

# EXHIBITOR REGISTRATION INSTRUCTIONS

## AAM Annual Meeting & MuseumExpo™ 2010

Los Angeles Convention Center, Los Angeles, CA

May 23–26, 2010 • [www.museumexpo.org](http://www.museumexpo.org)



MuseumExpo™ 2010

**Thank you for your participation at the American Associations of Museums 104th Annual Meeting. Please read these instructions carefully before submitting your Exhibitor Registration Form.**

Please visit our annual meeting website at [www.aam-us.org/am10](http://www.aam-us.org/am10) 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.

### 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 April 16, 2010. After this date, you must register on-site at the Los Angeles 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 Los Angeles.

### 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 at Exhibitor Registration under your Companies name. To ensure your badges are ready for you on-site, please submit your form to AAM by April 16, 2010. 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 April 16, 2010. After April 16, 2010 all changes must be done on-site at the Los Angeles Convention Center.

### CANCELLATIONS

All cancellations for exhibitor personnel registrations must be in writing. Cancellation requests received at AAM on or before April 16, 2010 will receive a full refund on both registration and event fees. Event fees cannot be refunded after April 16. Cancellation requests will not be accepted after April 30.

For 2010 exhibitor information, please visit [museumexpo.org](http://museumexpo.org).

# EXHIBITOR REGISTRATION FORM

## AAM Annual Meeting & MuseumExpo™ 2010

Los Angeles Convention Center, Los Angeles, CA

May 23-26, 2010 • www.museumexpo.org



MuseumExpo™ 2010

### 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 April 16, 2010.

### 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 registration 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 February 5)	Advance (by April 16)	On-site (after April 16)
<b>FULL MEETING REGISTRATION</b>			
Member	<input type="checkbox"/> \$350	<input type="checkbox"/> \$410	<input type="checkbox"/> \$490
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/am10](http://www.aam-us.org/am10) 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 Los Angeles.

#### SUNDAY, MAY 23

Event #	Qty	Cost	Total
1. Build NAME Network	_____	\$35	_____
2. CARE/EdCom Reception	_____	\$40	_____
3. CurCom/SMAC/COMPT Reception	_____	\$40	_____
4. DAM/PRAM Reception	_____	\$45	_____
5. NAME Party	_____	\$50	_____
6. AAM Opening Party	_____	\$30	_____

#### Workshop #

W100 CIPM Workshop (Sun/Mon)	_____	\$195	_____
W101 Customizing Exhibitions	_____	\$75	_____

#### MONDAY, MAY 24

Event #	Qty	Cost	Total
7. COMPT Breakfast	_____	\$25	_____
8. CAJM Breakfast	_____	\$25	_____
9. PIC Green Breakfast	_____	\$25	_____
10. Travel Exh PIC Breakfast	_____	\$23	_____
11. ALGC PIC Lunch	_____	\$40	_____
12. COMPT Lunch	_____	\$40	_____
13. PRAM Lunch	_____	\$40	_____
14. SMAC Lunch	_____	\$30	_____

15. AAMV Lunch	_____	\$25	_____
16. AASLH Lunch	_____	\$40	_____
17. ACM Lunch	_____	\$40	_____
18. ACUMG Lunch	_____	\$40	_____
19. Historic House PIC Lunch	_____	\$40	_____
20. IMTAL Lunch	_____	\$45	_____
21. Latino PIC Lunch	_____	\$45	_____
22. Native American PIC Lunch	_____	\$33	_____
23. Visitor Services PIC Lunch	_____	\$30	_____
24. AMM Reception	_____	\$15	_____
25. MER Reception	_____	\$30	_____
26. EMP Reception	_____	\$18	_____
27. Getty Museum	_____	\$45	_____
28. Exposition Park	_____	\$45	_____

#### Workshop #

W102 Copyright Refresher	_____	\$75	_____
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#### TUESDAY, MAY 25

Event #	Qty	Cost	Total
29. PRAM Breakfast	_____	\$25	_____
30. CARE Lunch	_____	\$30	_____
31. DIVCOM Lunch	_____	\$33	_____
32. EDCOM Lunch	_____	\$40	_____
33. CURCOM Lunch	_____	\$40	_____

34. DAM Lunch	_____	\$40	_____
35. Media and Tech Lunch	_____	\$40	_____
36. MMC Lunch	_____	\$40	_____
37. NAME Lunch	_____	\$40	_____
38. RC-AAM Lunch	_____	\$40	_____
39. SEMC Reception	_____	\$35	_____
40. Bergamot Station	_____	\$45	_____
41. Museum of Latin American Art	_____	\$45	_____
42. Long Beach Aquarium	_____	\$45	_____
43. Hammer Museum	_____	\$45	_____

#### Workshop #

W105 Storytelling Bootcamp	_____	\$50	_____
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#### WEDNESDAY, MAY 26

Event #	Qty	Cost	Total
44. ICOM-US Lunch	_____	\$40	_____
45. Miracle Mile	_____	\$45	_____
46. Museum of Tolerance	_____	\$45	_____
47. Fowler Museum	_____	\$45	_____
48. DAM Membership 101 Lunch	_____	\$33	_____

#### Workshop #

W104 Sites of Conscience	_____	\$25	_____
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Do you want a vegetarian meal?  Yes  No

### 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 any registration forms after April 16, 2010.**

#### 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

**Do not send any registration forms after April 16, 2010.**

**Note: Avoid potential duplicates. Either fax OR mail registration forms.**

See Registration Instructions for AAM's cancellation/refund policy.

**Have questions or need more information?**

**Call AAM offices at 202-218-7682.**