

Exhibitor Registration

Society of Southwest Archivists
Annual Meeting
April 28-May 1, 2010
Santa Fe, New Mexico



This completed 3-page form, when signed and returned by the exhibitor and accepted by the Society of Southwest Archivists, shall be a binding agreement between the exhibitor and the Society of Southwest Archivists. Please refer to the exhibitor information provided for rules and regulations.

Company name: _____

Products or services offered: _____

Contact name & title: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Name(s) to appear on exhibitor badge(s): _____

Authorized Signature _____ Date _____

By signing above, the individual represents and states that he/she is duly authorized to sign this binding contract on behalf of the named business or organization.

Registration Fees (please check one):

Registration by February 12, 2010: \$350.00 _____

Registration by March 12, 2009: \$400.00 _____

Registration after March 12, 2010 \$450.00 _____

(Note: March 12 is the cutoff for inclusion in the conference program.)

Brochures placed on info table: \$50.00 _____

(For vendors unable to attend)

Amount Enclosed: \$ _____

Electrical and Internet: There is no charge for electrical outlets or wireless internet in the exhibit area, but we need to know for planning purposes if your display will require either. Electrical outlets are limited in the Tesuque Room.

____ I need an electrical outlet. (How many? _____)

____ I need wireless internet.

Receptions: Included in your registration fee is one person's admission to Wednesday and Friday evening's receptions, and Saturday morning's business breakfast. Come meet and greet SSA attendees! *Please note: A second exhibitor from your company and guests will need to pay separately to attend receptions. Use the conference's main registration form on the web.*

For our planning purposes, please indicate:

____ I plan to attend the Wednesday evening reception (New Mexico History Museum)

____ I plan to attend the Friday evening reception (Museum Hill)

____ I plan to attend Saturday's business breakfast

Please indicate if there are companies you prefer not to be placed next to in the exhibit area:

Payment: Please make checks or money orders **payable to "SSA 2010."** We are unable to accept cash or credit cards.

Send this 3-page registration form with payment to:

Ann Massmann
Center for Southwest Research
MSC 05-3020, Zimmerman Library
University of New Mexico
Albuquerque NM 87131-0001
massmann@unm.edu
(505) 277-8370 (email only until 1/2010)

Shipping: Exhibitor supplies may be shipped to the hotel three (3) days prior to the conference (Wednesday, April 28). The hotel's handling charge is \$5 per box. All packages stored for more than 3 days before the conference will incur an additional \$3 storage fee. Exhibitors are responsible for all charges relating to shipping and handling/storing. The following information must be included to ensure proper delivery:

Inn & Spa at Loretto, 211 Old Santa Fe Trail, Santa Fe NM 87501
Attn: Bobbie Lopez. SSA Conference, [your name], [your date of arrival].

SSA Use Only:

Form Received: _____

Amount Paid: _____ Date Paid: _____

Table Assigned: _____

Notes: