

Museums and the Web 2002

Exhibitor Registration

www.archimuse.com/mw2002/

April 17 - 20, 2002

Park Plaza Hotel
Boston
Massachusetts, USA

Exhibit Hall Schedule

Set up
April 18, 9:00 am - 5:00 pm

Opening Reception
April 18, 5:30 pm - 8:00 pm

Hall Hours
April 19, 9:00 am - 5:00 pm

Co-Chairs

David Bearman
Flavia Sparacino
Jennifer Trant

Organised by

**Archives & Museum
Informatics**

2008 Murray Ave, Suite D
Pittsburgh, PA, 15217, USA

Phone: +1 412 422 8530

Fax: +1 412 422 8594

Email: mw2002@archimuse.com

www.archimuse.com

Company _____

Contact Name _____

Address _____

City _____ State/Province _____

Postal Code _____ Country _____

Phone _____ Fax _____

URL _____ Email _____

Booth Reservation

(includes table, chairs, and one internet connection per 8' x10' space)

Single 8' x 10' Booth (\$1000) _____

Double 8' x 20' Booth (\$1800) _____

Quad 16' x 20' Booth (\$3600) _____

Less 10% early discount if PAID by 10/31/01 _____

add \$150 for single booth if shared _____

Sub-Total Booth Reservation _____

Equipment Rental

(these prices through February 1, 2002; other equipment available; contact us for details)

Add Internet Connection # _____ x \$125 _____

17" monitors # _____ x \$ 75 _____

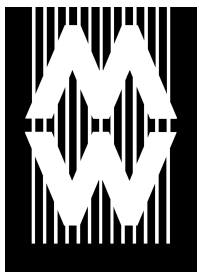
19" monitors # _____ x \$150 _____

21" monitors # _____ x \$225 _____

Computer (PC) # _____ x \$165 _____

Computer (Mac) # _____ x \$225 _____

Sub-Total Equipment Rental _____



**Museums
and the Web**

www.archimuse.com/mw2002/

Advertising

MW2002 Program

(Black and white; copy due by March 15, 2002; see instructions on-line)

Back Cover	\$900	_____
Inside Cover	\$650	_____
Full Page	\$450	_____
Half Page	\$300	_____
Quarter Page	\$175	_____

MW2002 Registration Packet Inserts

(Vendor supplies 750 copies.)

inserts ____ x \$150 _____

Sub-Total Advertising _____

TOTAL _____

Payment

Enclose a **check** (US\$ drawn on a US Bank) or **money order**.

Contact mw2002@archimuse.com for **bank transfer** details.

Or use a Credit Card

VISA _____ Mastercard _____ American Express _____
Card # _____ - _____ - _____ - _____ Expiration Date ____/____

Name on Card _____

Signature _____

Billing Address for Card _____

Staff Registration

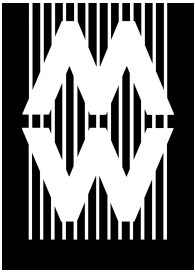
(Must be completed by March 15, 2002; Each Exhibitor (firm) is entitled to one complimentary full conference registration and any number of additional full conference registrations at a 50% discount. Exhibit only staff are free.)

Name _____ email _____
comp

Name _____ email _____
50% / Ex. only

Name _____ email _____
50% / Ex. only

Name _____ email _____
50% / Ex. only



**Museums
and the Web**

www.archimuse.com/mw2002/

Exhibitor Description

Text for MW2002 Web Site and Conference Program
(Absolute limit of 100 words. **Must** be supplied with this form.)

Exhibition Management Company

Corporate Communications will provide exhibitor services and coordinate shipping.
Please ship materials to:

Museums and the Web 2002
c/o Corporate Communications
165 Flanders Road
West Borough, MA 01581
Attention Booth #

Contact

Doug DeBarge
+1 508 624 6465 Ph
+1 508 624 6097 Fx

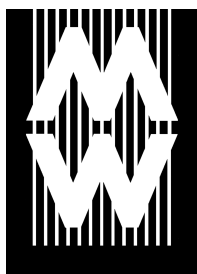
Sponsorship at MW2002

Yes, we're interested in sponsorship!

please contact us about

Sponsoring the conference as a whole	\$15,000	_____
Sponsoring a reception	\$10,000	_____
Sponsoring the conference <i>Proceedings</i>	\$6,000	_____
Sponsoring the Birds of a Feather Breakfast	\$4,000	_____
Sponsoring one of several coffee breaks	\$3,000	_____
Sponsoring a named scholarship	\$1,500	_____
General Sponsorship	\$500	_____

We'd like to sponsor, and have an idea of our own, please give us a call. _____



Museums
and the Web

www.archimuse.com/mw2002/

TERMS OF CONTRACT

1. Restriction on Location of Exhibits & Solicitation. Vendors are not permitted to conduct or solicit business in the exhibit hall unless they have rented exhibit space. Vendors are not permitted to exhibit products and services at the conference except in the exhibit hall or conference program time slot.

2. Booth Assignments. Booth assignments will be made in the order that completed contracts are received at Archives & Museum Informatics. To be complete, a contract must include the full rental fee and all required texts. Assignments will not be made until all required rental fees have been paid. Archives & Museum Informatics reserves the right to change booth assignments at any time.

3. Booths. Each exhibit space (8' x 10') includes draped back and sides, one 6' draped table, 2 chairs, one 500 watt electrical outlet, and a 10baseT connection to the Internet. No credit is provided for equipment that is not used. Additional booth furnishings, audiovisual equipment, electrical and telephone connections, signs and drayage services are for an additional charge. If an exhibitor plans to install a completely constructed display so that the standard booth equipment is not desired, they should so indicate on their space reservation form. In this case, no part of the constructed display shall project so as to obstruct the view of adjacent booths. Booth side dividers of a height in excess of 35" must not extend further than three feet out from the back wall. Booth walls must not exceed eight feet in height. Island exhibits must not include any walls that block visibility of neighboring booths. Any exception must first be approved by Archives & Museum Informatics. Audiovisual equipment must not be played at a level that would interfere with adjacent exhibitors.

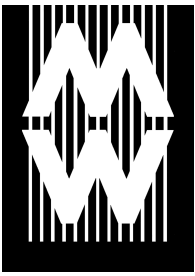
4. Internet Connections. Network access will be provided on 10 base T connections by DSL or T1 to a local ISP; actual throughput speeds are not guaranteed.

5. Payment & Cancellation. One-half the space rental fee must accompany the signed contract. The remaining half of the rental fee will be invoiced and due by Feb. 1, 2002. Contracts received with full payment of the rental fee prior to October 31, 2001 are subject to a 10% discount off the rental fee. Contracts received after Feb. 1, 2002 must be accompanied by full payment of the rental fee. Exhibitors may cancel this agreement by written notice to Archives & Museum Informatics. Cancellations made prior to December 31, 2001 will be subject to a 50% cancellation fee. No refunds will be granted on cancellations made after January 1, 2002.

6. Union Clearance & Exclusivity. In order to conform to union contract rules and regulation, all exhibitors must use qualified union personnel for the various services required for installation and dismantling of exhibits and for material handling within the show. All service providers contracted by Archives & Museum Informatics have union clearance. Exhibitors must use the service provider designated by Archives & Museum Informatics for drayage and rigging, electrical, plumbing, and custom cleaning services. For other services, exhibitors desiring to use contractors other than those designated must submit the necessary certificates of insurance in advance so that permission can be secured for said contractor to operate.

7. Use of Space. No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to the signer of this contract, nor shall the exhibitor display articles not manufactured or normally sold by him. Requests for co-participation by any other corporation or its firms or representative in space assigned to the original applicant must be made in writing to Archives & Museum Informatics. If permission is granted by Archives & Museum Informatics, there will be an additional charge of \$150.00 for each additional firm. Exhibitors may not sublet booths or assign this lease in whole or in part.

8. Limitation of Liability. The exhibitor shall indemnify the organizers against all claims, demands, actions, expenses, damages, penalties, or proceeding arising out of or in any way connected with the exhibitor's occupancy and use of the exhibition premises or any part thereof. Exhibitors will be required to pay the cost of making good any damage to floors, walls, structures, and accessories.



Museums and the Web

www.archimuse.com/mw2002/

9. Security & Insurance. The organizers will take responsible care to ensure security in the exhibition area. The organizers will not be liable for damage or loss to exhibitor's property, nor shall they be liable for any injury that may occur in the exhibition area. Exhibitors are responsible for obtaining any insurance they require to participate.

10. Protection of the Exhibit Hall Facility. Nothing shall be posted or tacked, nailed, screwed or otherwise attached to the columns, walls, floors, or other parts of the conference hotel without permission from the proper building authority and exhibition management.

11. Drayage. The hotel will only accept pre-paid packages. Any packaged delivered C.O.D. will be refused by the hotel. All packages must contain a label giving the following information: return address, name of group or meeting, hotel contact, name of person that will claim package ("Hold for:"), date of arrival. Packages should not be received more than one week prior to the start of the function.

12. Installation & Dismantling. Packing, unpacking, and assembly of exhibits will be done only in designated areas at designated times under the direction of exhibition management. The hotel prohibits posting of any kind on columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Space not set up by one hour before the official opening of the exhibit hall may be reassigned by exhibition management for other purposes and will not be made available to the exhibitor. No exhibits shall be dismantled before the official closing time of the show.

13. Distribution of Printed Matter, Samples, etc. Neither exhibitors nor non-exhibitors shall distribute to the conference attendees printed matter, samples, souvenirs, or the like, except from within the rented space or through insertion into conference registration packets as provided for by the organizers.

14. Listing of Exhibitors in Conference Material. Exhibitors will be listed on the conference Web site and in the printed material distributed at the conference. They may supply a brief description (100 words or less) of their exhibit and a URL through which we can link to their corporate Web site. The description must be received by March 15, 2002 to ensure appearance in the print materials. Exhibitors who do not provide a description prior to that date may be listed by name only.

15. Agreement to Conditions. Each exhibitor agrees for himself and his employees to abide by these conditions, it being understood and agreed that the sole control of the exhibition hall rests with exhibition management.

16. Amendments. The organizers shall have sole authority to interpret and enforce all rules and regulation contained herein, and to make any amendment thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the exhibition.

Terms and conditions of the above contract are explicitly accepted:

Name _____

Exhibitor _____

Signed _____

Date _____