved by your Catering/Conference Service Manager.

The Hotel will assess a charge of \$7.00 per package per day for all items received more than three days prior to the arrival of the Group or stored for longer than three days after the Group's departure. The term package refers to items of any size or weight that are received or shipped via Federal Express, UPS, DHL or any other priority/airborne type delivery. These charges will be added to the master account and reflected on the final invoice.

The following information must be included on all packages to ensure proper delivery. Address all packages as follows:

<p><b>Your Name</b> <b>Group Name &amp; Dates</b> (<i>ie, August 12 – 18, 2012</i>) <b>C/O The Little Rock Marriott</b> <b>Three Statehouse Plaza</b> <b>Little Rock, Arkansas 72201</b></p> <p><b>Attn:</b> (<i>Name of Conference Service Manager</i>) <b>Box</b> (<i>number</i>) <b>of</b> (<i>total number in shipment</i>)</p>
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**SIGNAGE:**

All signage on Hotel property must be of professional quality and appearance. Hand-lettered signs are not permitted. Signage will not be allowed if it interferes with the established traffic flow throughout all public areas. All signage must be kept with the general environment of the Hotel. Signage cannot be nailed, taped or pinned to any surface. All requests for banner hanging must first be cleared with Group's Catering/Convention Services Manager. A banner hanging fee will be assessed for each banner hung.