Thirty-Sixth Annual ARLIS/NA Conference
May 1–5, 2008 > Grand Hyatt Denver > Colorado

ARLIS/NA
AT ALTITUDE
Exhibitor & Sponsorship Prospectus
**GENERAL INFORMATION**

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**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 on January 7, 2008.

Email or fax the Individual Method of Payment section to Debbie Block, Conference Manager, and she will confirm all individual registrations by January 31, 2008.
Welcome to DENVER

On behalf of the ARLIS/NA Denver Conference Planning Committee, I want to thank you in advance for your participation in the 36th Annual Conference in Denver, Colorado (the Mile High City), which will be held in May, 2008.

We welcome returning exhibitors, whose support we enjoy year after year, as well as first time exhibitors whom we look forward to meeting.

Prepare to meet and greet old and new faces in the exhibit hall as veteran conference participants host individual tours of the exhibits for our new or less seasoned Conference attendees. This new initiative will reinforce ARLIS/NA member and vendor relations.

Eumie Imm-Stroukoff, Conference Exhibits Coordinator, and Debbie Block, ARLIS/NA Conference Manager, are your conference advocates and will work hard to ensure your experience in Denver is positive and successful.

Valued exhibitors! Your engagement in ARLIS/NA at Altitude is very much appreciated.

Sincerely,

Deborah K. Ultan Boudewyns
ARLIS/NA President
Greetings from the Exhibits Coordinator

The Denver Conference Planning Committee is devoted towards making this year’s conference a great success! We have worked hard to accommodate your needs and to incorporate your suggestions and comments from the past year.

I am pleased to report that we have made some positive changes for the exhibitors for this coming year. The actual exhibit times have been shortened to two days – Saturday and Sunday, and the conference schedule has been arranged so that the Exhibits Hall will be showcased from 9:30-11:00 a.m. during those mornings. We will also have two new features – Web 2.0 Kiosk and ArtTECHtonic – in addition to the annual Silent Action, to draw traffic into the exhibits hall throughout the rest of the weekend. In addition, we are planning other details to encourage conference attendees to circulate throughout the exhibits hall and get to know our vendors.

I hope that you will also be happy to hear that we have scheduled a lunch break when the exhibits hall will be closed, so that you may join your colleagues and/or conference attendees for lunch. And happily, the conference has been scheduled so that you may attend a variety of the special events at the conference as well as some of the sessions. We hope that this will all provide you with additional opportunities to meet with everyone attending the conference.

My hope is that you will join us in Denver next May and take advantage of the opportunities provided by ARLIS/NA. If you have questions or concerns about the Exhibits, please feel free to contact: Debbie Block at arlisna@mcphersonclarke.com, or myself at Eumie@okeeffemuseum.org.

We are eager to welcome you to Denver and to ARLIS/NA’s 36th annual conference.

Eumie Imm-Stroukoff
Exhibits Coordinator

Greetings from the Conference Manager

The ARLIS/NA HQ Staff want to send a warm welcome to all the exhibitors that will be joining us again this year at the 36th Annual ARLIS/NA Conference in Denver.

Our team, led by Elizabeth Clarke, Executive Director for the ARLIS/NA Executive Board, has already begun to discuss the opportunities in providing excellence in precision, execution and efficiency towards this year’s Exhibit Hall.

Natasha Bodei, the new Association Administrator, has come full circle into her administration duties and responsibilities from last year. She will be the friendly face you will see at the registration desk and can provide information regarding the ARLIS/NA Association. Natasha works out of the Calgary, AB office.

Sue Singer, Association Finance Manager, will be joining us this year, so we are excited to have her work onsite with us. She works out of the Ottawa, ON office.

I will be overseeing all your Exhibit Hall needs, and assure that you will be pleasantly surprised at the anticipated changes we have made.

I look forward to seeing you in Denver and appreciate your continued support of this organization!

Sincerely,

Debbie J. Block
Conference Manager
Conference Hotel and Local Information

Grand Hyatt Denver
1750 Welton Street,
Denver, Colorado, USA 80202
T: +1 303 295 1234
F: +1 303 292 2472
www.granddenver.hyatt.com

All of Denver is yours to explore from the Grand Hyatt. This AAA Four-Diamond hotel offers much more than just a luxurious stay; it places you in the heart of all the exciting Denver attractions that make the Mile High City remarkable.

Take your time to wander through an incredible selection of museums that appeal to a wide range of interests. Enjoy world-class productions at the renowned Denver Performing Arts Complex, just blocks from our ideally situated hotel.

Sports enthusiasts can find a professional game any time of the year, with arenas located just minutes away. No matter which Denver, Colorado attractions appeal to you, the knowledgeable concierge staff is always available to assist you with information, maps, suggested itineraries and reservations as needed.

The mini-resort provides several outlets for you to relax and enjoy the fresh Rocky Mountain air, without ever having to leave the enticing hotel. There is an outdoor, rooftop tennis and jogging track as well as the fully equipped health club and indoor/outdoor pool area.

MAPS & DIRECTIONS TO THE HOTEL

From Denver International Airport (40 minutes/23 miles):
Exit Pena Blvd. to I-70 West. Proceed to I-25 South. Exit at Speer Blvd. South and proceed on Speer Blvd. Turn left on Lawrence St. Turn right on 17th St. Turn left on Welton, we are located on the right.

Transportation

Denver International Airport

Grand Hyatt Denver is accessible from Denver International Airport via several modes of transportation:

Super Shuttle
> Cost is $19 per person each way, $34 round trip
> Shuttles run 5:00 a.m. to 5:15 p.m., approximately every 20 minutes
> Shuttle ticket counters are located on Terminal Level 5, across from the rental car agencies. Reservations are not required.
> For ticket information, call +1 800 258 3826 or +1 303 316 3865
> Super Shuttle features blue vans with SUPER SHUTTLE printed on the side
CAR SERVICE:

- Yellow Cab Taxi - Approximate cost is $45 one way
- Limo Service – Approximate cost is $40 –100 (one way, dependant upon company and number of passengers)

All ground transportation services at Denver International Airport are located in Jeppesen Terminal, level 5. For information, call +1 303 342 2000.

THE MILE HIGH CITY

Denver is a vibrant city with 300 days of annual sunshine, year-round adventure and the breathtaking Rocky Mountains in our backyard. From a thriving arts and culture scene, world class attractions and endless shopping possibilities, to nationally recognized chefs, exciting nightlife and abundant outdoor recreation, Denver welcomes you to experience, explore and discover how the Mile High City will awaken your senses like nowhere else.

There’s always something to do in Denver. The city has more than 40 museums and historic attractions, from Buffalo Bill’s Grave & Museum to Daniel Libeskind’s amazing new Denver Art Museum. Denver has the nation’s largest city park system along with 200 named parks, 850 miles of off-road bike paths and 90 golf courses. The Denver Zoo is the fourth most popular in the nation.

Getting Around Denver

Denver offers several modes of transportation for getting around the area.

> 16th Street Shuttle – Runs throughout the central business and entertainment district of downtown Denver

> Light Rail Service/RTD – Stops at most corners in the city, including Invesco Field, Pepsi Center/Six Flags/Elitch Gardens, Union Station - Lower downtown (LODO)/Coors Field/16th Street Mall.

> Amtrak – Union Station is approximately 11 blocks from the hotel.
Exhibitor and Sponsorship Information

Exhibit Hall Hours

Friday, May 2, 2008
Installation  8:00 a.m. – 4:00 p.m.

Saturday, May 3, 2008
Installation: 7:00 – 9:30 a.m.
“In the Exhibits” Non conflict time with attendees: 9:30 a.m. – 11:00 a.m.
Silent Auction open: 9:30 a.m.
Exhibits closed for lunch: 12:30 – 2:00 p.m.
Exhibits Re-open: 2:00 – 7:00 p.m.
“In Silent Auction Happy Hour” Come and enjoy the party!: 6:00 – 7:00 p.m.
Exhibits Hall Closes: 7:00 p.m.

Sunday, May 4, 2008
“In the Exhibits” Non conflict time with attendees: 9:30 a.m. – 11:00 a.m.
Exhibits closed for lunch: 12:30 – 2:00 p.m.
Exhibits open: 2:00 – 4:00 p.m.
Exhibits close & tear-down: 4:00 – 5:30 p.m.

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.

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.

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 Preliminary Program section & Individual Method of Payment form on pages 14 – 16 of this prospectus.
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 March 1, 2008. Reservations must be received prior to April 1, 2008 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 March 1, 2008 will be advised of their booth location and will be forwarded an Exhibitor’s Service Kit no later than March 31, 2008.

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. Audio-Visual Services are available through our on-site audio-visual company, VISUAL AIDS ELECTRONICS (VAE). VAE is our exclusive in-house provider and is responsible for the hotel audio and lighting systems.

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 March 1, 2008 will receive a refund, less a US$100 processing fee. No refunds will be processed on cancellations received after March 1, 2008.
G LIMITATION OF LIABILITY
The Exhibitor shall indemnify the organizers and/or Grand Hyatt Denver 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 Grand Hyatt Denver 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 forward 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 Debbie Block at; arlisna@mcphersonclarke.com, or telephone: +1 403 949 3568.

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
There will be a storage charge assessed to all packages received by and/or shipped out of the hotel. The amount may be applied to a guestroom folio, credit card or approved master account.

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 April 1, 2008. Exhibitors may also supply a brief product/service description (100 words or less) to be contained in an onsite Exhibitor Guide. The service description must be provided to Debbie Block, Conference Manager, arlisna@mcphersonclarke.com no later than April 1, 2008.

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.

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:
Debbie Block
arisna@mcphersonclarke.com
or +1 403 949 3568 (office)
or +1 403 852 6289 (cell)
Sponsorship Opportunities

SPECIAL EVENT SPONSORSHIP OPPORTUNITIES

Welcome Party and Convocation Reception
(Friday, 7 – 9 p.m.; 350+ attendees)
$6,000 US (1 Gold and 1 Silver Level Sponsor)

Internet Café
(Saturday through Monday)
$1,500 US (Bronze Level Sponsor)

Leadership Breakfast
(Saturday, 7 – 8:30 a.m.; 85+ attendees)
$2,500 US (Silver Level Sponsor)

Exhibits Coffees
(Saturday, 9:30 – 11 a.m.; Sunday, 9:30 – 11 a.m.)
$1,000 US each (Society Level Sponsor)

Web 2.0 Tech Kiosk
(Saturday and Sunday, 9:30 a.m. – 12:30 p.m.)
$1,000 US each (Society Level Sponsor)
> This new sponsorship opportunity will feature 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!

Denver Art Museum Reception
(Sunday, 7 – 9 p.m.; 350+ attendees) $7,000 US
(1 Gold, 1 Silver, and 1 Bronze Level Sponsor)

GENERAL CONFERENCE SPONSOR (Up to $499 US)

Benefits
> Corporate logo featured on ARLIS/NA conference web site through the end of the conference on May 5, 2008.*
> 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.

McPhersonClarke
201, 5403 Crowchild Trail NW
Calgary, Alberta, T3B 4Z1 Canada
T: +1 403 541 0911
F: +1 403 541 0915
E: info@mcphersonclarke.com

SESSION OR WORKSHOP SPONSOR ($500 US)

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://arlisna-mw.lib.byu.edu/denver2008

TOUR SPONSOR ($750 US)

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://arlisna-mw.lib.byu.edu/denver2008
SOCIETY SPONSOR ($1,000 US)

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.

> 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 BRONZE SPONSOR ($1,500 US)

Benefits:

Advertisements

> To appear in the Final Program at the conference (1/2 page ad).

Web Site

> Logo of the Bronze Sponsor to appear on the ARLIS/NA conference web site, 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 web site.

> 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.

SOCIETY AFFILIATE SILVER SPONSOR ($2,500 US)

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.”

Web Site

> Logo of the Silver Sponsor to appear on the ARLIS/NA conference web site, 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 ($4,000+ US)**

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).

**Web Site**

> Logo of the Gold Sponsor to appear on the ARLIS/NA conference web site, 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 advertisements for the Annual Conference during the year in which the conference occurs.

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**Conference Benefits**

> Sponsor will be invited to introduce a speaker at the Convocation or Membership Brunch 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 Brunch.

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

Program Advertising Insertion Order

Full and Half-page advertisements will be accepted for the 2008 Conference Program Book. Ads will be seen by each of the expected 600 conference registrants. Insertion orders and advertising materials must be received no later than March 1, 2008.

<table>
<thead>
<tr>
<th>Size Dimensions*</th>
<th>Member Price</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full page (B&amp;W) 6” wide by 9” high *</td>
<td>$ 575</td>
<td>$ 725</td>
</tr>
<tr>
<td>Half page (B&amp;W) 5.5” wide by 4.25” high **</td>
<td>$ 400</td>
<td>$ 550</td>
</tr>
<tr>
<td>Inside Front or Inside Back Cover (Color) 6” wide by 9” high *</td>
<td>$ 700</td>
<td>$ 850</td>
</tr>
<tr>
<td>Outside Back Cover (Color) 6” wide by 9” high *</td>
<td>$ 900</td>
<td>$ 1,050</td>
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* 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 CS1 or lower with support files. Macintosh fonts only

**Graphics Applications:**
1. Adobe Illustrator CS1 or lower (10 or lower)
2. Adobe Photoshop CS1 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 formats:
  > 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

Questions or comments regarding Exhibits/Sponsorship or Advertising should be directed to:
ARLIS/NA Denver 2008
Debbie J. Block
Conference Manager
T: +1 403 949 3568
F: +1 403 949 3291
E: arlisna@mcphersonclarke.com
Exhibit Space Reservation
(Exhibitors only)

Company Name ____________________________________________
Contact Name ____________________________________________
Address __________________________________________________
City __________________ State/Prov. __________ Zip/PC __________ Country __________
Phone __________________ Fax __________________
E – mail __________________ Web site __________________
Number of tables/booths requested ____________________________
Please list companies near to which you do not want to be located: __________________________________________
Exhibit Personnel (All representatives must complete an Exhibit Personnel Registration form.)
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 March 1, 2008 to be included in the on-site exhibitor directory.

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

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

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<thead>
<tr>
<th>TABLE TOP RENTAL (3’ x 6’ table)</th>
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<tbody>
<tr>
<td>Full Table Top Display (Book Artist)</td>
<td>$750</td>
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<tr>
<td>1/2 Table Top Display (Book Artist)</td>
<td>$400</td>
</tr>
<tr>
<td>Table Top Display (members)</td>
<td>$850</td>
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<tr>
<td>Table Top Display (non-members)</td>
<td>$1,000</td>
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<tr>
<td>Additional Table (cost per table)</td>
<td>$400</td>
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<table>
<thead>
<tr>
<th>BOOTH SPACE RENTAL</th>
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<tbody>
<tr>
<td>Members</td>
<td>$1,000</td>
</tr>
<tr>
<td>Non-Members</td>
<td>$1,150</td>
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<th>OTHER</th>
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<tbody>
<tr>
<td>Additional Exhibit Personnel ($200 per person) (x ____ persons)</td>
<td>$________</td>
</tr>
<tr>
<td>Literature Table (for profit company)*</td>
<td>$250</td>
</tr>
<tr>
<td>Literature Table (non-profit company)*</td>
<td>$150</td>
</tr>
<tr>
<td>Program Advertising – Type of Ad</td>
<td>$________</td>
</tr>
<tr>
<td>Registration Kit insertion</td>
<td>$300 (per insert)</td>
</tr>
</tbody>
</table>

| Sponsorship | US$________ |
| Event Requested |                |

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*May not exceed three single 8.5” by 11” sheets. For larger displays or insertions, please contact Debbie Apfeld: arlisna@mcphersonclarke.com
Exhibit Space Reservation

(cont’d)

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 Sheraton Colony Square Hotel 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 The Grand Hyatt Denver 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 The Grand Hyatt Denver 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) ________________________________________________

METHOD OF PAYMENT FOR INDIVIDUAL FEE-BASED EVENTS/TOURS/WORKSHOPS

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) ________________________________________________

Exhibit Registration forms should be forwarded with payment to:

ARLIS/NA Annual Conference

c/o McPhersonClarke

201, 5403 Crowchild Trail NW

Calgary, Alberta, T3B 4Z1 Canada

T: +1 403 541 0911

F: +1 403 541 0915

E: info@mcphersonclarke.com

(Use US international postage to Canada)

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, which 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, or e-mail needs to:

Debbie J. Block

Conference Manager

arlisna@mcphersonclarke.com
Preliminary Conference Details

Detailed itineraries of tours and abstracts of workshops will appear on the website and in our Preliminary Program at http://arlisna-mw.lib.byu.edu/denver2008/

Reservations for the workshops and tours will be taken in order of receipt. Early registration is strongly encouraged so please indicate your preferences below and return this form with your exhibits registration form.

WORKSHOPS:

**Friday, May 2:**

- 8:00 a.m. – 4:00 p.m.
  - Cataloging Cultural Objects and Practical Applications in the Library
- 8:00 a.m. – 12:00 p.m.
  - ARLIS/NA Mentoring Program Workshop
  - Medium Matters: Photography in the Age of Mechanical Reproduction
- 12:30 – 4:30 p.m.
  - Everyday Leadership: How to Increase Your Influence at the Institutional Level
  - They Never Covered This in Library School: Maps and Atlases (Denver Public Library)

TOURS:

**Thursday, May 1**

- 1:00 – 5:00 p.m.
  - Denver Mountain Parks
    - Guest: US$50
  - Denver Parks & Neighborhoods
    - Guest: US$50
- 3:00 – 5:00 p.m.
  - AIA Walking Tour
    - Guest: US$20
  - Public Art Walking Tour
    - Guest: US$20

**Friday, May 2**

- 8:30 a.m. – 4:30 p.m.
  - Colorado Springs, Colorado
    - Guest: US$80
- 8:30 a.m. – 12:30 p.m.
  - Denver Parks & Neighborhoods
    - Guest: US$50
- 12:30 – 4:30 p.m.
  - Denver Mountain Parks
    - Guest: US$50
  - Denver Cemetery Tour
    - Guest: US$50

**Tuesday, May 6**

- 8:30 a.m. – 4:30 p.m.
  - Boulder Tour
    - Guest: US$70
- 9:00 a.m. – 11:00 p.m.
  - AIA Walking Tour
    - Guest: US$20
  - Public Art Downtown Walking Tour
    - Guest: US$20
- 10:00 a.m. – 12 p.m.
  - Denver Performing Arts Complex Tour
    - Guest: US$20

**SPECIAL EVENTS:**

**Thursday, May 1**

- 6:00 – 8:00 p.m.
  - Society Circle an Evening at the Red House (Invite Only)

**Friday, May 2**

- 4:00 – 5:00 p.m.
  - First Time Attendees Orientation
- 5:30 – 7:00 p.m.
  - Convocation & Awards Ceremony
- 7:00 – 9:00 p.m.
  - “Sunset Over the Rockies” Welcome Reception

**Saturday, May 3**

- 7:00 – 7:45 a.m.
  - Yoga
- 7:00 – 9:00 p.m.
  - “The Denver Scramble” Leadership Breakfast (Invite Only)
- 6:00 – 7:00 p.m.
  - Silent Auction Happy Hour in the Exhibit Hall

**Sunday, May 4**

- 7:00 – 7:45 a.m.
  - Yoga
- 7:00 – 9:00 p.m.
  - ARLIS/NA at Altitude – A Big DAM Party!

**Monday, May 5**

- 8:00 – 10:00 a.m.
  - Membership Meeting & Continental Breakfast
- 12:00 – 1:30 p.m.
  - ARTStor lunch

**Fees**

- US$20
- US$30
- US$50
- US$70
Preliminary Conference Details
(cont’d)

SESSIONS:

**Saturday, May 3**
8:30 a.m. – 9:30 a.m.
- Plenary Speaker
11:00 a.m. – 12:30 p.m.
- Visual Pedagogies: Do You See What I See?
- New Voices in the Profession
- To ‘Bay or Not to Bay’ (EBay that is!): Maximizing Online Collection Development for the Savvy Shoppe

2:00 – 3:30 p.m.
- Art in Public Library
- Scholarly Publication and the ART/Architecture/VR Library
- Scalable Digital Projects: How to Get Started with a Small Digital Project

**Sunday, May 4**
8:30 – 9:30 a.m.
- Diversity Forum: Raising Awareness of Diversity Issues
11:00 a.m. – 12:30 p.m.
- What’s Hot & What’s Not: Trends in Technologies and Services in Libraries
- Digital Asset Management in Transition
- Managing the Collective Collection

2:00 – 3:30 p.m.
- Hidden Treasures Redux: Government Art Resources in the 21st Century
- Beyond the Traditional Archive: Preservation and Access through the Digital Repository
- Mile High Planning – New Directions in Urban Renewal and Sustainability Planning

4:00 – 5:30 p.m.
- Icon or Enclosure: The Architecture of the Denver Art Museum

**Monday, May 5**
10:15 – 11:45 a.m.
- No doubt About It, Fashion Is an Art: Fashion Research
- Effective Public Speaking and Presentations for the Art Information Professional
- Avery/BHA/Getty Vocabularies
- Using Numbers and Stories for Advocacy
- Rules and Tools: Contributing to the Getty vocabularies, Encore
- Bye-Bye B.I.: Innovative Approaches to Library Instruction
- Women Artists of the American West

GROUP MEETINGS

**Saturday, May 3**
1:00 – 2:00 p.m.
- Collection Development Discussion Group Brown Bag
3:45 – 4:45 p.m.
- Art & Design School Division
- Museum Division
- Academic Division
- VR Division
5:00 – 6:00 p.m.
- RISS
- Architecture Section
- Cataloging Section
- Artist Files

**Sunday, May 4**
1:00 – 2:00 p.m.
- Teaching Librarians Discussion Group Brown Bag
- Cataloging Problems Discussion Group Brown Bag
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://arlisna-mw.lib.byu.edu/denver2008/ and reserve with the hotel online group reservation http://granddenver.hyatt.com/groupbooking/alsa2008

Grand Hyatt Denver
1750 Welton Street,
Denver, Colorado, USA 80202
T: +1 303 295 1234
F: +1 303 292 2472

Individuals will also be able to make reservations by calling +1 800 233 1234 (toll-free) referring to the group and meeting name.

Reservations must be made on or before the cut off date of March 31, 2008.

RATES

$ 169.00  Single/Double Occupancy
$ 194.00  Triple Occupancy
$ 219.00  Quadruple

Plus applicable state and local taxes, currently 14.85%.

In-Room Internet $9.95/day for either wired or wireless.

PARKING

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

Self Parking:
6:00 a.m. – 6:00 p.m.  $15.00
6:00 p.m. – 6:00 a.m.  $  5.00

Valet Parking
0 – 3 hours:  $10.00
day:  $16.00
overnight:  $26.00

Prices for self parking are subject to change.

GUARANTEE AND CANCELLATION INFORMATION

The Grand Hyatt Denver requires a credit card in order to guarantee your reservation. Your credit card will be charged for your first night’s stay (room & tax) if you are a no-show or cancel within 72 hours. Cancellation is allowed without penalty up to 72 hours prior to the Conference.

Reservations must be received by the hotel no later than March 31, 2008 to guarantee the group rate.

Early Departure: Please note that if there are any changes to the confirmed departure date after check-in, the change will result in a $50.00 early departure fee.

BUSINESS SERVICES

FedEx/Kinko’s Business Center

Traveling on business shouldn’t limit your productivity. The world-class downtown Denver Hyatt hotel offers the business traveler a complete “mobile office” with our FedEx/Kinko’s Business Center. This 24-hour, state-of-the-art Business Center is conveniently located in the lobby of the adjoining tower across the breezeway.

Fedex/Kinko’s Business Center is pleased to offer:

> Photo copying service
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> Shipping / Postal services
> Signs and banners

For further information, please contact our Denver Colorado Hyatt FedEx/Kinko’s account manager at +1 303 298 8610.
We are very grateful to the following exhibitors that participated in last year’s 35th Annual Conference.

Alibris
Antique Collectors Club
Ars Libri, Ltd.
Art Consulting: Scandinavia
Art Metropole
Ashgate Publishing Company
Ask ART
Books on Design
Casalini Libri
CSA
Davis Art Images
Design Research Publications
Duncan Systems Specialists
Erasmus
F.A. Bernett Books
H.W. Wilson Company
Harrassowitz
Henry Hollander, Bookseller
Hilmarton Manor Press
Howard Karno Books, Inc.

Karen Hanmer Artist’s Books
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Michael Shamansky, Bookseller
Miriam Schaer Studio/Dobbin Books
New Museum of Contemporary Art
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- Howard Karno Books, Inc.
- J. Paul Getty Trust
- Michael Shamansky Bookseller, Inc.
- OMI – Old Manuscripts & Incunabula
- Puvill Libros S.A.
- Savannah College of Art & Design
- Scarecrow Press

The Atlanta Local Arrangements Committee also wished to thank the following ARLIS/NA Chapters for their donations in support of the 35th Annual Conference:
- ARLIS/Midstates
- ARLIS/Mountain West
- ARLIS/New England
- ARLIS/Ohio Valley
- ARLIS/Ontario
- ARLIS/Southeast
- ARLIS/Texas-Mexico
- ARLIS/Western New York

**SPECIAL THANKS TO**
- High Museum of Art
- Savannah College of Art & Design
- Emory University, Manuscript, Archives and Rare Book Library
- Emory University, Robert W. Woodruff Library
- School of Visual Arts, New York
Exhibitor’s Floor Plan