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# CONFERENCE OVERVIEW

The Art Libraries Society of North America’s Southeast Chapter is proud to sponsor the 45th Annual Conference taking place in New Orleans from February 5-9, 2017. Our theme, *Arts du Monde*, encompasses the collaborative, diverse, and global nature of the Crescent City.

New Orleans truly is an American city like no other. Bending along the banks of the Mississippi to meet the Gulf Coast, it draws together a blend of history and cultures completely unique to this place, revealed in the architecture, music, cuisine, arts, traditions, energy and celebrations for which the city is famous. Expertly guided tours and excursions will explore all these diverse aspects of New Orleans. A wealth of museums and art galleries exhibit the city’s deep-rooted visual and material arts traditions, while the streetcar system, convenient and easily navigable, provides inexpensive access to most neighborhoods and city attractions. For those who prefer to explore on foot, popular areas of the city such as the French Quarter, Faubourg Tremé, Marigny, Algiers, and Uptown are walkable.

Our programming will encompass the carnival, spectacle, jazz, and vibrant cultural exchange of New Orleans. We will explore multiculturalism in the arts and in arts librarianship, international collections and collaborations, arts outreach across cultures and ethnicities, arts of specific groups, and large-scale cross-cultural and/or inter-institutional digital initiatives.

The early February conference dates offer us a chance to participate in the celebratory culture of ‘krewes’ and ‘second lines’ as New Orleans prepares for Mardi Gras at the end of the month. The Hilton Riverside Hotel, located in the Central Business District and on the Canal Streetcar line, offers beautiful views of downtown and the Mississippi River. There is much to explore in New Orleans, from Jackson Square—home to St. Louis Cathedral and a number of historically significant landmark buildings—to City Park, Audubon Park in the Garden District, Louis Armstrong Park, and Congo Square on Rampart Street, the Warehouse Arts District, and more.

Thirty-seven years after the Society last convened its annual meeting in ‘The Big Easy’, we are proud to welcome you to a city that is reinvigorated and more audacious than ever. We hope that as a prospective sponsor or exhibitor you will join us in New Orleans from February 5-9, 2017.

Kim Collins and Kasia Leousis
Conference Programming Co-Chairs
ORGANIZATION OVERVIEW

ART LIBRARIES SOCIETY OF NORTH AMERICA
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.

CORE VALUES
ARLIS/NA believes that lives are enriched by engagement with the visual arts, design, and cultural heritage.

ARLIS/NA believes that art information professionals are uniquely equipped to serve the art information needs of a broad audience for education, scholarship, and artistic practice.

ARLIS/NA believes that diversity and inclusion in all aspects of the profession strengthens the practice of art librarianship, and enriches library collections and user experiences.

STRATEGIC DIRECTIONS

Leadership and Advocacy
The Society shall speak and act on behalf of its members to advance, validate, sustain, and advocate for the profession and the value of art libraries.

Organizational Advancement
As the leading art information organization, the Society shall strengthen the profession through increased visibility, collaborative partnerships, international networks, and membership engagement.

Art Information Professionals
The Society shall support the evolving role of art information professionals through education, mentoring, and professional development opportunities that foster excellence and innovation.

Diversity and Inclusion
The Society shall promote diversity and inclusion within the profession including the makeup of its workforce, the design of services and programming, the development of intercultural fluency skills and competencies, and the practice of inclusive collections building.

Innovation and Technology
The Society shall serve as a community of practice for the exploration, cultivation, and sharing of innovative approaches and emerging technologies in libraries and art librarianship.

Collections and Access
The Society shall seek opportunities for collaboration across institutions and cultural organizations to promote the informed management, preservation, discovery, and access to collections amid their evolving publishing manifestations.
MESSAGE FROM THE ARLIS/NA PRESIDENT

Greetings!

I am delighted to invite you to participate in the 45th Annual Conference of the Art Libraries Society of North America in New Orleans, LA and to explore with us our conference theme Arts du Monde that encompasses the collaborative, diverse, and global nature of the Crescent City. The Conference will be held at the Hilton New Orleans Riverside from February 5-9, 2017. As the preeminent event for our organization of art and visual information professionals, the conference will provide attendees opportunities 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 conference hotel is located in the heart of downtown New Orleans with the Exhibit Hall conveniently located on the same level as ARLIS/NA conference sessions, workshops, meetings, and events. As always, the Exhibit Hall will be the focal point of the conference and will be open February 7-8. In order to provide our attendees one-on-one time with you, there will be hours of “no conflict” scheduled on both days and Exhibit Hall refreshment breaks each day will draw considerable traffic. For your convenience and to encourage more time for exhibitors and registrants to interact, we have scheduled midday breaks for exhibitors 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 our multiple advertising and sponsorship opportunities include online advertising via our popular Sched conference program app. More information is available in this Prospectus. I invite you to explore and chose the option that best fits your business needs. I am confident that you will find your participation in the ARLIS/NA conference will be of great value as you connect with both new and longstanding clients.

Beyond the Hilton Riverside conference site, New Orleans offers a rich array of extraordinary art and cultural experiences. A wealth of museums and art galleries exhibit the city’s deep-rooted visual and material arts traditions in number and variety more than sufficient to satisfy conference attendees. The New Orleans Museum of Art in City Park has significant holdings in French and American art, particularly its Art of the Americas collections, as well as photography, glass, and African and Japanese works, while the museum’s five-acre Sydney and Walda Besthoff Sculpture Garden is considered one of the most important sculpture installations in the United States.

Within the city, taxis and municipal buses are numerous and affordable, but of course New Orleans’ most popular mode of urban transportation—and major tourist attraction—is its famous streetcar system. Convenient and easily navigable, the streetcar lines provide inexpensive access to most neighborhoods and city attractions, including City Park and the New Orleans Museum of Art, the Garden District, and Tulane University. For those who prefer to explore on foot, popular areas of the city such as the French Quarter, Faubourg Marigny, Algiers, Uptown, and Esplanade Ridge are famously walkable, with abundant architectural diversity, galleries, public spaces, dining options, and riverside pathways to keep visitors attuned to their unique surroundings.

ARLIS/NA’s New Orleans conference organizers have put together an incredible program of thought provoking sessions, useful workshops, beautiful exhibits, festive social gatherings and tours. I hope you will join us to explore and celebrate Arts du Monde in February 2017!

Heather Gendron
President, ARLIS/NA
HOTEL INFORMATION

All meeting sessions will take place at the Hilton New Orleans Riverside in downtown New Orleans, Louisiana. The hotel is located in the Warehouse and Arts District and is in walking distance from the French Quarter, Audubon Aquarium, and Butterfly Garden and Zoo, as well as countless restaurants, art galleries and more.

Hilton New Orleans Riverside
Two Poydras Street
New Orleans, LA 70130
Reservations: 504.584.3959
www.NewOrleansRiversideHotel.com

A block of rooms is being held at the hotel at the following rates per night:
$234.00* - Single or Double Occupancy
$264.00* - Triple Occupancy
$294.00* - Quad Occupancy
*Rates do not include applicable sales and local taxes or other hotel specific fees.

All guest rooms include complimentary Internet access in guest room and lobby spaces. Be sure to make your reservation by Friday, December 30, 2016 to secure these rates. These rates are available 3 days prior and 3 days after the conference dates, subject to availability.

TRAVEL INFORMATION

The Hilton New Orleans Riverside hotel is approximately 16 miles from the Louis Armstrong New Orleans International Airport (MSY). Taxi service is approximately $35 each way; shuttle service is approximately $20.

EXHIBIT PACKAGE - $865

- One 6’ draped table, two chairs, and a wastebasket
- Two Conference Registrations
- ARLIS/NA one-year Business Affiliate membership
- Linked logo on the conference website (Begins upon receipt of payment and logo)
- A listing in the conference program
- 25% off conference program ads (see page 11)
- 50% off broadcast email to attendees

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 Package 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
- A/V, wi-fi and computer rental

DEADLINES

Exhibit Forms are considered on a first-come, first-served basis. Exhibit Forms and payment must be received prior to November 11, 2016 in order to be included in the printed conference program. Logos will be posted on the conference website upon receipt of payment and logo. The final Exhibit Form deadline is December 23, 2016.

CONFERENCE REGISTRATIONS

The contract on page 12 must be completed and returned to Jill Tucker. The contract form confirms your sponsorship and/or exhibit commitment. Individuals attending from your company will need to register online. An email will be sent with additional instructions on how to obtain any complimentary registrations that may be included with your commitment or exhibitor package.

(continued on next page)
LOCATION ASSIGNMENTS
Assignments will be made in the order they are received. For registration to be complete, a Joint Conference 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 December 23, 2016 will be advised of their table assignment in advance of the conference. The final assignment of exhibit space is at the discretion of the conference planners.

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 January 11, 2017 will receive a refund, less a $150 processing fee. No refunds will be processed on cancellations received on or after January 11, 2017.

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 11).

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-vra.org) for more information and to register for these events. Please see following pages for Sponsorship opportunities that include complimentary access to these events.

(continued on next page)

EXHIBIT HALL HOURS
(Times subject to change.)

SET-UP:
Monday, February 6, 2017
12:30 pm - 5:30 pm

OPEN HOURS AND EVENTS:
Tuesday, February 7, 2017
9:00 am - 6:30 pm General Open Hours
9:00 am - 9:30 am (Exhibit Hall Opening; scheduled break; no conflict time)
12:30 pm - 1:30 pm (closed; lunch break)
4:30 pm - 6:00 pm (Exhibitor Reception; no conflict time)

Wednesday, February 8, 2017
9:00 am - 4:00 pm General Open Hours
9:00 am - 9:30 am (scheduled break; no conflict time)
11:45 am - 1:15 pm (no conflict time)

MOVE OUT:
Wednesday, February 8, 2017
4:00 pm - 6:00 pm
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 conference Registration Desk. Representatives must pick up their badges. Badges are nontransferable and must be worn at all times.

EXHIBITOR RESPONSIBILITY CLAUSE
To the fullest extent permitted by law, the person/legal entity described as “Exhibitor” in the exhibitor contract hereby assumes full responsibility and agrees to indemnify, defend and hold harmless Hilton New Orleans Riverside ("Hotel"), Hotel’s owner International Rivercenter Lessee, LLC, Hilton Worldwide, Inc., and each of their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, “Hotel Parties”), as well as Art Libraries Society of North America (ARLIS/NA) ("Group"), from and against any and all claims or expenses arising out of Exhibitor’s use of the Hotel’s exhibition premises. Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor’s indemnity obligations in this clause. Such insurance shall be in the amount of not less than $1,000,000 combined single limit for personal injury and property damage. The Hotel Parties and Group shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with a Certificate of Insurance at least 30 days prior to the use of the exhibition premises. The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance.
# Conference Sponsorship and Benefits

<table>
<thead>
<tr>
<th>Benefits Included</th>
<th>Contributor up to $499</th>
<th>Benefactor $500</th>
<th>Patron $1,500</th>
<th>Silver $2,500</th>
<th>Gold $4,000</th>
<th>Platinum $7,500</th>
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<tbody>
<tr>
<td>Printed Conference program recognition (if artwork received by 11/11/2016)</td>
<td>Name Listed</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>
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<tr>
<td>Linked logo on Conference website (begins upon receipt of payment)</td>
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<td>Name displayed on sponsorship signage at the conference</td>
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<td>Opportunity to enclose one self-supplied product brochure in conference bags</td>
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<td>Verbal name recognition at ceremonies during the conference</td>
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<td>Option of first right of refusal for sponsoring all subsequent conferences</td>
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<tr>
<td>Number of included complimentary conference registrations</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Black and white logo recognition in Art Documentation</td>
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<tr>
<td>Linked logo on ARLIS/NA Sponsors page for one year</td>
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<td></td>
<td>x</td>
</tr>
<tr>
<td>Complimentary exhibit space</td>
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Please contact Kathy Edwards at kathye@clemson.edu or 864.656.4289 to sponsor one of the following events or find out about additional opportunities not listed.
NAMED SPONSORSHIP OPPORTUNITIES

Named Sponsorship Opportunities Include:

- The benefit level awarded is the combined total of the Named Sponsorship Opportunities plus Conference Sponsorship as outlined on page 8.
- Sponsorship statement of the session, event or item will appear in the conference program (if received by November 11, 2016), on signage, and on the conference website (www.ARLISNA.org).
- Events, Sessions, Workshops, and Tour sponsors are thanked at the beginning and end of each event.

Educational Opportunities

**Leadership Institute**  
($1,000 – shared sponsorships)  
Code: E1

Individuals serving in a leadership role within ARLIS/NA will be invited to attend this event.

Sunday, February 5  
40+ attendees

---

**Membership Lunch Speaker**  
($1,500 – sole sponsorship)  
Code: E5

Plated lunch hosted by the Executive Board coincides with annual membership meeting and features a keynote speaker.

Tuesday, February 7  
300+ attendees

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**Sessions and Workshops**  
($500 – multiple sponsorships available)  
Code: E2

Opportunities to sponsor specific topic areas presented during the Annual Conference demonstrate your support of the field. Session and workshop sponsors will be announced at the beginning and end of each presentation, and will be recognized in the printed program, online conference schedule, mobile app, and conference website.

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**Convocation Speaker**  
($2,500 – sole sponsorship)  
Code: E3

A keynote speaker to address all attendees. Topic and speaker TBD. Wednesday, February 8  
400+ attendees

---

**Poster Session**  
($1,000 – shared sponsorships)  
Code: E6

Over 30 participants showcase a wide range of professional and research projects in a creative and interactive environment. Colleagues learn directly from each other.

500+ attendees

---

**Session Recording**  
($1,500 – 4 sponsorships available)  
Code: E7

Several sessions at the conference are selected to be recorded and made available in the online open access ARLIS/NA Learning Portal (www.pathlms.com/arlisna) to provide an opportunity for attendees to participate in a wider selection of sessions and for those not able to attend. Your company logo will be displayed at the beginning of the recording.

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Please contact Kathy Edwards at kathye@clemson.edu or via phone at 864.656.4289 for additional information on Named Sponsorship Opportunities.
## NAMED SPONSORSHIP OPPORTUNITIES (CONTINUED)

### Networking, Receptions and Breaks

<table>
<thead>
<tr>
<th>Event</th>
<th>Code</th>
<th>Sponsorship Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First-time &amp; International Attendees Reception</strong></td>
<td>N1</td>
<td>($1,000 – shared sponsorship) First-time conference attendees and international attendees are invited to mingle with members of the ARLIS/NA Executive Board and other leaders over wine and hors d’oeuvres. Monday, February 6 100 attendees</td>
</tr>
<tr>
<td><strong>Exhibit Hall Breaks</strong></td>
<td>N3</td>
<td>($1,500 – multiple co-sponsorships) There are 4 non-conflict refreshment breaks scheduled in the exhibit hall including an exhibitor reception promoting interaction among exhibitors and attendees. 500+ attendees</td>
</tr>
<tr>
<td><strong>Convocation Reception</strong></td>
<td>N2</td>
<td>($4,000 – shared sponsorship) (shared or sole sponsorship opportunities) A reception to follow the Convocation speaker and award ceremony closes the Annual Conference. Wednesday, February 8 400+ attendees</td>
</tr>
<tr>
<td><strong>Welcome Reception</strong></td>
<td>N4</td>
<td>($2,500 – shared sponsorship) A networking reception for all attendees to reconnect and create new relationships. Monday, February 6 400+ attendees</td>
</tr>
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</table>

### Conference Essentials

<table>
<thead>
<tr>
<th>Event</th>
<th>Code</th>
<th>Sponsorship Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wi-Fi Access</strong></td>
<td>C1</td>
<td>($500 – co-sponsorships) Wi-Fi access for all attendees in the meeting and sessions throughout the conference encourages networking and instant sharing of ideas. Company logo will be display on login page (if venue permits), sponsorship will be acknowledged in the printed program and the conference website.</td>
</tr>
<tr>
<td><strong>Conference Bags</strong></td>
<td>C3</td>
<td>($1,800 – sole sponsorship) Highlight your company on the official attendee conference bag. Conference bags are provided to each of our attendees along with their registration materials. As a sponsor your company name or logo, along with the Joint Conference logo will be imprinted on each bag.</td>
</tr>
<tr>
<td><strong>Mobile App</strong></td>
<td>C2</td>
<td>($2,500 – sole sponsorship) This is a new opportunity this year as we being to move toward being green. All of attendees will have access to the mobile app which will feature the program schedule, directory of sponsors, exhibitors and attendees. Each time the mobile app is launched, your logo and message will appear.</td>
</tr>
<tr>
<td><strong>Lanyards</strong></td>
<td>C4</td>
<td>($1,500 – sole sponsorship) This item is a necessity for all attendees, so why not be associated with each one of them. Let attendees know you support ARLIS/NA while getting your company recognized.</td>
</tr>
</tbody>
</table>
THANK YOU TO THE 2016 ARLIS/NA CONFERENCE AND AWARD SPONSORS

AMALIVRE
Andrew Cahan: Bookseller, Ltd.
ARLIS/NA Central Plains Chapter
ARLIS/NA Mid-Atlantic Chapter
ARLIS/NA Midstates Chapter
ARLIS/NA Montréal-Ottawa-Québec Chapter
ARLIS/NA Mountain West Chapter
ARLIS/NA New England Chapter
ARLIS/NA New York Chapter
ARLIS/NA Northwest Chapter
ARLIS/NA Ohio Valley Chapter
ARLIS/NA Ontario Chapter
ARLIS/NA Southeast Chapter
ARLIS/NA Southern California Chapter
ARLIS/NA Texas-Mexico Chapter
ARLIS/NA Twin Cities Chapter
ARLIS/NA Upstate New York Chapter
Art History/Classics Library, University of California Berkeley
Aubrey R. Watzek Library, Lewis & Clark College
Bagley and Virginia Wright Foundation
Bainbridge Island Museum of Art
Brian Wineke
Casalini Libri
Christie’s
Collins Library, University of Puget Sound
Erasmus Boekhandel
Eric Chaim Kline Booksller
F. A. Bernett Books
H. W. Wilson Foundation
Harrassowitz
Howard Karno Books, Inc.
Innovative
Mortvedt Library, Pacific Lutheran University
Museum of Modern Art
Oxford University Press
Philadelphia Museum of Art
ProQuest
Puget Sound Book Artists
Reed College Library
Samuel H. Kress Foundation
San Francisco Museum of Modern Art
Seattle Art Museum
Simon Fraser University
Sotheby’s Institute of Art
The Banff Centre
The Getty Foundation
The Kelmscott Bookshop
University of British Columbia Library
University of Idaho
University of Oregon Libraries
University of Puget Sound Libraries
University of Victoria Libraries
University of Washington Libraries
Vancouver Art Gallery
VRA Great Lakes Chapter
VRA Greater New York Chapter
VRA Mid-Atlantic Chapter
VRA Pacific Rim Chapter
VRA Southeast Chapter
vrHost LLC
Whitworth University
Worldwide Books

PROGRAM ADVERTISING

CONFERENCE 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 603.935.7777 or j.tucker@arlisna.org.

BROADCAST EMAIL ($200)
Exhibitors receive a 50% discount.
One broadcast email sent to conference attendees. This is an opportunity to reach out to conference attendees before or during the conference. You can use this opportunity to encourage attendees to visit your exhibit, present them with a promotion, or invite them to network with you. The content must be received by January 23, 2017. Exhibitors may select a date for the email to be sent. Emails and date selection should be sent to Robert Kopchinski at r.kopchinski@arlisna.org.

CONFERENCE PROGRAM ADVERTISEMENTS
Advertisements in the 2017 printed Conference program will be seen by each of the Conference attendees. Programs are brought back to attendees' home institutions, 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 ARLIS/NA website for continued promotion of your firm. Advertising forms, materials, and payment must be received no later than November 11, 2017.

CONFERENCE PROGRAM AD SIZES

<table>
<thead>
<tr>
<th>Size Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside Front Cover (Color) 6” wide by 9” high*</td>
<td>$860</td>
</tr>
<tr>
<td>Inside Back Cover (Color) 6” wide by 9” high*</td>
<td>$860</td>
</tr>
<tr>
<td>Full page (B&amp;W) 5” wide by 8” high**</td>
<td>$700</td>
</tr>
<tr>
<td>Half page (B&amp;W) 5” wide by 3.75” high**</td>
<td>$500</td>
</tr>
<tr>
<td>Outside Back Cover (Color) 6” wide by 9” high*</td>
<td>$1110</td>
</tr>
</tbody>
</table>

* 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

AD DESIGN FILE SPECIFICATIONS:
Electronic advertisement files should be sent to Jill Tucker at j.tucker@arlisna.org.

File types and save options:
- Size: 100%, include bleeds (1/8” minimum) with crop marks
- Images no less than 300dpi
- Outline all fonts
- Adobe PDF Press Optimized File

Logo Specifications for Exhibitors and Sponsors:
- Vector art is preferred if available (.ai or .eps format)
- JPEG files if taken off the web are not suitable for print; they should be high resolution jpegs.

For questions regarding file formats, please contact Stephanie Hazen at shazen@associationeg.com
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 ____________________________________________________________
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: _____________________________________________________________
Will you have a freestanding floor banner?: YES NO

EXHIBITOR PACKAGE PRICING
(reserve by November 11, 2016 to be included in the official program book)

Additional Badge ($215 ea. x ____) $_____________
Exhibit Package (One Table – $865) $_____________
Second Table ($415) $_____________
Third Table ($315) $_____________
Additional Tables Beyond 3 ($215 ea. x ___) $_____________
Conference Bag Insert ($350 ea. x ___) $_____________
Broadcast Email ($200/Exhibitor Discount $100) $_____________

ADVERTISING COST EXHIBITOR DISCOUNT PRICING

Full pg. outside back cover color $ 1,110 $832.50 $_____________
Full pg. inside front cover color $ 860 $645.00 $_____________
Full pg. inside back cover color $ 860 $645.00 $_____________
Full pg. run of press b/w $ 700 $525.00 $_____________
Half pg. run of press b/w $ 500 $375.00 $_____________

SPONSORSHIP OPPORTUNITIES (see pg. 8 for benefits)

Platinum ($7,500+) $_____________
Gold ($4,000–$7,499) $_____________
Silver ($2,500–$3,999) $_____________
Patron ($1,500–$2,499) $_____________
Benefactor ($500–$1,499) $_____________
Contributor (up to $499) $_____________
Educational Opportunities (see pg. 9) Code: $_____________
Networking, Receptions & Breaks (see pg. 10) Code: $_____________
Conference Essentials (see pg. 10) Code: $_____________

TOTAL EXHIBITS, SPONSORSHIPS, AND ADVERTISING $_____________

FOR EXHIBITORS ONLY:
I wish to take advantage of the free one-year business affiliate membership
☐ Yes ☐ No
☐ Same as individual listed above

First Name __________________________ Last Name _______________
Street Address ________________________________________________
City __________________________ State/Province __________ Zip Code __________
Phone __________________________ Email ______________________

Payment Options
☒ Check enclosed or in mail (payable to ARLIS/NA) ☐ Invoice me
☒ Visa ☐ Mastercard ☐ Discover ☐ Am. Express

Card Number __________________________
Expiration Date __________________________
Authorizing Signature __________________________
Date __________________________
Print Name on Card __________________________
Billing Address __________________________

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An emailed receipt from authorize.net will be sent to the above email address when a credit card is processed.

The personal information provided will not be used for any purposes other than those stated on this form unless you provide your consent. Should you have any questions concerning your personal information please contact Robert Kopchinski at 414.908.4954 x136 or r.kopchinski@arlisna.org. ARLIS/NA endeavors at all times to treat your personal information in accordance with all applicable laws.

We understand that all space must be paid for in full by December 23, 2016. 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 __________________________

Make a copy for your records and send completed form with payment to:
ARLIS/NA
Attn: Jill Tucker (j.tucker@arlisna.org) • Fax: 414-768-8001
7044 S. 13th St., Oak Creek, WI 53154

Cancellation Policy Cancellations, in writing, made prior to or on January 11, 2017 will receive a refund, less $150 processing fee. No refunds will be processed on cancellations received after January 11, 2017.