

The 2014 AMIA Conference is right around the corner! The schedule is exciting, and we're looking forward to a great conference in Savannah, Georgia.

Exhibit Booth includes:

- 8' x 10' booth
- Draped 6 foot table and two chairs
- Pipe and drape booth backdrop
- Listing in conference program and on our conference website (www.amiaconference.com)

The vendor exhibit is scheduled for two days this year – Thursday, October 9th and Friday, October 10th.

This year we will be doing a coffee service each morning with a continental breakfast on both days, as well as a reception with a cash bar on Wednesday evening. For the reception, attendees will receive a complimentary drink coupon courtesy of the Vendors. We seemed to have a good turnout at last year's reception and hope we will again this year. As usual we will also have coffee available at each of the morning and afternoon breaks.

It's a great location and a great program. We have a great room rate at our headquarters hotel - the Hyatt Regency Savannah – and encourage you to book early! Room rates are only guaranteed until September 8th.

For all the information on the conference, go to www.AmiaConference.com (<http://www.amiaconference.com>) - forms, program information, hotel information - it's all there!

I've attached the vendor information and the application form - but please call me or drop me a note if you have any questions. The floor plan is also attached. With your application please indicate three choices for your booth location. We try to accommodate your first request but unfortunately it is at times not possible.

Remember – if you are an AMIA Institutional Member, you are entitled to a \$100 discount on your booth.

I look forward to seeing you in Savannah!

Best,
Kristina

AMIA 2014 Vendor Exhibits

AMIA brings together the largest gathering of moving image archivists in North America. Maximize exposure of your products and services to the people who buy and use them - qualified buyers representing organizations and archives worldwide.

Where and when...

AMIA 2014 will be held October 9th – 11th in Savannah, Georgia. Exhibits will run Thursday, October 9th and Friday, October 11th, with coffee and breakfast items being served in the Vendor area each day. A special reception will be held in the Vendor area on Thursday 5:30pm – 6:30pm, before the Archival Screening Night event.

Show Hours...

Thursday, October 9 th , 2014	10:00am – 6:30pm (subject to slight change)
Friday, October 10 th , 2014	9:15am – 2:00pm (subject to slight change)

Vendor move in will be Wednesday, October 8th and move out will begin immediately after the close of the show on Friday, October 10th. The Show Decorator will be HostSouth. I will send a complete Exhibitor Package, including move in/move out times, labor, customs and shipping and drayage information once your application is received. Electrical connections are handled through the hotel and are not included in the booth cost.

Costs...

Booth Rental	\$850 per booth
AMIA Institutional Members	\$750 per booth

(there may be an additional charge for limited Premium Booths. Information to follow with floorplan)

All booths are 8' deep x 8' high x 10' wide. The exhibit space application is enclosed. A deposit is due with your application within 15 days of your verbal reservation.

Hotel...

The special AMIA rate is \$169 per night (plus tax).
Be sure to book your room online to be counted as part of the AMIA group.
Book by September 12th to assure yourself of the AMIA rate.

Hyatt Regency Savannah

2 W Bay St, Savannah, GA
Tel: +1 912 238 1234
Fax: +1 912 944 3678

<https://resweb.passkey.com/go/AMIA14>

VENDOR EXHIBIT SPACE APPLICATION

The undersigned hereby makes a contract for exhibit space. Please be sure to sign the Contract for Space below. Incomplete contracts, in without signatures, will be returned and booth rental cancelled.

Deposit/Payment Schedule

Application must be accompanied by a deposit to cover a minimum of 50% of the total rental fees for booths requested and is due within 15 days of the verbal reservation. The balance of the payment is due within thirty days from the date of the booth reservation or on or before September 30, 2014 whichever is sooner. All payments to be in US Funds.

Cancellation Policy

If space is cancelled by applicant after September 30, 2014 no payment or part of payment will be refunded. Any space not claimed and occupied by 7:00am, Thursday, October 9th, 2014 may be reassigned without further notice and without refund of any rental fee(s) paid.

Booth Specifications

All booths are 8' deep by 10' wide. Booth height may not exceed 8' except with the written consent of show management.

Applicant Information

Company Name _____

Mailing Address _____

City _____ State _____

Zip/Postal Code _____ Country _____

Telephone _____ Fax _____ Email _____

Space Reserved By (Please Print) _____

Principal Products/Services _____

Signature of Applicant _____

Booth Costs

AMIA Institutional Members
Non-Members

\$750 per booth
\$850 per booth

AMIA CREDIT CARD FORM

If you prefer to pay your Fees by credit card, please complete the following information.
You may send the form electronically or by fax, but the form must be signed.

Billing information (must be the same as the billing information on your credit card):

Name _____

Institution _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Phone _____ Email _____

Amount to be charged \$ _____

Type of Fee to be charged (ie. membership, vendor, registration) _____

Card Number _____

Expiration Date _____

Name of Cardholder (please print) _____

Signature of Cardholder _____

Return to kkersels@amianet.org or fax to 323.463.1506