

# AAM Annual Meeting & MuseumExpo™ 2009

Pennsylvania Convention Center, Philadelphia, PA • April 30–May 4, 2009

## EXHIBITOR REGISTRATION INSTRUCTIONS



Please visit our annual meeting website at [www.aam-us.org/am09](http://www.aam-us.org/am09) for all the latest information on the annual meeting.

Visit [www.museumexpo.org](http://www.museumexpo.org) for sponsorship opportunities, hotel and travel information, and to update your company's profile.

**Thank you for your participation at the American Associations of Museums 103rd Annual Meeting. Please read these instructions carefully before submitting your Exhibitor Registration Form.**

### BADGE ALLOTMENT

Exhibitors are allowed a specified number of badges based on the size of their booth. Up to four (4) additional representative registrations above your allotted amount may be purchased at a reduced rate by each exhibiting company at \$100 each (It is the same fee for nonprofits and commercial exhibitors.). If exhibiting companies wish to register additional representatives, they may do so at the prevailing registration fee.

**Please note: SPCs, State & Regional, Affiliates, and Affinity partners pay the standard Registration fee for each registration above their allotted amount.**

All advance registrations must be received by March 20, 2009. After this date, you must register on-site at the Pennsylvania Convention Center. The Exhibitor badge entitles the wearer to enter the exhibit hall during installation, dismantling and show hours. Use the Exhibitor Registration Form to register Exhibitor Personnel.

**Please note: All Exhibitors must fill out an Exhibitor Registration Form**

### ALLOTMENT CHART

The allotment system is as follows:

<b>10' x 10'</b>	2 complimentary registrations
<b>10' x 20'</b>	4 complimentary registrations
<b>10' x 30'</b>	6 complimentary registrations
<b>20' x 20'</b>	8 complimentary registrations

### SPECIAL EVENTS

Tickets for special events such as breakfast meetings, luncheons, receptions, and evening events are available in advance on a first-come, first-served basis. Tickets may be purchased only during the pre-registration process. Special-event tickets will NOT be sold on-site in Philadelphia.

### CONFIRMATION NOTICES

Confirmation notices will include badge information, as well as confirmation of selected special events and receipt of payment. Confirmation notices will indicate whether a registration is complete or requires additional information. Please read your confirmation notice carefully. To report a correction or discrepancy, call the number indicated on the notice. If you have not received a confirmation within three weeks of submitting your registration form, call our exhibitor registration office at 202-218-7682.

### BADGES

All badges will be available for pick up in Philadelphia at Exhibitor Registration under your Company's name. To ensure your badges are ready for you on-site, please submit your form to AAM by March 20, 2009. Please **DO NOT** register installation & dismantling personnel for badges (unless they are registering for the meeting). They can pickup set-up & Break down stickers onsite from Exhibitor Registration. All Exhibiting companies must fill out an Exhibitor Registration Form.

### ADDITIONS/CHANGES/ CORRECTIONS

All booth personnel changes must be in writing and changed in advance by March 20th. After March 20 2009, all changes must be done on-site at the Pennsylvania Convention Center.

### CANCELLATIONS

All cancellations for exhibitor personnel registrations must be in writing. Cancellation requests received at AAM on or before March 20, 2009 will receive a full refund on both registration and event fees. Event fees cannot be refunded after March 20.

For 2009 exhibitor information, please visit [museumexpo.org](http://museumexpo.org).

# EXHIBITOR REGISTRATION FORM

## AAM Annual Meeting & MuseumExpo™ 2009

Pennsylvania Convention Center, Philadelphia, PA ▪ April 30–May 4, 2009



### CONTACT INFORMATION

**All badges will be distributed on-site.**

Please supply us with the names of all exhibit personnel who will be staffing your exhibit booth at the conference. Remember that access to the Exhibit Hall is by badge only.

**All Exhibitors must fill out an Exhibitor Registration Form.**

COMPANY NAME \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

MEMBER NUMBER \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

WEB SITE \_\_\_\_\_

EMAIL \_\_\_\_\_

**Please complete and return Exhibitor Registration and Special Events Forms.**

All badges will be available for pick up at Exhibitor Registration under Company name. To ensure your badges are ready for you on-site, please submit your form to AAM by March 20, 2009.

### NAMES OF EXHIBITOR BOOTH PERSONNEL

\*Note: Information will be published in the meeting directory of attendees.

1. FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

TITLE \_\_\_\_\_ BADGE NAME (if different from first name) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

2. FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

TITLE \_\_\_\_\_ BADGE NAME (if different from first name) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

3. FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

TITLE \_\_\_\_\_ BADGE NAME (if different from first name) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

4. FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

TITLE \_\_\_\_\_ BADGE NAME (if different from first name) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

OFFICE USE ONLY		
CHECK #	DATE RECEIVED	AMOUNT RECEIVED
I _____		C _____

### EXHIBITOR REGISTRATION FEES

Exhibitors are entitled to two (2) comp registrations per each 10' x 10' booth at no charge. Up to four (4) additional representative registrations above your allotted amount may be purchased at a reduced rate by each exhibiting company at \$100 each (It is the same fee for nonprofits and commercial exhibitors.) If exhibiting companies wish to register additional representatives, they may do so at the prevailing registration rate.(see chart below)\*

**All Exhibitors must fill out an Exhibitor Registration Form.**

**\*Please note SPCs, State & Regional, Affiliates, and Affinity partners pay the standard attendee registration rate for each registration above their allotted amount. (See Additional Registration Fees chart below.)**

**Please check booth size:**

<input type="checkbox"/>	10' x 10'	2 complimentary registrations
<input type="checkbox"/>	10' x 20'	4 complimentary registrations
<input type="checkbox"/>	10' x 30'	6 complimentary registrations
<input type="checkbox"/>	20' x 20'	8 complimentary registrations

### EXHIBITOR REGISTRATION FEES

(booth personnel over assigned allotment)

<input type="checkbox"/>	Limit of four (4) additional registrations at this amount		
	Total number of add'l representatives	_____ x \$100 =	\$ _____

### ADDITIONAL REGISTRATION FEES

**\*SPCs, State & Regional, Affiliates, and Affinity partners pay the standard attendee registration rate for each registration above their allotted amount.**

	Early Bird (by January 30)	Advance (by March 20)	On-site (after March 20)
<b>FULL MEETING REGISTRATION</b>			
Member	<input type="checkbox"/> \$350	<input type="checkbox"/> \$410	<input type="checkbox"/> \$450
Nonmember	<input type="checkbox"/> \$490	<input type="checkbox"/> \$550	<input type="checkbox"/> \$590

# EXHIBITOR REGISTRATION FORM (PAGE 2)

## CONFERENCE EVENTS / WORKSHOP FEES

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

### SPECIAL EVENTS\*

Indicate the events that you wish to attend and the number of tickets desired for each. **Space is limited at all events and tickets are available on a first-come, first-served basis.** On-site Insights and Technology Tutorials are only available by registering online. Note times and locations to avoid scheduling conflicts. Payment must be included with your registration fees. AAM reserves the right to cancel any event. Visit [www.aam-us.org/am09](http://www.aam-us.org/am09) for updates. If an event is cancelled, refunds will be mailed in accordance with AAM's refund/cancellation policy.

\*Note: Event Tickets will not be sold on-site in Philadelphia.

#### THURSDAY, APRIL 30

Event #	Qty	Cost	Total
1. Build NAME Network	_____	\$15	_____
2. PRAM/DAM Reception	_____	\$45	_____
3. EDCOM Reception	_____	\$15	_____
4. CARE/VSA Reception	_____	\$50	_____
5. CURCOM Reception	_____	\$45	_____
6. NAME Reception	_____	\$50	_____
7. AAM Opening Party	_____	\$25	_____

#### FRIDAY, MAY 1

Event #	Qty	Cost	Total
8. CAJM Breakfast	_____	\$25	_____
9. Green PIC Breakfast	_____	\$25	_____
10. Travel Exh PIC Breakfast	_____	\$25	_____
11. ALGC PIC Lunch	_____	\$30	_____
12. Latino PIC Lunch	_____	\$45	_____
13. PRAM Lunch	_____	\$45	_____
14. AAMV Lunch	_____	\$45	_____
15. AASLH Lunch	_____	\$45	_____
16. ACM Lunch	_____	\$45	_____
17. ACUMG Lunch	_____	\$45	_____
18. Historic House PIC Lunch	_____	\$45	_____
19. IMTAL Lunch	_____	\$35	_____
20. Native American PIC Lunch	_____	\$25	_____
21. Green PIC Lunch	_____	\$35	_____
22. Visitor Services PIC Lunch	_____	\$25	_____
23. MER Reception	_____	\$25	_____

24. EMP Reception	_____	\$18	_____
25. Academy Nat Sci	_____	\$45	_____
26. Battleship NJ	_____	\$45	_____
27. Inst. Contemporary Art	_____	\$45	_____
28. The Franklin	_____	\$45	_____

#### SATURDAY, MAY 2

Event #	Qty	Cost	Total
29. COMPT Breakfast	_____	\$25	_____
30. PRAM Breakfast	_____	\$18	_____
31. NAME Breakfast	_____	\$31	_____
32. CARE Lunch	_____	\$35	_____
33. DIVCOM Lunch	_____	\$45	_____
34. EDCOM Lunch	_____	\$45	_____
35. COMPT Lunch	_____	\$45	_____
36. CURCOM Lunch	_____	\$45	_____
37. DAM Lunch	_____	\$30	_____
38. Med & Tech Lunch	_____	\$45	_____
39. MMC Lunch	_____	\$45	_____
40. SMAC-AAM Lunch	_____	\$45	_____
41. RC-AAM Lunch	_____	\$45	_____
42. AMM Reception	_____	\$10	_____
43. SEMC Reception	_____	\$35	_____
44. Diversity Fellows Reception	_____	\$10	_____
45. Univ. of Penn Museum	_____	\$45	_____
46. African American Museum	_____	\$45	_____
47. Philadelphia Museum of Art	_____	\$45	_____

#### SUNDAY, MAY 3

Event #	Qty	Cost	Total
48. Univ of DE Breakfast	_____	\$5	_____
49. ICOM-US Lunch	_____	\$45	_____
50. NAME Creativity Lunch	_____	\$45	_____
51. Univ of the Arts Reception	_____	\$30	_____
52. Philos Soc & Chemical Heritage Foundation	_____	\$45	_____
53. Natl Constitution Ctr	_____	\$45	_____
54. Philadelphia Zoo	_____	\$45	_____

#### MONDAY, MAY 4

Workshop #	Qty	Cost	Total
100. EC Tool Kit Workshop	_____	\$150	_____
101. Hands-on Workshop	_____	\$100	_____
102. Interpretive Planning Workshop	_____	\$150	_____
103. CIPM Workshop	_____	\$195	_____
104. Counting Hits Workshop	_____	\$75	_____
105. CARE DIY I Workshop	_____	\$75	_____
106. CARE Spotlight on Adult-Child Interactions	_____	\$75	_____
107. Improving Leadership Workshop	_____	\$45	_____
108. CARE DIY II Workshop	_____	\$75	_____
109. CARE Spotlight on Cultural Communities	_____	\$75	_____

### PAYMENT

All registrations and special events must be prepaid. Purchase orders and government training forms are not acceptable forms of payment. Processing delays may occur for any forms received without payment. **Do not mail or fax registration forms after March 20, 2009.**

#### PAYMENT ENCLOSED:

Registration Fee	\$ _____
Special Events	\$ _____
<b>TOTAL</b>	\$ _____

#### METHOD OF PAYMENT:

- Check is enclosed (payable to AAM).  
 Charge my credit card for the Total amount above.  
 VISA     MasterCard     American Express

CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_

**Fax completed registration form to:**

**(202) 756-2890**

or

**Mail your completed registration form with payment to:**

American Association  
of Museums  
Dept. 4002  
Washington, DC 20042-4002

**Have questions or need more information? Please contact AAM offices at 202-218-7682.**