

Arkansas Association of
Instructional Media 2019
Annual Conference
Exhibitor Registration



2019 Arkansas Association of Instructional Media Conference

EXHIBITORS' INVITATION

April 28 – 30, 2019

Embassy Suites Northwest Arkansas
Rogers, Arkansas

You are invited to submit an application to display and sell merchandise at the 2019 AAIM Conference next April 28-30, 2019. The spacious Embassy Suites Northwest Arkansas – Hotel, Spa & Convention Center 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 28 -- 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 beginning at 5:30 p.m.
- ❖ Spacious exhibit area with ample exhibitor display
- ❖ \$400.00 for one 10' x 10' booth. Each booth will have a 6 foot table, 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
<https://aaimk12.org/>
- ❖ Deadline for registration is April 10, 2019
- ❖ Have promotional events and items posted on the 2019 AAIM Conference web site

The current AAIM membership exceeds 700 and over 540 members attended the 2018 conference. The 2018 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 48th 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
Phone: 870-425-2541
AAIM Website: <https://aaimk12.org>
AAIM Conference: <https://aaimk12.org/annual-conference.html>

EXHIBITOR GUIDELINES 2019

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,. 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 <https://aaimk12.org/aaim-2019-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 Embassy Suites at 479-254-8400.

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 28, 2019. 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 5:30 p.m. The exhibit hall will be open from 8:00 a.m. to 5:00 p.m. on Monday, April 29. 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 **April 10, 2019.**

CONTACT INFORMATION:

Embassy Suites Northwest Arkansas – Hotel, Spa & Convention Center:

<https://embassysuites3.hilton.com/en/hotels/arkansas/embassy-suites-northwest-arkansas-hotel-spa-and-convention-center-XNAESES/index.html>

Barbara McBride
Event Manager
Embassy Suites
3303 Pinnacle Hills Parkway
Rogers, AR 72758
Phone: 479-845-3229
Fax: 479-845-2001
Email: Barbara.McBride@atriumhospitality.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
870-425-2541
dpendergrass@mhbombers.com

Arkansas Association of
Instructional Media 2019
Annual Conference
April 28-30, 2019
Exhibitor Registration



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 2018 Conference website at <https://aaimk12.org/annual-conference.html>

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

Devona Pendergrass, Exhibits Chairperson dpendergrass@mhbombers.com

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

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

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 luncheon in the Statehouse _____

Exhibit Fee @ \$400.00	_____
Additional Booths @ \$200.00	_____
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 10, 2019. 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@mhbombers.com
 870-425-2541**

Group Name:
Arkansas Association of Instructional Media
Conference 2019



Embassy Suites Hotel & John Q Hammons Center
3303 Pinnacle Hills Parkway, Rogers AR 72758

479-254-8400

Return directly by fax or email barbara.mobride@atriumhospitality.com

479-845-3216 fax

VENDOR INFORMATION

Company Name _____ Booth # _____
 Address _____ (if known)
 City, State, Zip _____ Email _____
 Phone # _____ Fax # _____
 Ordered By (print) _____

RENTAL ORDER

Prices quoted are for advance orders received by **March 26th, 2019**

Floor Order pricing includes orders after **March 26th, 2019

	Qty	Advance Price	Floor Order	Total
Floor Covering**	Hang Banner (up to 10' long) (if larger, call for price)	\$50.00	\$75.00	
	8' x 10' Visqueen floor covering**	\$25.00	\$37.50	
Electrical	110- Volt Power (up to 10 amps per) with extension cord	\$30.00	\$45.00	
	220- Volt Power	\$150.00	\$200.00	
	100 amp (single or three phase)	\$400.00	\$500.00	
	200 amp (single or three phase)	\$700.00	\$800.00	
	Power Strip	\$15.00	\$20.00	

PSAV AUDIO-VISUAL SERVICES

Phone	Local Phone Access Line ("dial 9 & 800 #'s")	\$50.00	\$75.00	
	Dedicated Outside Telephone Line with Phone	\$150.00	\$200.00	
Wired Internet	Wireless Internet Connectivity	\$35.00	\$50.00	
Easels	Easel(s)	\$15.00	\$20.00	
Video/Data	20' Data Monitor for Computer w/cart	\$100.00	\$130.00	
	55" Plasma Monitor (data/video)	\$475.00	\$600.00	
	DVD Player	\$50.00	\$65.00	
Audio	Projection Screen 7' or 8'	\$150.00	\$200.00	
	3000 Lumen LCD Projector	\$335.00	\$400.00	
	Laptop Audi Support Package	\$300.00	\$375.00	

Prices above do not include 10.5% sales tax and 24% service charge

Subtotal	\$0.00
Service Charge	\$0.00
Tax	\$0.00
Total	\$0.00

Visqueen is **required for booths with food, water features, or at venue's discretion.

I hereby authorize the Embassy Suites Hotel to charge my credit card for above ordered items and services. Client must complete and FAX the attached Credit Card Authorization form.
 Credit authorization is done separately from this order form to protect your privacy as required by law.

Thank you for your order!

Signature: _____



Exhibitors are required to move in/out through the rear of the building via ground level dock.

Embassy Suites NWA & John Q Hammons Center RENTAL ORDER FORM