

CIRCLE CITY CONVERGENCE

ARLIS/NA 37
ART LIBRARIES SOCIETY
OF NORTH AMERICA



START YOUR
engines

TABLE OF CONTENTS

01

WELCOME FROM
THE PRESIDENT

06

SPONSORSHIP
OPPORTUNITIES

12

EXHIBIT SPACE
RESERVATION

01

GREETINGS
FROM THE EXHIBITS
COORDINATORS

08

EXHIBIT
SPECIFICATIONS

14

CONFERENCE
REGISTRATION FORM

02

CONFERENCE
HOTEL AND LOCAL
INFORMATION

10

EXHIBITORS'
FLOOR PLAN &
EXHIBIT HALL HOURS

19

HOTEL ROOM
RESERVATION
INFORMATION

05

EXHIBITOR AND
SPONSORSHIP
OPPORTUNITIES

11

ADVERTISING
INFORMATION

20

THANKS TO THE 2008
EXHIBITORS AND
SPONSORS

NOTICE FOR EXHIBITORS

We are pleased to provide two complimentary conference registrations with your Exhibitor Registration. This will enable you to attend any of the free events and sessions offered. In addition to Exhibitor Registration and Sponsorship Information, this Prospectus also includes a preliminary overview of conference special events, tours, workshops and sessions. Individual exhibitor personnel may sign up for these program items through the Exhibitors Prospectus as an added convenience, rather than waiting for the online registration, coming out early in the New Year.

Email or fax the Individual Method of Payment section to Susan Rawlyk, Conference Manager, and she will confirm all individual registrations within ten days of receipt.

WELCOME TO INDIANAPOLIS

On behalf of the ARLIS/NA Indianapolis Conference Planning Committee, I want to thank you in advance for your participation in ARLIS/NA's 37th Annual Conference, to be held in Indianapolis, IN, April 16-21, 2009.

ARLIS/NA greatly values the engagement and support of long-time exhibitors and the interest shown by new exhibitors. We are confident that this is a partnership whose value can only increase with time. Again this year, veteran conference participants will host individual tours of the exhibits for our new or less-seasoned Conference attendees.

During the conference and throughout the year we will work hard to encourage the building of effective relationships between conference attendees and the entire ARLIS/NA membership and the many vendors that are an essential part of our community.

Kitty Jansen and Shelley Quattrocchi, Conference Exhibits Coordinators, and Susan Rawlyk, ARLIS/NA Conference Manager, are busy planning for a successful Indianapolis experience and will be your advocates on the spot if there is anything we can do to help you next April. I look forward to seeing you all in the charming city of Indianapolis next spring.

Sincerely,

Kenneth Soehner
ARLIS/NA President

GREETINGS FROM THE EXHIBITS COORDINATORS

Greetings!

We are pleased to be hosting the 37th annual ARLIS/NA conference in Indianapolis in 2009, and we are looking forward to welcoming all of you to our city. We will again provide no-conflict time for conference attendees to visit the exhibits. The no-conflict times are Saturday from 10:30 a.m. to 12:30 p.m., and Sunday from 9:30 to 11:00 a.m. We will also continue our Meet the Vendors program that allows new conference attendees to visit the exhibits with an experienced ARLIS/NA member as a guide.

Exhibits open hours are scheduled so you will have time to enjoy a lunch break with friends and colleagues. This year, exhibit booths are located on the same floor in the hotel as the program sessions. In addition, the conference hotel has on-site tech support to help with your technology needs and set-up.

We hope you will be able to participate in some of the tours and special events that we are offering. Please do not hesitate to contact us if you need further information or have questions. We are available now and during the conference to assist you.

Exhibits Coordinators:

Shelley Quattrocchi
squattrocchi@imamuseum.org

Kitty Jansen

CONFERENCE HOTEL AND LOCAL INFORMATION

Indianapolis Marriott Downtown

350 West Maryland Street
Indianapolis, Indiana USA 46225

tel +1 (317) 822 3500
fax +1 (317) 822 1002

<http://www.marriott.com/hotels/travel/indcc-indianapolis-marriott-downtown/>

The newly renovated Indianapolis Marriott Downtown Hotel is the premier destination for important business events, distinctive social gatherings or memorable weekend escapes. Connected via skywalk to the Indiana Convention Center and Circle Centre Mall, the hotel is just steps from Lucas Oil Stadium, White River State Park, NCAA Hall of Champions, Conseco Fieldhouse, Victory Field and just minutes from the famed Indianapolis Motor Speedway. Having just completed a \$9.5 million renovation, this 4-Star hotel has a new look that delivers a functional and stylish sanctuary for travelers. The 622 re-styled guestrooms include luxurious bed linens and contemporary local art flair. The new classical modern design flows seamlessly from guestrooms to the concierge lounge, through 40,000 square feet of banquet space and into the reinvented lobby. The urban flair of the redesigned public space gives the space a warm ambiance designed to make your next stay a lifestyle experience.

MAPS & DIRECTIONS TO THE HOTEL

TRAVELING BY CAR

Driving Directions

FROM THE AIRPORT

I-70 East to West Street exit 79A. Turn left (north) onto West Street. Turn right (east) onto Maryland Street. The hotel will be on your left. Valet parking is located in front of Hotel on Maryland Street. Self-parking in the garage is available on the East side of Missouri Street.

FROM THE NORTH

Via I-65 South (Chicago)

I-65 S to West Street Exit #114. Continue south on Martin Luther King Street/ West Street to Maryland Street. Turn left on Maryland St.

Via I-69 South (Ft. Wayne)

I-69 S to I-465 S to I-70 West St. to I-65 N. Exit on West Street #114. Continue south on Martin Luther King Street/ West Street to Maryland Street. Turn left on Maryland St.

FROM THE EAST

Via I-70 West (Ohio)

I-70 W to I-65 N. Exit on West Street #114. Continue south on Martin Luther King Street/ West Street to Maryland Street. Turn left on Maryland St.

Via I-74 West (Cincinnati)

I-74 West to I-465 South to I-65 N to I-70 W. Exit on West St #79A. Continue north on West Street/ Missouri to Maryland Street. Turn Right on Maryland St.

FROM THE SOUTH

Via I-65 North (Louisville)

I-65 N to I-70 W. Exit on West St. exit #79A. Continue north on West St/Missouri St. Turn right on Maryland St.

FROM THE WEST

Via I-70 East (Illinois)

I-70 E to West St. exit #79A. Continue north on West St/Missouri St. Turn right on Maryland St.

Parking

Hotel parking is \$15 hourly or \$25 daily. (For more information, See Page 18 of this prospectus)

There are a number of parking alternatives near the hotel. For a map of Downtown parking please go to:

[Downtown Indianapolis Maps](#)

FROM THE INDIANAPOLIS INTERNATIONAL AIRPORT

This hotel does not provide shuttle service.

TAXI

The Indianapolis International Airport has two curbside taxi-stands on the lower level immediately outside of baggage pick-up. Look for the signs overhead and push the “call button” to request a car. Cabs can carry up to four passengers and accept all major credit cards. Cabs are available from 4:00 am until 30 minutes after the last flight of the day, even if delayed. Estimated cost for a taxi cab ride to the Indianapolis Marriott Downtown Hotel is \$30-34 one-way.

SHARED RIDE SERVICE

After picking up your baggage, exit and look for the signs directing you to the Ground Transportation Center. There are a number of shared ride transportation providers. A list is available at <http://www.indianapolisairport.com/Parking/GroundTransportation/limo.aspx>

PUBLIC TRANSPORTATION

IndyGo www.indygo.net

[Green Line Downtown / Airport Express](#)

IndyGo provides non-stop service from the airport to convenient locations near major downtown hotels



RENTAL CAR

Rental car service counters are located on the lower level of the terminal directly across from the Baggage Claim Carousels. Car rental service providers include:

Alamo +1 (800) 327 9633

Avis +1 (800) 230 4898

Budget +1 (800) 572 0700

Dollar Car Rental +1 (800) 800 3665

Enterprise +1 (800) 736 8222

Hertz +1 (800) 654 3131

National +1 (800) 227 7368

Thrifty Car Rental +1 (800) 847 4389

and the Indiana Convention Center. Green Line service runs daily from 5:00 am to 9:00 pm. Cost is \$1.75 per trip. (www.indygo.net/green_line.htm). The closest stop to our hotel is the Convention Center stop on Maryland Street.

Route 8

This route provides non-express, fixed-route service from the airport to downtown via stops along Washington Street. Cost is \$1.75 per ride. The closest stop to the hotel is Ohio Street/West Street. Estimated travel time is 30-40 minutes.

TRAVELING TO INDIANAPOLIS BY BUS OR TRAIN

Union Station is located a few blocks from the Indianapolis Downtown Marriott Hotel at 39 Jackson Pl. For schedules go to www.amtrak.com (trains) or www.greyhound.com (buses).



ABOUT THE CIRCLE CITY

The Downtown Marriott is located in the heart of downtown Indianapolis and within easy walking distance to museums, sports venues, and the IUPUI campus. Places to see include the Indiana State Museum, Indiana Historical Society, and Indiana State Library, as well as the Circle Center Mall.

In addition to the many cultural organizations, Indianapolis offers great sports venues like the new Lucas Oil Stadium, home of the Indianapolis Colts, Victory Field, home to our Indianapolis Indians, and NCAA Headquarters. Just blocks from all these great sites you will find the Herron School of Art and Design on the IUPUI campus. Many of these venues are located either on the Canal Walk or just a few short blocks from the canal. Be sure to bring your walking and/or running shoes with you to the conference.

The Convocation will be held at the Indianapolis Marriott Downtown and the ARLIS/NA Members Welcome Party will follow soon after at the Eiteljorg Museum of American Indian and Western Art, Friday, April 17th, 2009. The mission of the Eiteljorg Museum is to inspire an appreciation and understanding of the art, history and cultures of the American West and the indigenous peoples of North America. The Eiteljorg Museum collects and preserves Western art and Native American art and cultural objects of the highest quality, and serves the public through engaging exhibitions, educational programs, cultural exchanges and entertaining special events.

In addition, the Local Arrangements Co-Chairs have arranged for a very special Circle City Celebration to be held at the Indianapolis Museum of Art, Sunday, April 19th, 2009. The Indianapolis Museum of Art has a collection of over 50,000 works of art. At the Museum, you will find art from a variety of cultures and periods in art history. The Museum also features national and international traveling exhibitions throughout the year.

GETTING AROUND DOWNTOWN INDIANAPOLIS

The Red Line is the most convenient way to travel around downtown Indianapolis. The shuttle fee is \$1.75 and operates on a loop Mon-Sat 7:00 am - 10:00 pm. The nearest stops are located two blocks north of our hotel on Ohio St. and the Canal (Westbound) and Ohio St. and Senate Ave (Eastbound). For more information including a map of the route and stops please visit http://www.indygo.net/red_line.htm

EXHIBITOR & SPONSORSHIP INFORMATION

EXHIBIT HALL HOURS

(Please see page 10 of this prospectus.)

EXHIBIT SPACE COSTS

TABLE TOP DISPLAY

The cost for a tabletop exhibit is US\$850 for ARLIS/NA members and US\$1,000 for non-members.

Space includes:

- A 3' by 6' draped table, two chairs and a wastebasket.
- Additional tables may be purchased at \$400 per table.
- Includes two conference registrations (there is an additional fee of \$200 for each additional representative).
- A Company identification sign.
- A listing in the exhibitor directory in the final conference program.
- Access to a central postings board to advertise special products or service demonstrations.

SELF CONTAINED DISPLAY BOOTH

US\$1,000 for ARLIS/NA members and

US\$1,150 for non-members.

- Includes space to accommodate up to an 8'(w) by 10'(h) by 2'(d) display booth or backdrop, a 3' by 6' table, two chairs, and a wastebasket.
- Includes two conference registrations (there is an additional fee of US\$200 for each additional representative).
- A Company identification sign.
- A listing in the exhibitor directory in the final conference program.
- Access to a central postings board to advertise special products or service demonstrations.
- Piping and Drape is NOT included.

WORKSHOPS, TOURS OR 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 fill in the Exhibit Personnel Registration Form and Conference Events Section on pages 14-18 of this prospectus.



SPONSORSHIP OPPORTUNITIES

SPECIAL EVENTS SPONSORSHIP OPPORTUNITIES

WELCOME PARTY & CONVOCATION RECEPTION – EITELJORG MUSEUM

Friday, 8:00 – 10:00 pm; 350+ attendees

US\$6,500 (1 Gold Level Sponsor of \$4,000 and 1 Silver Level Sponsor of \$2,500)

INTERNET CAFÉ

Saturday and Sunday 8:00 am – 4:30 pm;
Monday 8:00 am – 12:00 pm

US\$1,500 (Bronze Level Sponsor)

LEADERSHIP BREAKFAST

Saturday, 7:00 - 8:15 am; 85+ attendees

US\$2,500 (Silver Level Sponsor)

EXHIBITS GRAND OPENING BRUNCH

Saturday, 10:30 am – 1:00 pm

US\$2,500 (Silver Level Sponsor)

EXHIBITS COFFEES

Saturday, 3:00 – 4:30 pm; Sunday, 9:30 – 11:00 am

US\$1,000 each (Society Level Sponsor)

****NEW****

WEB 2.0 TECH KIOSK

Saturday, 8:30 – 12:30 pm, 2:00 – 6:00 pm;
Sunday, 9:30 am – 12:30 pm

US\$1,000 each (Society Level Sponsor)

* This NEW sponsorship opportunity will feature instruction on the latest technology, including blogging, Flickr, RSS feeds, wikis, and more. It will be staffed by knowledgeable members demonstrating how the world of art information is changing!

CIRCLE CITY CELEBRATION AT THE INDIANAPOLIS MUSEUM OF ART RECEPTION

Sunday, 6:00 – 9:00 pm; 350+ attendees

US\$7,000 (any combination of sponsor levels)

GENERAL CONFERENCE SPONSOR (UP TO US\$499)

BENEFITS

- Corporate logo featured on ARLIS/NA conference Website through the end of the conference on April 21, 2009.*
 - Listing in Conference Program as a sponsor.
 - Banner listing in Conference Registration area.
- * Begins on the date that both the donation and electronic logo are received by the conference management company:

ARLIS/NA HQ

c/o McPhersonClarke
#200, 6 Crowfoot Circle N.W.
Calgary, AB T3G 2T3
Canada

tel +1 (800) 817 0621 or +1 (403) 541 0911

fax +1 (403) 541 0915

arlisna@mcphersonclarke.com

SESSION OR WORKSHOP SPONSOR (US\$500)

All the General Conference Support benefits, plus:

- Sponsorship statement accompanies session or workshop in conference publications and materials, on session signage and in conference information on the web.
- Moderator's introduction recognition statement: Sponsors are thanked by moderator at the beginning and end of the session.

For more information about specific sessions and workshops, please visit the conference website at <http://www.indiana.edu/~indycon/>

TOUR SPONSOR (US\$750)

All the General Conference Support benefits, plus:

- Sponsorship statement accompanies tour information in conference publications and materials and in conference information on the web.
- Tour leader's recognition statement: Sponsors are thanked by leader at the beginning and end of the tour.

For more information about specific tours, please visit the conference website at <http://www.indiana.edu/~indycon/>

SOCIETY SPONSOR (US\$1,000)

All the General Conference Support benefits, plus:

- Full naming of the event: this will appear in conference publications and materials, on session signage and in conference information on the web.
- Individual introduction in preliminary remarks at event.

For more information about specific Society Sponsorship opportunities, please see the top of this document.

SOCIETY AFFILIATE BRONZE SPONSOR (US\$1,500)

BENEFITS

- Advertisements
- To appear in the Final Program at the conference (1/2 page ad).
- Website
- Logo of the Bronze Sponsor to appear on the ARLIS/NA conference Website, near the top of the main page under the title, "Society Affiliate Bronze Sponsor." Sponsor's logo may, at Sponsor's choice, also act as a link to the Sponsor's Website.
- Banner to appear on Advertisement for the annual conference with the sponsor's logo appearing.
- Conference Benefits
- Sponsor name will be prominently displayed on signage placed throughout conference areas.
- Option to have first right of refusal for sponsoring all subsequent Conferences.
- ARLIS/NA will provide the sponsor with an opportunity to introduce one speaker at the conference.
- Sponsor will have the opportunity to enclose a product brochure in conference kit bags given out to delegates.
- Sponsor will be invited to attend all educational and social activities at the conference.
- Sponsor will be recognized at the Opening and Closing Ceremonies of the conference.

SOCIETY AFFILIATE SILVER SPONSOR (US\$2,500)

All the Society Affiliate Bronze Sponsor benefits, plus:

- Advertisements

- To appear in *Art Documentation*. Sponsor will appear within the ARLIS/NA conference ad space. Sponsor may choose to have their logo appear with the words "Society Affiliate Silver Sponsor."
- Website
- Logo of the Silver Sponsor to appear on the ARLIS/NA conference Website, near the top of the main page under the title, "Society Affiliate Silver Sponsor." Sponsor's logo may, at Sponsor's choice, also act as a link to the Sponsor's Website.
- Conference Benefits
- Sponsor will be invited to attend all educational and social activities at the conference (plus 2 representatives of the company).

Sponsor may opt to trade advertising options for other Conference sponsorships (travel award, research award, session or tour sponsorships, etc.).

SOCIETY AFFILIATE GOLD SPONSOR (US\$4,000+)

All the Society Affiliate Silver Sponsor benefits, plus:

- Advertisements
- To appear in *Art Documentation*: Sponsor's logo will appear within the ARLIS/NA conference ad space. Sponsor may choose to have their logo appear with the words "Society Affiliate Gold Sponsor."
- To appear in the Final Program at the annual conference (full-page ad).
- Website
- Logo of the Gold Sponsor to appear on the ARLIS/NA conference Website, near the top of the main page under the title, "Society Affiliate Gold Sponsor." Sponsor's logo may, at the Sponsor's choice, also act as a link to the Sponsor's website.
- Banner to appear on any/all Advertisement for the Annual Conference during the year in which the conference occurs.
- Conference Benefits
- Sponsor will be invited to introduce a speaker at the Convocation or Membership Lunch during the conference.
- Sponsor will be invited to attend all educational and social activities (including fund-raisers) at the conference (plus 3 representatives of the company).
- Sponsor will be offered one reserved table for 8 at the Membership Banquet/Luncheon.

Sponsor may opt to trade advertising options for other Conference sponsorships (Opening exhibits reception, travel award, research award, session or tour sponsorships, etc.).

EXHIBIT SPECIFICATIONS

TERMS OF CONTRACT

A. APPLICATION DEADLINE

Applications are considered on a first come, first served basis. Space is limited and it is highly recommended requests be submitted prior to February 25, 2009. Reservations must be received prior to March 20, 2009 in order to be included in the final conference program.

B. LOCATION ASSIGNMENTS

Booth assignments will be made in the order they are received at ARLIS/NA. To be complete, an Exhibit Space Reservation Form, together with required payment, must be received. Every effort will be made to place exhibitors in their preferred positions and to separate exhibitors from competitors, when requested. Exhibitors that have submitted their applications prior to February 28, 2009 will be advised of their booth location and will be forwarded an Exhibitor's Service Kit no later than March 25, 2009.

C. SPACE RENTAL

When an Exhibitor plans to install a self-contained display, no part of the display shall project so as to obstruct the view of adjacent displays. Booth side dividers of a height in excess of 36" must not extend further than three feet from the back wall and may not exceed 10' in height. Audiovisual equipment must not be played at a level that would interfere with adjacent exhibitors. Information on arrangements for internet connections and special requirements will be included with the Exhibitor's Information Kit; payment for same will be the sole responsibility of the exhibitor. Exhibitors must provide their own electrical and computer equipment, however, rental information on which, if required, will also be contained in the Exhibitor's Kit.

On-site audio-visual services will be made available to all Exhibitors and fees for any equipment and/or service ordered will be the responsibility of the respective Exhibitor. Information on the preferred service provider and appropriate order forms will be included in the Exhibitor Kits.

D. USE OF SPACE

No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to the signer of the contract, nor shall he/she display articles not manufactured or normally sold by him/her. Requests for co-participation by any other corporation or its firms or representatives in space assigned to the original applicant must first be made in writing to ARLIS/NA. Exhibitors may not sublet booths or assign this lease in whole or part without the prior consent of ARLIS/NA.

E. SECURITY AND INSURANCE

The organizers will take responsible care to ensure security in the Exhibit Hall. 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 exhibit areas. The Exhibitor assumes entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment and other property brought upon the premises of the hotel and shall indemnify and hold harmless the hotel agents and employees from any and all such losses, damages and claims. Exhibitors are responsible for obtaining the insurance required to participate.

F. PAYMENT AND CANCELLATION

Full payment is required for reservations. Cancellations, in writing, made prior to February 28, 2009 will receive a refund, less a US\$100 processing fee. No refunds will be processed on cancellations received after March 1, 2009.

G. LIMITATION OF LIABILITY

The Exhibitor shall indemnify the organizers and/or Indianapolis Marriott Downtown against all claims, demands, actions, expenses, damages, penalties or proceedings arising out of or in any way connected with the Exhibitor's occupancy and use of the exhibitor premises or any part thereof. Exhibitors will be required to pay the cost of making good any damage to floors, wall structures and accessories.

H. PROTECTION OF EXHIBIT HALL FACILITY

Nothing shall be posted or tacked, nailed, screwed or otherwise attached to the columns, walls, ceilings, floors or other parts of the Indianapolis Marriott Downtown Hotel Exhibit Hall without permission from the proper building authority and ARLIS/NA.

I. INSTALLATION AND DISMANTLING

Packing, unpacking and assembly of exhibits will be done only in the designated areas and in conformity with the directions issued by the Conference Manager, the hotel or their assignees. A specific requirement as to the time for installation and dismantling of exhibits is supplied elsewhere in this document and shall be binding. All displays must be in place and set up by the time of the official opening of the Exhibit Hall and space not occupied or set up one hour prior to that time may be reassigned for other purposes.

Arrangements for assistance with installation and dismantling can be made with an additional Labor charge. Please contact the Conference Manager.

J. SHIPPING

An Exhibitor's Service Kit will be forwarded to exhibitors once space has been allocated and payment has been received. Included within this Kit will be details on shipping, literature with rates for all labor, hotel services, electrical connections, and miscellaneous information on audio-visual specifications and rentals.

Questions regarding your confirmation or space allocation should be directed to Susan Rawlyk at: arlisna@mcphersonclarke.com, or telephone: +1 (800) 817 0621 or +1 (403) 541 0911

K. CUSTOMS

It is strongly recommended that Exhibitors not residing in the US use a customs broker to ensure that all materials reach their destination in a timely fashion.

L. STORAGE AT THE HOTEL

The Hotel has limited storage space and materials should not arrive prior to Wednesday, April 15, 2009. Delivery and storage fees may apply and will be applied to a guest room folio or credit card. Delivery specifics will be provided in the Exhibit Service Kit.

M. LISTING OF EXHIBITORS IN FINAL CONFERENCE PROGRAM

Exhibitors will be listed in the final Conference Program, provided their reservation and payment is received prior to March 20, 2009. Exhibitors may also supply a brief product/service description

(100 words or less) to be contained in an on-site Exhibitor Guide. The service description must be provided to Susan Rawlyk, Conference Manager, arlisna@mcphersonclarke.com, no later than April 3, 2009.

Exhibitors who do not provide the description will be listed in the Final Program and on-site Exhibitor Guide by name only.

N. DISTRIBUTION OF PRINTED MATERIALS

Neither Exhibitors nor non-Exhibitors shall distribute to the Conference attendees printed matter, samples, souvenirs and the like, except from within the rented spaces. Special distribution of such matter elsewhere must have prior approval by ARLIS/NA.

Distribution of material within the Conference Delegate Bags is available for a fee of \$300.00 for a 1-3 page insert. A fee structure for materials exceeding three pages can be obtained by contacting Susan Rawlyk (arlisna@mcphersonclarke.com).

O. RESTRICTIONS ON LOCATION OF EXHIBITORS AND SOLICITATION

Exhibitors are not permitted to conduct or solicit business in the Exhibit Hall unless they have purchased exhibit space. Exhibitors are not permitted to exhibit products and services to the full conference except in the Hall.

Exhibitors may privately demonstrate products to individuals in locations other than in the Exhibit Hall area.

P. DEFAULT OCCUPANCY

An exhibitor failing to equip contracted space is not relieved of the obligation of paying for such space at the full rental price. ARLIS/NA shall have the right to use, as it sees fit, any such booth unoccupied one hour prior to the Exhibition Hall Opening.

Q. AGREEMENT TO CONDITIONS

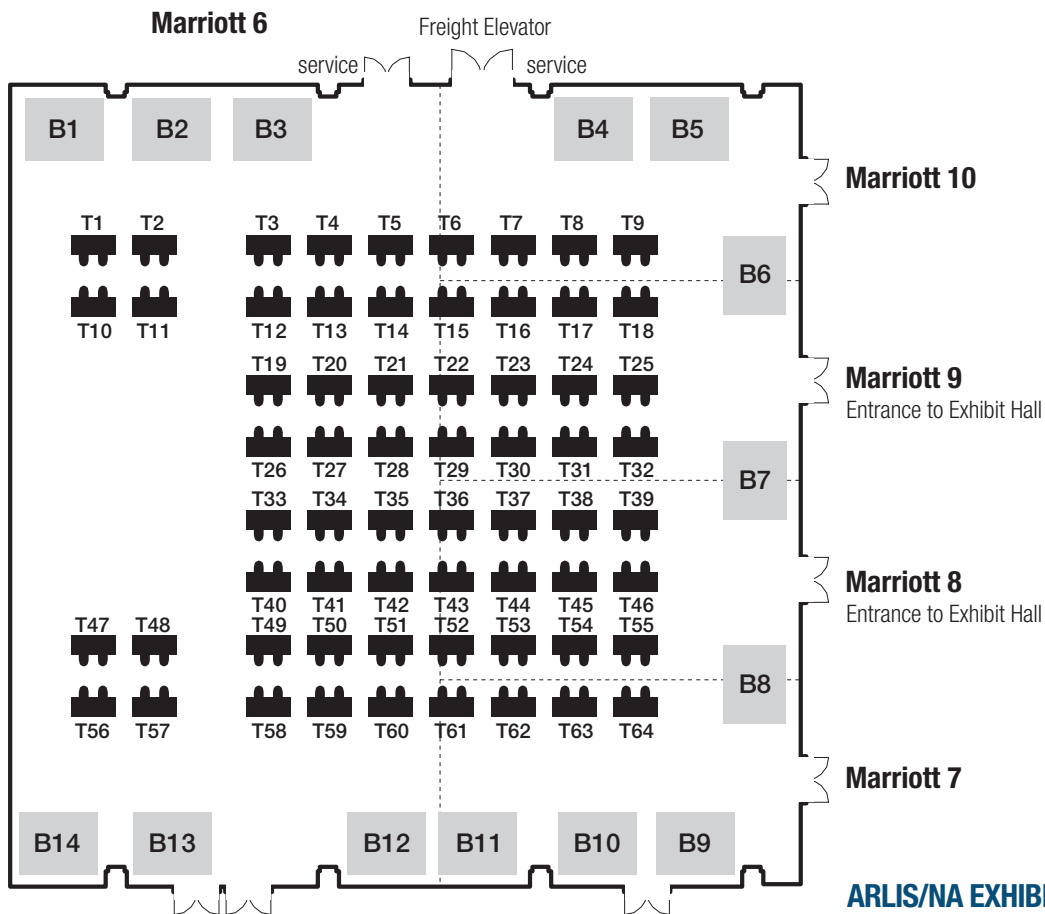
Each Exhibitor agrees for himself/herself and his/her employees to abide by these conditions, it being understood and agreed that the sole control of the Exhibition Hall rests with ARLIS/NA.

R. AMENDMENTS

ARLIS/NA shall have sole authority to interpret and enforce all rules and regulations contained herein and to make any amendments thereto, and to make such further rules and regulations as shall be necessary for the orderly conduct of the Exhibition. Questions regarding your confirmation or space allocation should be directed to:

Susan Rawlyk
arlisna@mcphersonclarke.com
+1 (800) 817 0621 or +1 (403) 541 0911

EXHIBITORS' FLOOR PLAN



ARLIS/NA EXHIBIT HALL

14 Booths – 10' X 8'
64 Tables with 2 chairs each – 6' x 30"

EXHIBIT HALL HOURS

SATURDAY, APRIL 18, 2009

6:00 – 10:30 am	Exhibits Setup
8:00 am – 4:30 pm	Internet Café Open (in Exhibits Foyer)
10:30 am – 1:00 pm	Exhibits Grand Opening & Reception (No Conflict until 12:30 pm)
10:30 am – 1:00 pm	Web 2.0 Kiosk Open
1:00 – 2:00 pm	Exhibits Closed for Lunch
2:00 – 6:00 pm	Web Kiosk Open
2:00 – 7:00 pm	Exhibits Open Silent Auction Open

SUNDAY, APRIL 19, 2009

8:00 am – 4:30 pm	Internet Café Open (in Exhibits Foyer)
9:30 – 11:00 am	Exhibits Open (No Conflict)
9:30 am – 12:30 pm	Web 2.0 Kiosk Open
9:30 – 10:45 am	Silent Auction Finale
12:30 – 2:00 pm	Exhibits Closed for Lunch
2:00 – 4:00 pm	Exhibits Open, with final closing at 4:00 pm
4:00 – 6:00 pm	Exhibits Takedown

“Meet the Vendors” Tours of Vendor Exhibits with Experienced Conference Veterans
(Coordinated by PDC, Times to be arranged.)

ADVERTISING INFORMATION

PROGRAM ADVERTISING INSERTION ORDER

Full and Half-page advertisements will be accepted for the 2009 Conference Program Book. Ads will be seen by each of the ca. 500 expected conference registrants. Insertion orders and advertising materials must be received no later than **March 13, 2009**.

Size Dimensions*	Member Price	Non-Member
Full page (B&W) 6" wide by 9" high *	\$ 575	\$ 725
Half page (B&W) 5.5" wide by 4.25" high **	\$ 400	\$ 550
Inside Front or Inside Back Cover (Colour) 6" wide by 9" high *	\$ 700	\$ 850
Outside Back Cover (Colour) 6" wide by 9" high *	\$ 900	\$ 1,050

* Maximum printed area of ad not including bleed. Please submit file with 0.25" bleed on all edges.

** Half page ad does not bleed

*** ARLIS/NA Business affiliates receive the member price. Prices in U.S. Dollars.

SUBMISSION GUIDELINES FOR ELECTRONIC ADVERTISEMENT

LAYOUT APPLICATIONS

1. InDesign CS3 or lower with support files.

GRAPHICS APPLICATIONS

1. Adobe Illustrator CS3 or lower (10 or lower)
2. Adobe Photoshop CS3 or lower (8 or lower)
3. Adobe Pdf Press Optimized File

FILE TYPES AND SAVE OPTIONS

TIFF (.tif) or JPEG (.jpg)

- Size:100%
- Resolution: 300 dpi (high quality compression setting)
- Include bleeds (1/4" minimum) with crop marks/ registration

EPS (.eps)

- Adobe Illustrator files: CS1 or lower (10 or lower)
- Embed all images @100%, 300 dpi
- Outline all fonts
- Include bleeds (1/4" minimum) with crop marks/ registration

PDF (.pdf)

- Print resolution images with no less than medium/ high quality compression
- Outline all fonts
- Include bleeds (1/4" minimum) with crop marks/ registration

LOGOS

Please send all logo files in the following:

- **EPS files:** Fonts should be outlined or supplied (Macintosh fonts only)
- **TIF 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

Macintosh fonts only

Questions or comments regarding Exhibits/ Sponsorship or Advertising should be directed to:

ARLIS/NA Indianapolis 2009

Susan Rawlyk
Conference Manager

tel +1 (403) 541 0911

fax +1 (403) 541 0915

EXHIBIT SPACE RESERVATION

(EXHIBITORS ONLY)

Company Name _____

Contact Name _____

Address _____

City _____ State/Prov. _____ Zip/PC _____ Country _____

Phone _____ Fax _____

E-mail _____ Website _____

Number of tables/booths requested _____

Please list companies near to which you do not want to be located: _____

Exhibit Personnel (A Conference Registration Form (p.14) must be completed for all exhibit personnel.)

1. _____ 2. _____

Additional Exhibit Personnel (\$200 each person)

1. _____ 2. _____

Company signage should read (one line only) _____

Please attach a product/service description for on-site program book of 100 words or less or send an e-mail description to: arlisna@mcphersonclarke.com

Descriptions must be received by April 3, 2009 to be included in the on-site exhibitor directory.

I plan to have a special product/service demonstration in a separate suite. Yes No

PAYMENT

(Display location will not be confirmed until payment in full has been received)

TABLE TOP RENTAL (3' x 6' table)

Full Table Top Display (Book Artist)	\$ 750	\$ _____
1/2 Table Top Display (Book Artist)	\$ 400	\$ _____
Table Top Display (members)	\$ 850	\$ _____
Table Top Display (non-members)	\$ 1,000	\$ _____
Additional Table (cost per table)	\$ 400	\$ _____

SPACE FOR SELF-CONTAINED BOOTH

Members	\$ 1,000	\$ _____
Non-Members	\$ 1,150	\$ _____

OTHER

Additional Exhibit Personnel (\$200 per person)	(x _____ persons)	\$ _____
Literature Table (for profit company)*	\$ 250	\$ _____
Literature Table (non-profit company)*	\$ 150	\$ _____
Program Advertising – Type of Ad		\$ _____
Registration Kit insertion	\$ 300	\$ _____

SPONSORSHIP

Event Requested _____

Total Enclosed: _____ **US\$** _____

**May not exceed three single 8.5" by 11" sheets. For larger displays or insertions, please contact Susan Rawlyk: arlisna@mcphersonclarke.com*

(CONTINUED)

Terms of Agreement: Exhibiting company assumes complete responsibility and liability for all loss, damage or destruction of the property of the exhibitor, its guests, and property of The Indianapolis Marriott Downtown used by the exhibitor or brought upon the hotel premises in its behalf. Exhibitor also assumes full responsibility and liability for injury to any and all persons or property in any way connected with exhibitor's display caused by the exhibitor's negligence. Exhibitor indemnifies and agrees to hold harmless ARLIS/NA and Indianapolis Marriott Downtown and the legal entities which own, lease, and/or operate the hotel, their members, officers, directors and employees against any and all liability whatsoever arising from any/all damage to property or personal injury caused by exhibitor or his agents, representative, employees and other persons so identified.

In addition, Exhibitor acknowledges that ARLIS/NA and Indianapolis Marriott Downtown do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

Authorized signature _____ Title _____ Date _____

METHOD OF PAYMENT FOR EXHIBIT SPACE

Paid by:

Check # _____ Make check or money order payable to "ARLIS/NA" in U.S. funds

VISA MASTERCARD

Card Number _____ Expiry Date _____

Name as it appears on card _____

Signature (required) _____

Mail or fax completed application with payment to:

ARLIS/NA Annual Conference

c/o MacPhersonClarke

#200, 6 Crowfoot Circle, NW

Calgary, Alberta T3G 2T3

tel +1 (403) 541 0911

fax +1 (403) 541 0915

CONFERENCE REGISTRATION FORM

Name _____

(Please indicate first name or nickname preferred on badge) _____

Institution/Company _____

Address _____

City _____ State/Prov. _____ Zip/PC _____ Country _____

Phone _____ Fax _____ E-mail _____

In case of Emergency, contact _____ Phone _____

Anticipated day/time of arrival _____

Is this your first ARLIS/NA Conference? Yes No

Are you a first year member of ARLIS/NA? Yes No

Please indicate if you DO NOT want your name included on the Conference Attendee list:

I DO NOT want my name on the Attendee List

REGISTRATION FEES (all fees are indicated in US funds)

	On or before	After	Amount
	March 15, 2009	March 15, 2009	
Members	\$ 225	\$ 325	\$ _____
Non Members	\$ 300	\$ 400	\$ _____
Students/Retirees	\$ 95	\$ 95	\$ _____
Exhibitor Personnel	\$ 0	\$ 0	\$ _____
Additional Exhibitor Personnel	\$ 200	\$ 200	\$ _____
Exhibit Day Pass	\$ 10	\$ 10	\$ _____
Guest*	\$ 145	\$ 160	\$ _____

(accompanying a member or registered delegate)

Guest Name _____

(Note: Students are required to send a copy of their student ID card.)

SPECIAL NEEDS

In accordance with Title III of the Americans with Disabilities Act, ARLIS/NA seeks to make its meetings accessible to all. If you have a disability that might require special accommodations to be made for you to participate in all or part of the conference, please explain below so that we can anticipate your needs.

DAILY RATES (On Site Only)

Members	\$ 135	\$ _____
Non Members	\$ 150	\$ _____
Full-time Student	\$ 50	\$ _____

GUEST PASS FOR SINGLE PROGRAM OR EVENT

Convocation/Welcome Party	\$ 50	\$ _____
Opening Plenary Session	\$ 20	\$ _____
Exhibits Opening Reception	\$ 25	\$ _____
Silent Auction Happy Hour	\$ 30	\$ _____
Indiana University Reunion	\$ 30	\$ _____
Circle City Celebration	\$ 50	\$ _____
Closing Plenary Session	\$ 20	\$ _____
Registration Fees Sub Total		\$ _____
Events with Fees Sub Total		\$ _____
TOTAL FEES PAID (includes registration, guest and event fees)		\$ _____

METHOD OF PAYMENT

Paid by:

Check # _____ Make check or money order payable to "ARLIS/NA" in U.S. funds

VISA MASTERCARD

Card Number _____ Expiry Date _____

Name as it appears on card _____

Signature (required) _____

Registration forms (pages 14 through 16) should be forwarded with payment to ARLIS/NA Annual Conference

c/o McPhersonClarke
#200, 6 Crowfoot Circle, NW
Calgary, Alberta T3G 2T3
Canada

fax +1 (403) 541 0915

EVENTS WITHOUT ADDITIONAL FEES (Please indicate only if you plan on attending)

- First Time Attendees Orientation Friday, April 17, 5:00 – 6:00 pm
- Convocation/Welcome Party Friday, April 17, 6:30 – 8:00 pm
- Exhibits Opening Reception Saturday, April 18, 10:30 am – 1:00 pm
- Silent Auction Happy Hour Saturday, April 18, 6:00 – 7:00 pm
- Indiana University Reunion Saturday, April 18, 8:00 – 10:00 pm
- Circle City Celebration at IMA Sunday, April 19, 6:00 – 9:00 pm
- Membership Meeting Monday, April 20, 8:00 – 10:00 am

SPACE RESERVATION

Please indicate which sessions you plan to attend. Though this does not strictly obligate you to attend, it does help us determine arrangements for hotel space and food/beverage service.

Saturday, April 18

7:00 – 7:45 am

- Circle City Yoga

8:30 - 10:30 am

- Opening Plenary Session on Convergence and Managing Progressive Change:
with guest speaker James Neal

12:30 – 2:00 pm

- Division Meetings
- Academic Division
- Museum Division
- Art/Design Division
- Visual Resources Division

2:00 – 3:30 pm

- Poster Sessions in the Exhibits: Copyright, Artists Files, Image Webliography, Visual Literacy

2:00 – 3:30 pm

- The Evolving Art Librarian
- Architectural Patronage: Legacy of Columbus, IN
- Reaching Out and Bringing In: Understanding and Encouraging Diversity

3:45 – 5:15 pm

- Discovery on this Side of the Virtual Wall
- If You Sit There, Will They Come?: The Changing Reference Landscape
- Women Artists and Technology: Strategies for Capturing and Archiving the Cyber-Feminist Voice

Sunday, April 19

7:00 – 7:45 am

- Circle City Yoga

7:00 – 8:00 am

- White River Bird Watching

8:00 – 9:30 am

- User Group Breakfast Meetings
- Avery
- IBA
- Getty, ContentDM

(SPACE RESERVATION continued)

11:00 am – 12:30 pm

- Working Together, Working Better: Liaison Relationships for Art, Architecture, and Visual Resources
- The Future of Art Journals
- Computerized Gaming in Libraries and the Academy

12:30 – 2:00 pm

Section Meetings

- RISS
- Cataloging
- Architecture

2:00 – 3:30 pm

- From Courthouse to Modern House: Historic Preservation in Indiana
- Off the Wall: Photography Beyond Aesthetics
- A Thousand Words: Image Copyright in a Digital World

3:45 – 5:15 pm

- Hot and Bothered: Erotica in the Library and Museum Context
- New Voices in the Profession, 2009
- Visual Literacy: What, Why, How?

Monday, April 20

8:00 – 10:00 am

- Membership Meeting with Breakfast

10:15 am – 11:45 pm

- Integrating Resources through Collaborative Convergence
- Indiana Innovations: Traditional and Modern Decorative Arts
- Where Libraries and Archives Converge: Artists' Files

12:00 – 1:30 pm

User Group Lunch Meetings

- ARTstor
- RLG
- Scipio

2:00 – 3:00 pm

- Closing Plenary Session on Cultural Development, Urban Planning, and the Arts in Indianapolis, with Guest Speaker Brian Payne

3:30 – 5:00 pm

- When Worlds Collide: the Journey from Here to Where in VR
- Why is that Column in the Middle of the Room?: Designing Spaces for Library Instruction
- A Convergence of Disciplines: Mapping a path through Unfamiliar Territories in Urban Planning

HOTEL ROOM RESERVATION INFORMATION

Please contact the hotel directly under group name Art Libraries Society of North America or go through the online reservation link from the conference website: <http://www.indiana.edu/~indycon/>

Indianapolis Marriott Downtown

350 West Maryland Street
Indianapolis, Indiana 46225 USA

tel +1 (317) 822 3500

fax +1 (317) 822 1002

Individuals may also make reservations by calling Central Reservations at (toll-free) +1 (877) 640 7666 or directly through the Hotel at +1 (317) 822 3500.

Please be sure to refer to the group and meeting name. Reservations **MUST BE MADE** on or before the cutoff date of **Tuesday, 24 March, 2009**.

Accommodation is at a rate of \$192.00 per night, single, double, triple or quadruple occupancy, plus applicable state and local taxes.

PARKING

For the convenience of the guests, the Hotel offers valet or Self-Parking in our covered garage.

Self Parking (On-site parking) fee: \$15 hourly / \$25 daily

Valet Parking fee: \$28 daily

Over-sized vehicles fee: \$32 per night

Prices for self parking are subject to change.

GUARANTEE & CANCELLATION INFORMATION

Please be sure to refer to the group and meeting name. Reservations **MUST BE MADE** on or before the cutoff date of **Tuesday, March 24, 2009**.

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card. Your credit card will be charged for your first night's accommodation if you are a no-show or cancel your reservation less than forty eight hours prior to your scheduled arrival. Cancellation is permitted without penalty up to forty eight hours in advance.

Early Departure: Please note that if there are any changes to the confirmed departure date after check-in, the change will result in a \$75 early departure fee.

THANK YOU TO THE 2008 EXHIBITORS AND SPONSORS

Denver, Colorado, May 01-05, 2008

We are very grateful to the following exhibitors and sponsors of last year's conference.

EXHIBITORS

Alan Wofsy Fine Arts LLC

Antique Collectors' Club

Ars Libri, Ltd.

Art Consulting: Scandinavia, Books on Art & Architecture

Art Metropole / Printed Matter

Artprice.com

Ashgate Publishing

AskART

Backstage Library Works

BCR

BRILL

Canadian Conservation Institute (CCI) Library

Casalini Libri

Chronicle Books

College Art Association Davis Art Images

Design Research Publications

The Donohue Group, Inc

Duncan Systems Specialists Inc.

East View Information Services

Erasmus – Amsterdam/Paris

F.A. Bennett Books

H.W. Wilson Company

HARRASSOWITZ

Howard Karno Books, Inc.

Karen Hanmer, Artists' Books

Laurence McGilvery

Lodima Press

Michael R. Weintraub, Inc.

Michael Shamansky, Bookseller Inc.

OCLC

Oxford University Press, Inc.

ProQuest

Puvill Libros

R.A.M. Publications + Distribution, Inc.

Red Trillium Press

SASKIA, Ltd.

Scholars Resource, Inc.

Striking Impressions

The Scholar's Choice

Thomas Heneage Art Books

Vamp & Tramp, Booksellers, LLC

Worldwide Books

YBP Library Services

SPONSORS

Andrew Cahan: Bookseller, Ltd.

Anonymous sponsor: Merrill Wadsworth Smith Travel Award

ARLIS/Central Plains

ARLIS/DC-MD-VA

ARLIS/Delaware Valley

ARLIS/Midstates

ARLIS/Mountain West

ARLIS/New York

ARLIS/Northern California

ARLIS/Ohio Valley

ARLIS/Ontario

ARLIS/Southeast

ARLIS/Southern California

ARLIS/Texas-Mexico

ARLIS/Twin Cities

Ars Libri, Ltd.

Art Institute of Colorado

Artprice.com

ARTstor

AskART

Casalini Libri

Christie's

Davis Art Images

Deep Rock Water

Denver Bookbinding Company

Denver Art Museum

Denver Museum of Contemporary Art

Denver Public Library

Duncan Systems Specialists, Inc.

Erasmus

F.A. Bennett Books

H.W. Wilson Foundation

Harrassowitz

Howard Karno Books, Inc.

J. Paul Getty Trust

Joan Benedetti

Karen Hanmer Artists' Books

Michael Shamansky Bookseller Inc

Mrs. Frederick R. Mayer

OCLC

OMI - Old Manuscripts & Incunabula

ProQuest

Regis University Libraries

Saskia, Ltd.

Swann Galleries

University of Colorado at Boulder Libraries

University of Colorado at Denver, Auraria Libraries

University of Denver Libraries

University of Northern Colorado Libraries

University of Wyoming Libraries

Worldwide Books

