ARLIS/NA 43RD ANNUAL CONFERENCE

NEW FRONTIERS ON THE OLD FRONTIER

MARCH 19-23, 2015

SPONSOR, EXHIBITOR, AND ADVERTISER PROSPECTUS
SOCIETY OVERVIEW

The Art Libraries Society of North America (ARLIS/NA) is a growing, dynamic organization promoting the interests of more than 1,100 members. The membership includes architecture and art librarians, visual resources professionals, artists, curators, educators, publishers, students, and others throughout North America interested in visual arts information. To serve this diverse constituency, the Society provides a wide range of programs and services within an organizational structure that encourages participation at all levels.

MISSION

The mission of ARLIS/NA is to foster excellence in art and design librarianship and image management. We achieve this mission through a wide variety of activities, such as:

- Meeting, networking, and sharing ideas in person at our annual conferences.
- Publishing substantive articles of a practical as well as scholarly nature through our publications, such as Art Documentation, ARLIS/NA Reviews, Occasional Papers, and online publications.
- Providing a forum for professional communication, via our listserv and website.
- Reaching out to future art librarians through numerous scholarship awards.
- Recognizing excellence in the field through awards for research, service, and publication.

VISION

ARLIS/NA's vision is to be the leading organization in the arts information field. We will serve as a catalyst in the development of services and resources while maintaining the values and traditions in the field that are relevant to the changes that emerge over time. The Society will address the needs of art library and information professionals and support the advancement of the profession, by pursuing partnerships with other professional and educational organizations and participating in international forums. ARLIS/NA will foster an inclusive Society with a collaborative infrastructure that welcomes diversity and promotes a multiplicity of viewpoints and perspectives.

CONFERENCE OVERVIEW

The 43rd Annual Conference, “New Frontiers on the Old Frontier,” explores new territory beyond the isolated frontier of the old West to the connected frontier of today and the frontiers of tomorrow. Just as Fort Worth once served as the gateway to the wide-open possibilities afforded by the West, the 43rd Annual Conference will present ground-breaking, progressive options for art and design librarianship worldwide.

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MESSAGE FROM THE ARLIS/NA PRESIDENT

I am delighted to invite you to participate in the 43rd Annual Conference of the Art Libraries Society of North America in Fort Worth, Texas exploring our theme, New Frontiers on the Old Frontier. The conference will be held at the Omni Hotel from March 19-23, 2015. As the premiere event for art and visual information professionals, the conference will provide attendees the occasion to connect with participants from around the world and to interact with book dealers, book artists, systems vendors, and other exhibitors in our large exhibits hall. Please join us and take advantage of the opportunities provided by ARLIS/NA to help you promote and conduct your business.

The Omni Hotel offers elegant facilities for conference events and exhibits. Its spacious exhibit hall opens to the Conference registration lobby and will be a focal point of the Conference, open Saturday, March 21 through Sunday, March 22. In order to provide our members one-on-one time with you, there will be “no conflict” exhibit hours scheduled on both days. Exhibit hall refreshment breaks each day will bring in considerable traffic; for your convenience and to encourage more time for exhibitors and registrants to interact, we have scheduled midday breaks so that you may join your colleagues and attendees for lunch. Along with exhibiting at the Conference, I encourage you to extend your marketing reach through advertising and sponsorships. Various packages have been developed to provide you with options that best fit your business interests, with more information available in this Prospectus. For returning supporters and new exhibitors, sponsors, and advertisers, I am confident that you will find your participation will be of great value as you connect with new clients and you realize that ARLIS/NA conferences bring together a truly special community.

Beyond the Omni Hotel conference site, Fort Worth offers an abundance of extraordinary art and cultural experiences. Located within easy walking distance from the Omni is historic Sundance Square which offers a wide range of excellent restaurants, shops and nightlife options amid beautiful historic buildings, red brick streets and interior courtyards. Fort Worth is home to three of the nation’s most significant museums of art – the Kimbell Art Museum, the Amon Carter Museum of American Art, and The Modern Art Museum of Fort Worth. Together these three museums anchor the Fort Worth Cultural District and are a tour de force presentation of contemporary museum architecture. We are pleased to announce that our special events will be hosted at these magnificent venues – I hope you will join us for these fun and festive events and the opportunity to enjoy these exquisite collections together with ARLIS/NA colleagues.

The theme of the 43rd Annual Conference is New Frontiers on the Old Frontier and our conference organizers have developed a rich program of papers and sessions that will explore current and emergent interests across professional practice in art and architectural librarianship. Workshops will be offered on Friday and Monday as will our popular ARLIS/NA tours to Dallas and Fort Worth venues of note. Between thought provoking sessions, useful workshops, beautiful exhibits, festive social gatherings and diverse cultural offerings, Fort Worth is certain to be an extraordinary conference.

I hope you will join us to explore New Frontiers on the Old Frontier in March 2015!

Sincerely,

Carole Ann Fabian
President, ARLIS/NA
HOTEL INFORMATION

All meeting sessions will take place at the **Omni Hotel in Fort Worth, Texas**. Convenitely located in the heart of Fort Worth’s exciting downtown, the hotel is adjacent to the Fort Worth Convention Center and within walking distance from the city’s cultural centers, restaurants and nightlife. Sculpted from native stone and rich hardwoods and wrapped in glass, the Omni Fort Worth Hotel is the place to retreat in the Lone Star State.

**Omni Hotel Fort Worth**
1300 Houston Street
Fort Worth, Texas 76102 USA
Tel: +1 817.535.6664; Fax: +1 817.882.8140
www.omnihotels.com/FortWorth.aspx

A block of rooms is being held at the hotel at the following rates per night:
- Single and Double Occupancy $209.00 plus applicable taxes
- Each additional person $20.00 plus applicable taxes

All guest rooms include complimentary internet accesses in guestroom and lobby spaces with your ARLIS/NA reservation. Be sure to make your reservation by Monday, February 2, 2015 to secure these rates.
(Rates do not include applicable sales and local taxes or other hotel specific fees.)

TRAVEL INFORMATION

The Omni Hotel Fort Worth is approximately 35 minutes from the Dallas/Fort Worth International Airport. Taxi service is approximately $60 each way; shuttle service is approximately $18. The Omni is also approximately 45 minutes from the Dallas Love Field Airport. Taxi service is approximately $85 each way; shuttle service is approximately $36.

EXHIBIT PACKAGE – $865

- One 6’ draped table, two chairs, and a wastebasket
- Two Conference Registrations
- ARLIS/NA one-year Individual membership
- Linked logo on the ARLIS/NA conference website (Begins upon receipt of payment and logo)
- A listing in the printed Conference program (if received by 12/19/2014)
- 25% off Conference program ads (see page 9)

ADDITIONAL EXHIBIT TABLES

2nd table - $415 / 3rd table - $315 / all subsequent tables - $215

Please note that additional tables do not include additional conference registrations.

ADDITIONAL EXHIBITOR PERSONNEL

Additional representatives can be added at $215 for each person beyond those included in the Exhibit Packages described above.

EXHIBITOR SERVICE KIT

Approximately one month prior to the start of the Conference, exhibitors will receive a service kit that will contain information on:
- Important dates and deadlines
- Freight shipping and handling
- Labor regulations and rates
- Furniture display and other decorating rentals
- Electrical hook-up
- AV, Wi-Fi and computer rental

DEADLINES

Exhibit Forms are considered on a first-come, first-served basis. Space is limited and it is highly recommended forms be submitted prior to **January 19, 2015**. Exhibit Forms and payment must be received prior to **December 14, 2014** in order to be included in the printed Conference program. Logos will be posted on the ARLIS/NA Conference website upon receipt of payment and logo.
EXHIBIT HALL HOURS
Times subject to change.

SET-UP:
Friday, March 20, 2015 ............... Noon – 6:30 pm
Saturday, March 21, 2015 ............. 7:30 am – 8:45 am

OPEN HOURS AND EVENTS:
Saturday, March 21, 2015
9:00 am – 5:30 pm General Open Hours
9:00 am – 10:00 am (No Conflict: Exhibit Hall Opening Reception)
11:30 am – 12:30 pm (Exhibit Hall closed for lunch)
4:30 pm - 5:00 pm (No Conflict: Poster Session held in Hall)

Sunday, March 22, 2015
9:00 am – 5:30 pm General Open Hours
9:00 am – 10:00 am (No Conflict: Exhibit Hall Coffee Break)
10:30 am - 12:45 pm (Exhibit Hall closed for brunch/membership meeting)
4:30 pm – 5:00 pm (No Conflict: Exhibit Hall Closing Reception)

MOVE OUT:
Sunday, March 22, 2015 ............... 5:30 pm – 7:30 pm

LOCATION ASSIGNMENTS
Assignments will be made in the order they are received. For registration to be complete, an Exhibit Form together with required payment must be received. Every effort will be made to separate exhibitors from competitors, when requested. Exhibitors who have submitted their form and payment prior to January 19, 2015 will be advised of their table assignment in advance of the conference. The final assignment of exhibit space is at the discretion of ARLIS/NA.

FLOOR PLAN
A floor plan of the exhibit hall will be distributed to all confirmed exhibitors when the plan becomes available and is subject to change.

LOSS OR DAMAGE
The exhibit hall will be secured when the hall is closed to meeting attendees. When the exhibit area is open to meeting attendees, ARLIS/NA, the exhibit service contractor and the meeting venue shall not be held responsible for any loss or damage to exhibitor property.

ATTIRE
Attire of exhibit personnel should be consistent with the business casual atmosphere of the conference.

PAYMENT AND CANCELLATION
Full payment is required for reservations. Cancellations, in writing, made prior to February 19, 2015 will receive a refund, less a $100 processing fee. No refunds will be processed on cancellations received on or after April 1, 2015.

DISTRIBUTION OF PRINTED MATERIALS
Canvassing or distribution of advertising material outside of an exhibitor’s booth is prohibited. Should an exhibitor like to distribute materials, please see Registration Bag Inserts in the Program Advertising section (page 9).

WORKSHOPS, TOURS, AND OTHER TICKETED EVENTS
Exhibitors who wish to participate in ticketed events, workshops, or special tours must register in advance and pay any related fees for these events. Please visit the Conference website (www.arlisna.org/fortworth2015) for more information and to register for these events. Please see following pages for Sponsorship opportunities that include complimentary access to these events.

LABOR REGULATIONS AND RELATED CHARGES
Exhibitors are required to conform to all local labor regulations in the installation/dismantlement of their booth fixtures and moving of booth materials. More information on the specific labor regulations and charges will be included in the Exhibitor Service Kit, if applicable.

BADGE/REGISTRATION PACKET PICK-UP
Badges and registration packets will be distributed to exhibit personnel at the ARLIS/NA Registration Desk. Representatives must pick up their badges individually and will not be admitted to the exhibit area without a badge. Badges are nontransferable and must be worn at all times.
OMNI HOTEL FORT WORTH • 2ND FLOOR • EXHIBIT HALL
Please contact Milan Hughston at milan_hughston@moma.org or 212.708.9409 to sponsor one of the following events or find out about additional opportunities not listed.

<table>
<thead>
<tr>
<th>Benefits Included</th>
<th>Conference Support (Up To $1,499)</th>
<th>Bronze ($1,500)</th>
<th>Silver ($2,500)</th>
<th>Gold ($4,000)</th>
<th>Platinum ($7,500)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Conference program recognition (if artwork received by 12/19/2014)</td>
<td>name listed</td>
<td>1/2 page black &amp; white ad</td>
<td>1/2 page black &amp; white ad</td>
<td>full page black &amp; white ad</td>
<td>full page color (premium placement)</td>
</tr>
<tr>
<td>Linked logo on ARLIS/NA Conference main website page (begins upon receipt of payment)</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Name prominently displayed on sponsorship signage at the conference</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Opportunity to enclose one self-supplied product brochure in conference bags</td>
<td>-</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Verbal name recognition at ceremonies during the conference</td>
<td>-</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Option of first right of refusal for sponsoring all subsequent conferences</td>
<td>-</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Number of included complimentary conference registrations</td>
<td>-</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Black and white logo recognition in <em>Art Documentation</em></td>
<td>-</td>
<td>-</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Linked logo on ARLIS/NA Sponsors page for one year</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>x</td>
</tr>
<tr>
<td>Complimentary exhibit space</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>x</td>
</tr>
</tbody>
</table>
NAMED SPONSORSHIP OPPORTUNITIES

All Session, Event and Named Sponsorship Opportunities Include
(with the exception of Conference Bag Inserts and Registration Table flyers):
• Benefits of the General Conference Support Level (see Society Affiliate Sponsor Levels and Benefits on page 7)
• Sponsorship statement of the session, event or item which will appear in Conference publications (if received by 12/19/2014) and materials, on session signage, and in Conference program on the Conference website
• Session, workshop, and tour sponsors are announced at the beginning and end of each session, workshop, or tour
• Event sponsors are publicly thanked at the beginning of each event

• FIRST-TIME ATTENDEES RECEPTION
First-time conference attendees mingle with members of the ARLIS/NA Executive Board and other society leaders over wine and hors d’ oeuvres
Friday, March 20
60+ attendees

• WELCOME RECEPTION
A reception for all attendees will be held at the Fort Worth Water Gardens
Friday, March 20
300+ attendees

• MEMBERSHIP BRUNCH
Plated brunch hosted by the Executive Board coincides with annual membership meeting and features keynote speaker Ronnie Self
Sunday, March 22
300+ attendees

• SILENT AUCTION
The annual Silent Auction is a favorite event of attendees
400+ attendees

• SESSION OR WORKSHOP SPONSOR ($500)
For more information about specific sessions and workshops, please visit the Conference website at: www.arlisna.org/fortworth2015

• TOUR SPONSOR ($750)
For more information about specific tours, please visit the Conference website at: www.arlisna.org/fortworth2015

• WI-FI ACCESS FOR ATTENDEES ($500)
Wi-Fi access for all attendees in meetings and sessions spaces each day. Company logo on login page

• CONFERENCE BAGS ($1,500)
Highlight your company on the official attendee conference bag. Conference bags are provided to each of our conference attendees along with their registration materials. As a sponsor, your company name or logo, along with the ARLIS/NA logo will be imprinted on each conference bag.

• SESSION RECORDING ($2,000)
Several sessions are selected to be recorded and added to the ARLIS/NA Online Learning Portal. Your company logo will be display at the beginning of the recorded session.

• EXHIBIT HALL BREAKS
There are 4 non-conflict refreshment breaks scheduled in the exhibit hall.
Saturday, March 21
• Opening Reception
• Afternoon Reception
Sunday, March 22
• Morning Coffee
• Closing Reception
440+ attendees

Please contact Milan Hughston at milan_hughston@moma.org or via phone at 212.708.9409 for information on Named Sponsorship Opportunities or to sponsor a Session/Workshop, or to inquire about additional sponsorships.
PROGRAM ADVERTISING

• REGISTRATION BAG INSERTS ($350)
Distribution of material within the Conference bags is available for a fee of $350 for a 1-3 page insert. A fee structure for materials exceeding three pages can be obtained by contacting Jill Tucker at 414.908.4954 ext. 111 or j.tucker@arlisna.org. Please note that the benefits outlined at the beginning of this section are not included with Registration Bag Inserts.

• CONFERENCE PROGRAM ADVERTISEMENTS
Advertisements in the 2015 printed Conference program will be seen by each of the Conference attendees. Programs are brought back to attendees’ home libraries, where they are shared with colleagues and used as a reference guide for months after the event. Additionally, past Conference programs are archived on the AR LIS/NA website for continued promotion of your firm. Advertising Forms, advertising materials, and payment must be received no later than December 19, 2014. **Exhibitors who also place an ad in the Conference Program will receive a 25% discount off their ad!

• CONFERENCE PROGRAM AD SIZES                  COST
Inside Front Cover (Color) 6” wide by 9” high*          $860
Inside Back Cover (Color) 6” wide by 9” high*          $860
Full page (B&W) 5” wide by 8” high**                  $700
Half page (B&W) 5” wide by 3.75” high**               $500
Outside Back Cover (Color) 6” wide by 9” high*        $1110

* Maximum printed area of ad not including bleed. Please submit file with 1/8” bleed on all edges. Do not print text within ½” of margins due to binding.
** Ad does not bleed

Electronic advertisement files should be sent to Jill Tucker at j.tucker@arlisna.org. Adobe PDF Press Optimized File

File types and save options
• Size: 100%
• Print-resolution images with no less than medium/high quality compression
• Outline all fonts
• Include bleeds (1/8” minimum) with crop marks/registration

Logo Specifications for Exhibitors and Sponsors
Please send two logo files (vector art is preferred):
one black/white and one CMYK:
• EPS files: If Illustrator, save as CS4 or older and fonts should be outlined
• TIFF files: Image must be 300 dpi and at least 3 inches wide

Please DO NOT send these file types, as they will not print properly:
• GIF files: these files are for web page use only
• JPEG files: if taken off the web, jpegs are also not suitable for print

THANK YOU TO OUR 2014 ARLIS/NA CONFERENCE AND AWARD SPONSORS!

Andrew Cahan Bookseller
Archives of American Art
ARLIS/NA Society Circle
Ars Libri, Ltd.
Artstor
Artsy
Aux Amateurs de Livres International
Avery Index to Architectural Periodicals
Casalini Libri
Catholic University Libraries
Central Plains Chapter
Chapters of ARLIS/NA
Christie’s + Christie’s Education
Christopher Hibben
Graphic Design
Delaware Valley Chapter
Dumbarton Oaks Research Library and Collection
East View Information Services
Erasmus Boekhandel
F. A. Bennett Books
Fine Art Connoisseur
Gale – Cengage Learning
George Mason University Libraries
Getty Research Institute
H. W. Wilson Foundation
Hillwood Estate, Museum & Gardens
Howard Kamo Books
Innovative
Joseph Heller Rare Books
Library of Congress
Michael R. Weintraub, Inc.
Midstates Chapter
MoMA Library
Montreal-Ottawa-Quebec Chapter
Monuments Men Foundation for the Preservation of Art and Robert M. Edsel
Mountain West Chapter
Napa Valley Caterers
National Building Museum
National Gallery of Art
National Museum of Women in the Arts
New England Chapter
New York Chapter
Northern California Chapter
Northwest Chapter
OCLC/Art Discovery Group Catalogue
Ohio Valley Chapter
Ontario Chapter
Oxford University Press
Phillips Collection
ProQuest
Quinn’s Auction Galleries
Samuel H. Kress Foundation
Second Story Books
Smithsonian American Art Museum and National Portrait Gallery Museum Store and Café
Smithsonian Libraries
Southeast Chapter
Southern California Chapter
Statewide California Electronic Library Consortium
Texas-Mexico Chapter
The MediaPreserve
Thomas Jefferson Foundation
Tony Podesta
Twin Cities Chapter
University of Florida Libraries, George A. Smathers Libraries
University of Maryland Libraries
Upstate New York Chapter
Virginia Commonwealth University Libraries
Virginia Museum of Fine Arts Washington Art Library Resources Committee
Washington, DC-Maryland & Virginia Chapter
Worldwide Books
**CONTRACT**

Completed forms may be emailed, faxed, or mailed to Jill Tucker at the address at the bottom of this form.

**Company Name ______________________________________________________  Date ___________________________________________**

**Address _______________________________________________________________ Country ________________________________________**

**City ___________________________________________  State/Prov _____________ Zip _________________ Phone _____________________**

**Email ________________________________________________________________  Company URL __________________________________**

**Contact Name ________________________________________________________ Title ____________________________________________**

**Onsite Contact Name __________________________________________________ Onsite Contact Email ______________________________**

**Exact Company Name for Booth Sign/Program Book Listing _______________________________________________________________**

**Exhibit Positioning Away from: _________________________________________**

**Exhibit Banner: □ YES □ NO**

**EXHIBITOR PACKAGE**

(reserve by December 19, 2014 to be included in the official program book)

<table>
<thead>
<tr>
<th>Additional Badge ($215 ea. x ___)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit Package (One Table)</td>
<td>$865</td>
</tr>
<tr>
<td>Second Table</td>
<td>$415</td>
</tr>
<tr>
<td>Third Table</td>
<td>$315</td>
</tr>
<tr>
<td>Additional Tables Beyond 3 ($215 ea. x ___)</td>
<td>$</td>
</tr>
<tr>
<td>Conference Bag Insert ($350 ea. x ___)</td>
<td>$</td>
</tr>
</tbody>
</table>

**PROGRAM BOOK ADVERTISING**

*(see page 9 for specs)*

<table>
<thead>
<tr>
<th>Full pg. outside back cover color</th>
<th>EXHIBITOR DISCOUNT</th>
<th>PRICING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$832.50</td>
<td>$1,110</td>
</tr>
</tbody>
</table>

| Full pg. inside front cover color | $645.00            | $860    |
| Full pg. inside back cover color | $645.00            | $860    |
| Full pg. run of press b/w        | $525.00            | $700    |
| Half pg. run of press b/w        | $375.00            | $500    |

**SOCIETY AFFILIATE SPONSORSHIPS**

*(see pg. 7 for benefits)*

<table>
<thead>
<tr>
<th>Platinum ($7,500)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold ($4,000)</td>
<td>$</td>
</tr>
<tr>
<td>Silver ($2,500)</td>
<td>$</td>
</tr>
<tr>
<td>Bronze ($1,500)</td>
<td>$</td>
</tr>
<tr>
<td>Conference Support (up to $1,499)</td>
<td>$</td>
</tr>
<tr>
<td>Session or Workshop (see pg. 8)</td>
<td>$500</td>
</tr>
<tr>
<td>Tour (see pg. 8)</td>
<td>$750</td>
</tr>
<tr>
<td>Wi-Fi Access (see pg. 8)</td>
<td>$500</td>
</tr>
<tr>
<td>Other:</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL EXHIBITS, SPONSORSHIPS, AND ADVERTISING $_______**

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**Payment Options**

- □ Check enclosed or in mail (payable to ARLIS/NA)
- □ Invoice me
- □ Visa □ Mastercard □ Discover □ Am. Express

<table>
<thead>
<tr>
<th>Card Number ____________________________</th>
<th>Expiration Date ___________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Authorizing Signature ___________________</th>
<th>Date ___________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Print Name on Card ______________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E-mail ____________________________</th>
</tr>
</thead>
</table>

An e-mailed receipt from authorize.net will be sent to the above e-mail address when a credit card is processed.

The personal information provided will not be used for any purposes other than those stated upon this form unless you provide your consent. Should you have any questions concerning your personal information please contact Robert Kopchinski at 414.308.4954 x136 or r.kopchinski@arlisna.org. ARLIS/NA endeavors at all times to treat your personal information in accordance with all applicable laws.

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We understand that all space must be paid for in full by **December 19, 2014**. If the assigned space is not paid in full by this date, it may be reassigned to another exhibitor at the discretion of ARLIS/NA.

**Signature ___________________________**

**Print Name ___________________________**

**Date ___________**

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**MAKE A COPY FOR YOUR RECORDS AND SEND COMPLETED FORM WITH PAYMENT TO:**

**ARLIS/NA**

Attn: Jill Tucker (j.tucker@arlisna.org)

7044 S. 13th St., Oak Creek, WI 53154

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**Cancellation Policy**

Cancellations, in writing, made prior to **February 19, 2015** will receive a refund, less $100 processing fee. No refunds will be processed on cancellations received on or after **February 19, 2015**.