

# EXHIBITOR FORUM APPLICATION

## AAM Annual Meeting & MuseumExpo™ 2010

Los Angeles Convention Center, Los Angeles, CA • May 23–26, 2010



MuseumExpo™ 2010

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

ACCOUNT # EXP. DATE

NAME OF CARDHOLDER (PLEASE PRINT)

SIGNATURE

### Two Ways To Submit

**FAX COMPLETED APPLICATIONS**  
to 301-215-7704

Attn: Gary Voudrie

Please call when faxing to arrange deposit.

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

Gary Voudrie  
The Townsend Group  
7315 Wisconsin Ave., Suite West 750  
Bethesda, MD 20814  
Tel: 301-215-6710

### General Information

- You must be an exhibitor.** Forums will be strictly limited to only MuseumExpo™ 2010 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. Full fee must accompany this form.
- Cancellation.** Cancellation deadline is February 1, 2010. Notice of cancellation must be in writing and postmarked before February 1 to obtain a 50% 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 Gary Voudrie at [gvoudrie@townsend-group.com](mailto:gvoudrie@townsend-group.com) or 301-215-6710
- Promotion.** AAM will help promote your forum through our web pages and the Advance & Final Programs. However, we encourage additional promotion through pre-attendee 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, 2009. To be listed in the Final Program applications must be received by March 12, 2010.