

ARSC 58th Annual Conference and Workshop
May 15-18, 2024 St. Paul, Minnesota
DoubleTree by Hilton Hotel & Suites St. Paul Downtown

Vendor/Exhibitor / Sponsor / Program Advertisement Application

The Vendor & Exhibit Room is one of the liveliest spots at the ARSC Conference, with coffee breaks, vendor exhibits, and the Silent Auction—offering an excellent opportunity to showcase your products. Exhibits will be open from Thursday morning through Saturday noon and will be secured at night. Exhibitors are also listed in the conference program. A table will be reserved to display ARSC member publications free of charge.

There are several ways that vendors can participate. Choose the plan that best fits your needs:

• Standard 6' skirted tables are available for exhibitors who send representatives. The cost is \$200 for the first table and \$60 for each additional table, and includes the conference registration fee for one representative; additional representatives should complete the form on the verso and submit the appropriate payment. *Additional fees may apply for drop shipments, etc.* Please register any special needs below, such as access to electrical outlets.

Number of Tables _____ \$ _____

• For publishers who want to send materials without a representative, we can set up tables for you. Order forms supplied by the exhibitor will be placed on the table. Display copies will not be returned. The cost is \$100 for a half table, \$200 for a full table, and \$60 for each additional table.

Number of Tables _____ \$ _____

• Publishers/authors who want to display single books may do so at \$25 per book. Order forms provided by the exhibitor will be included on the table; display copies will not be returned.

Number of Books _____ \$ _____

• Vendors who wish to provide inserts for the conference bags may do so for a \$100 fee.

If you send more than 1 item, please bundle it into a single envelope, folder, bag, etc.

Conference bag inserts \$ _____

• Ads may be placed in the Conference Program as follows: \$150 full page, \$75 half page

Ad Specs are (black and white or greyscale): full-page 4.5" W x 7.25" H; half-page 4.5" W x 3.5" H

Camera-ready copy is due by April 1; contact Curtis Peoples for additional information or questions.

Ad size Full-Page _____ **Half-Page** _____

• Vendors who participate as Conference Sponsors may receive these benefits and more, depending on the Sponsorship level chosen. Contact the Conference Manager, Curtis Peoples, for details.

Sponsorship Level _____

Company Name (as you wish it listed in the program) _____

Representative's Name _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Special Needs (including access to electrical outlets and internet):

PAYMENT INFORMATION

Credit Card Number: _____ Exp. Date: _____

CVV: _____ Billing Zip Code: _____

First name on card: _____ Last name on card: _____

PAY BY CHECK OR MONEY ORDER:

Send payment to the address above in the form of a check or postal money order made payable to ARSC in U.S. Dollars or U.S. Dollars drawn on a U.S. bank. Please enclose a copy of this notice.

To reserve your sponsorship, return the completed form and payment to:

ARSC
c/o Nathan Georgitis
2260 Charnelton St.
Eugene, OR 97405

ngeorgitis@gmail.com
C: 541-852-3163

For general information, technical assistance and information about drop shipments, contact:

Curtis Peoples
Conference Manager
Association for Recorded Sound Collections
230 N 6th St
Klamath Falls, Oregon

Email: curtispeoplescollective@gmail.com or
curtis.peoples@ttu.edu
C: 806-789-0183