

# EXHIBITOR FORUM APPLICATION

## AAM Annual Meeting & MuseumExpo™ 2009

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



MuseumExpo™ 2009

COMPANY NAME

FORUM TITLE

I would like to present this forum \_\_\_\_\_ times.

**Please attach your forum description for AAM review and approval and the listing in the Preliminary and Final Program.** (Descriptions can also be e-mailed to [adixon@aam-us.org](mailto:adixon@aam-us.org).) Your description must be limited to 50 words or less. AAM reserves the right to edit for length.

COMPANY MAILING ADDRESS

CITY PROVINCE/STATE ZIP

PHONE NO.

CONTACT

E-MAIL

SIGNATURE

### Person(s) Presenting Forum

#### Lead Presenter

NAME

ORGANIZATION TITLE

PHONE NO. E-MAIL

#### Additional Presenter

NAME

ORGANIZATION TITLE

PHONE NO. E-MAIL

### Payment Information

Check Attached (make payable to American Association of Museums)

Please invoice me.

Charge my credit card:  VISA  MasterCard  AMEX

Charge Card for Total Cost  Charge Card for Deposit

ACCOUNT #

EXP. DATE

NAME OF CARDHOLDER (PLEASE PRINT)

SIGNATURE

### Two Ways To Submit

**FAX COMPLETED APPLICATIONS**  
to 202-756-2890

**Attn: Antoinette Dixon**

Please call when faxing to arrange deposit.

**Or mail completed application**  
**and send with deposit to:**

Antoinette Dixon

AAM

1575 Eye Street NW, Suite 400

Washington DC 20005

Phone: 202-218-7708

### General Information

- You must be an exhibitor.** Forums will be strictly limited to only MuseumExpo™ 2009 exhibitors.
- The length of an exhibitor forum is 75 minutes.** There is a half-hour between forums.
- Your forum must be approved by AAM.** AAM does NOT endorse any product and/or service that may be presented in these forums. Please be sure to include your 50 word description of your forum for AAM review. While your product and service presentations are welcome and encouraged, AAM suggests your forums also target museum personnel's professional development.
- Fees.** There is a basic fee of \$1200 for one, \$995 each for two or more assigned forums at the conference. Deposit of one-half the basic fee must accompany this form, and balance will be due upon receipt of invoice.
- Cancellation.** Cancellation deadline is February 1, 2009. Deposits are non-refundable. Notice of cancellation must be in writing and postmarked before February 1 to obtain a refund. Cancellation after February 1 obligates the forum sponsor to full payment of the forum fee.
- Setup & Equipment.** AAM will provide a theater-style setup with podium. All audiovisual needs must be made by the forum sponsor independently of AAM. Forms for audiovisual equipment are included in the exhibitor service kit. As a general rule, the room will be set up to its maximum comfortable capacity.
- Confirmations.** Confirmation and notice of schedules and locations will be sent to the company representative listed on the application. For further information, please contact Antoinette Dixon at [adixon@aam-us.org](mailto:adixon@aam-us.org) or 202-218-7708.
- Promotion.** AAM will help promote your forum through our web pages and the Advance & Final Programs. However, we encourage additional promotion through pre-attendeé mailers (free for exhibitors), and ad placement in the Advance Program and Final Program. Or ad placement in the March/April issue of *Museum* magazine. To be listed in the Advance Program applications must be received by November 6, 2008. To be listed in the Final Program applications must be received by March 12, 2009.