

The 2009 AMIA Conference is right around the corner! The schedule is exciting, and we're looking forward to a great conference in St. Louis.

As a 2008 vendor, we wanted to make sure you received your information before we make it generally available.

The vendor exhibit is scheduled for two days this year - Thursday, November 5 and Friday, November 6th. This year's vendor exhibit will be in the common areas between meetings rooms and the registration office, giving every booth maximum exposure throughout the day. We will also be providing coffee in the area at each of the breaks (stations are noted on the floor plan).

We also have a great room rate at the Millennium Hotel, where the conference is taking place and encourage you to book early! Room rates are only guaranteed until October 1st.

It's a great location - a great program - and everyone is looking forward to St. Louis. November should provide us with temperate weather – good for exploring the city!

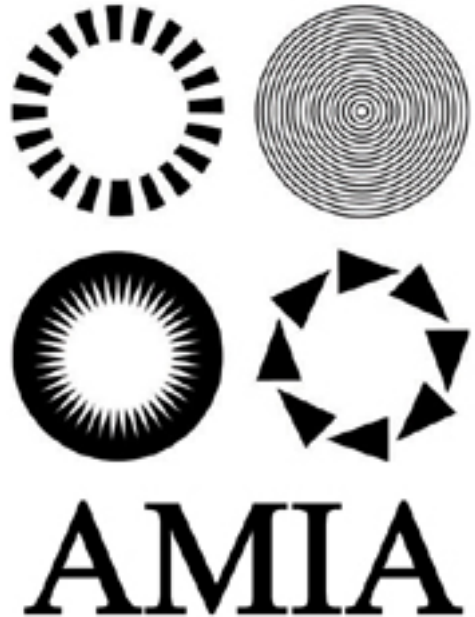
A floorplan is attached. Please fax back the form, or give me a call to reserve your booth. We'll try to honor your first choice as best we can, but please have three choices for locations.

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! And, if you haven't already seen the Conference blog – it's a great way to familiarize yourself with St. Louis from a locals point of view (amia.typepad.com/amia_2009.)

I've attached the vendor information and the application form - but please call me or drop me a note if you have any questions.

I look forward to seeing you in St. Louis!

Best,
Kristina



AMIA 2009 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 2009 will be held November 4-7, 2009 in Saint Louis, MO. Exhibits will run Thursday, November 5 and Friday, November 6, with coffee served in the Vendor area each day.

Show Hours...

Thursday	November 5, 2009	8:15am - 3:15pm
Friday	November 6, 2009	8:30am - 3:45pm

Vendor move in will be Wednesday November 4 and move out will begin immediately after the close of the show on Friday, November 6, 2009. The Show Decorator will send a complete Exhibitor Package, including move in/move out times, labor, electrical, customs and shipping and drayage information directly to each exhibitor.

Costs ...

Booth Rental	\$500 per booth
AMIA Institutional Members	\$400 per booth

All booths are 8' deep x 8' high x 10' wide. The exhibit space application is enclosed - and we urge you to call directly for the best booth selections. A deposit is due *with your application* within 15 days of your verbal reservation. Confirmation will be by return mail upon receipt of your deposit.

Hotel...

Experience the Millennium Hotel Saint Louis, located on the banks of the Mississippi River at the heart of the city's best dining, entertainment and sporting venues. Adjacent to the landmark Gateway Arch, within walking distance to major attractions like Busch Stadium, Old Cathedral, Laclede's Landing and President Casino.

The special AMIA rate is \$124 per night (plus tax). Be sure to book your room online to be counted as part of the AMIA group. Book by October 1 to assure yourself of the AMIA rate.

Millennium Hotel Saint Louis
200 S. 4th Street
Saint Louis, MO 63102

You may reserve your room online at www.AMIAConference.com

VENDOR EXHIBIT SPACE APPLICATION

In accordance with the Terms and Conditions governing the AMIA Vendor Exhibits, as outlined on the reverse, the undersigned hereby makes a contract for exhibit space. Please be sure to sign the Contract for Space below. Incomplete contracts, including those 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 (20) days from the date of the booth reservation or on or before October 16, 2009, whichever is sooner. All payments to be in US Funds.

Cancellation Policy

If space is cancelled by applicant after October 20, 2009 no payment or part of payment will be refunded. Any space not claimed and occupied by 7:00am, Thursday, November 5, 2009 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) _____

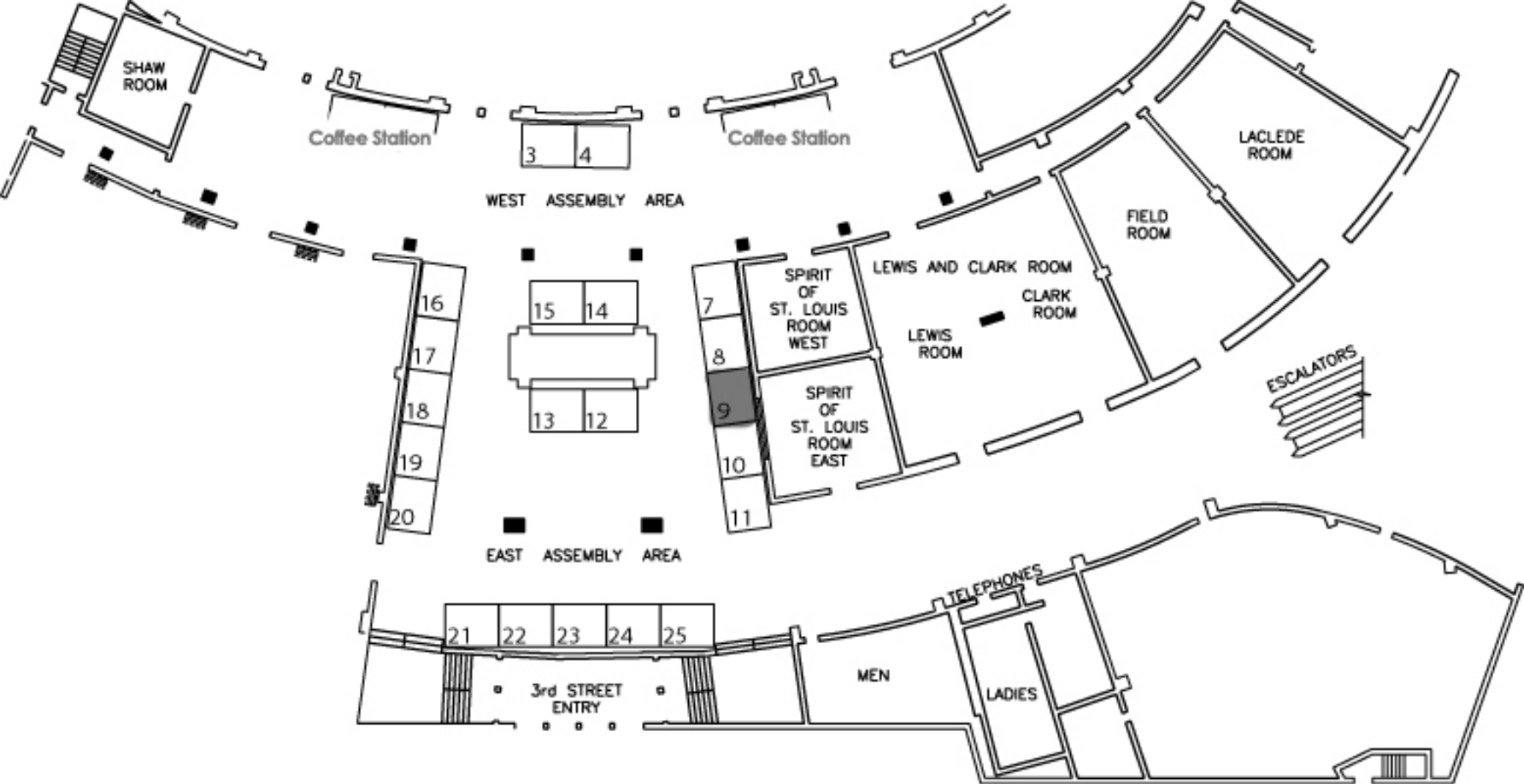
Principal Products/Services _____

Signature of Applicant _____

Booth Costs

AMIA Institutional Members
Non-Members

\$400 per booth
\$500 per booth



25- 8x10 booths

AMIA Vendor Café
 November 3-7, 2009
 Millennium Hotel
 St. Louis, MO

Prepared by

Rev. 8/5/09 gy



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