MAKE NO LITTLE PLANS... 
THINK BIG!

Plan Now to Exhibit at ARCHIVES / CHICAGO 2007: 
The Premier International Archives & Information Technology Expo

SAA 71ST ANNUAL MEETING
The Fairmont Chicago

Conference Dates: August 29 – September 1
Exposition Dates: August 30 – 31
About SAA and the Annual Meeting

Founded in 1936 and representing more than 4,800 individual and institutional members, SAA is North America’s oldest and largest national archival professional association. Its mission is to inform, educate, and advocate for archives and archivists in order to ensure the identification, preservation, and use of records of enduring value.

Join the Archives and Records profession’s decision-makers at ARCHIVES / CHICAGO 2007!

For more information about ARCHIVES / CHICAGO 2007, visit www.archivists.org or contact Nicole Unger or Michele Dodson at 410-571-0590 or via email at SAA2007@gomeeting.com.
FOR THE BIG IDEAS, OF COURSE!

**At Archives/Chicago 2007, You’ll:**
- Find your target audience among more than 1,500 archives and records professionals representing corporations, government, libraries, universities, religious institutions, and museums.
- Develop relationships with archives and records professionals from the United States and throughout the world.
- Continue connections with current customers.
- Hear what archives and records professionals have to say about your products and their future product needs.
- Increase your knowledge and understanding of the archives and records professions.
- Have more than 8 hours of conveniently scheduled exhibit time, of which a full 4 1/2 hours is unopposed by educational programming.
- Sell your products on the show floor.
- And you’ll qualify for outstanding sponsorship and advertising opportunities to suit your level of commitment.

> Building relationships is what this Expo is all about. When I make a purchasing decision for my organization, who I’m buying from is as important to me as what I’m buying. I just don’t have that same comfort level with a direct mail flyer or a telemarketing call.

- Elizabeth Adkins, CA / Ford Motor Company Archives
  SAA President, 2006-2007

**As an Exhibitor You Will Receive:**
- One 7” x 44” identification sign.
- 8-foot back wall drape and 3-foot side rail drape.
- One 6-foot table.
- Two free conference registrations with each 8 x 10 booth (a $798 value!).
- A company profile in the Archives/Chicago 2007 Onsite Program.
- A complete list of pre-registered attendees (names and addresses).
- Your company listing on the Archives/Chicago 2007 website, with an optional link to your site.

**Booth Rental Fee:**

<table>
<thead>
<tr>
<th>Non-profit Exhibitors</th>
<th>$950</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Exhibitors</td>
<td>$1,050</td>
</tr>
</tbody>
</table>

> SAA’s Annual Meeting is our most important exhibit of the year because it gives us the opportunity to visit with old friends and make new acquaintances... to show our products and exchange new product ideas. Every attendee is a customer or potential customer for us. We look forward to Chicago!

- Larry Gates / Metal Edge Inc.

**Meet More Than 1,500 Leaders in the Archives and Information Technology Professions with the Power to Purchase:**

- Archival Records
- Archival Supplies
- Computer-assisted Indexing
- Consulting Services
- Disaster Recovery Services
- Document/Text Management
- Image Management Systems
- Micrographics
- OCR/ICR
- Rare Books and Manuscripts
- Records Management Software
- Records Management Supplies
- Scanners
- Transcription Services

**Exhibitor Registration:**
- Thursday, August 30, 11:00 am – 4:00 pm

**Exhibitor Move-In:**
- Thursday, August 30, 1:00 – 4:00 pm

**Show Hours (subject to change):**
- Thursday, August 30, 5:45 – 7:45 pm
- Friday, August 31, 7:00 – 8:00 am (private appointments)
  9:30 am – 4:00 pm
- Tear Down:
  - Friday, August 31, 4:15 – 7:00 pm

**Industries and Sectors Represented by Archives/Records Professionals:**

- Corporations
- Government
- Libraries
- Records/Storage
- Finance/Banking
- Insurance
- Colleges and Universities
- Health Care Facilities
- Mass Media
- Historical Societies
- Religious Institutions
- Associations
- Consultants
- Entertainment
- Museums
- Printing/Publishing

**Deadlines:**

- **Application Deadline** (for inclusion in onsite program): May 31, 2007
- **Exhibitor Registration Deadline:** July 31, 2007
- **Hotel Reservation Deadline:** July 31, 2007
Please indicate the name of a contact person for questions about your booth reservation if different than “Contact Person” above:

Booth Rental Fee:
(Includes two complimentary meeting registrations, a $798 value!)
Non-profit Exhibitors – $950
Other Exhibitors – $1,050

Exhibitors will be furnished with the following standard booth equipment:
- 8 x 10’ booth
- Existing ballroom carpeting
- 6’ table
- 8’ high back wall drape and 3’ high side rail drape
- One 7” x 44” identification sign
- Two chairs and one waste basket

Booth Location Choices:
Booths are awarded on a first-come, first-served basis.

<table>
<thead>
<tr>
<th>1ST CHOICE</th>
<th>2ND CHOICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3RD CHOICE</th>
<th>4TH CHOICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please indicate if there is a particular company or type of company that you do not wish to be next to or across from. We will make every effort to accommodate your request.

Acceptance and Payment:
My signature indicates that I agree to the terms of the contract on the reverse and that I will set up and tear down my booth within the timeframes indicated on the schedule:

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Payment Method
- Enclosed is a check, made payable to SAA, for $

Please charge my:  
- MasterCard
- VISA
- American Express

<table>
<thead>
<tr>
<th>CARD #</th>
<th>EXP. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NAME OF CARDHOLDER (PLEASE PRINT)

<table>
<thead>
<tr>
<th>SIGNATURE OF CARDHOLDER</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Terms of Contract

1. **Payment of Exhibit Space** — Payment must be received with application in order for your application to be processed. Exhibitors will not be given access to the Exhibit Hall until all fees are paid in full.

2. **Cancellation of Space** — No refunds will be given after assignment of booth space unless the space is sold by SAA to another exhibitor.

3. **Relocation** — Conference organizers reserve the right to move a booth, in consultation with the Exhibitor, if necessary.

4. **Sharing Exhibit Space** — No Exhibitor shall assign, sublet, or share space allotted with another business or firm unless prior written approval has been obtained from the conference organizers. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors, or agents in the Exhibitor’s display, with the exception of parent or subsidiary companies.

5. **Fire Regulations** — To ensure the safety of all participants, Exhibitors shall observe all state and local fire regulations. The cost for repairing any damages to the Hotel caused by the Exhibitor will be billed to the responsible Exhibitor. Nothing can be posted, tacked, nailed, screwed, or otherwise attached to any columns, walls, floors, ceiling, or furniture.

6. **Exhibit Set Up** — Display set up will begin at 1:00 pm on Thursday, August 30, 2007. All displays must be fully set up and ready by 4:00 pm on Thursday. After that time, any unattended booth with crated displays will be set up at the discretion of the conference organizers and all expenses will be charged to the Exhibitor. The Exposition will open promptly at 5:45 pm on Thursday, August 30.

7. **Exhibit Tear Down** — The dismantling of displays will begin at 4:15 pm on Friday, August 31, 2007. Crates will be returned starting at 4:30 pm on Friday. All Exhibitor displays or materials left in booths without instructions will be packed and shipped at the discretion of the conference organizers and all charges will be assessed to the Exhibitor.

8. **Decorating and Shipping** — The conference organizers will provide each Exhibitor with a detailed service kit from our Exposition Service Provider. This kit will include electrical, AV, and shipping information as well as additional services available. (Note that the Exhibit Hall is carpeted. Should Exhibitor require custom carpeting, it may be ordered from the decorator at additional charge.)

9. **Damages** — It is agreed that the conference organizers and the host facility shall not be liable for any damage to, or destruction of, any exhibit from any cause or the theft or disappearance of any exhibit or property contained in and about the booth area. The Exhibitor agrees to indemnify and hold harmless SAA, and host facility, or their employees or representatives, against any and all liabilities for damage, injury, or loss to all persons and any and all claims arising out of acts or omissions of exhibitors, their employees, representatives, or guests. SAA will not be held responsible or liable for charges or damages for any failure of performance due to Acts of God, labor disputes, shortage of materials, governmental authority, foreign hostilities, or other circumstances beyond reasonable control of either party.

10. **Insurance Information** — The conference organizers will endeavor to assist in the protection of Exhibitors by providing security at all times when the exhibit hall is closed. Due to the tremendous value of exhibits, however, it is impractical and impossible to insure Exhibitors’ equipment against loss, theft, damage, and breakage. Neither the exhibit building nor any of its employees or representatives, nor any representative of SAA, nor any sub-contractor will be responsible for any injury, loss, or damage to the Exhibitor, its employees, or its property. In addition, the Exhibitor should carry adequate insurance to protect from damage or injury caused by the negligence of the Exhibitor, its agent, or its employees. Show management will cooperate fully but cannot assume responsibility for damage to the Exhibitor’s property or lost shipments, either arriving or departing from the show site. If the exhibit fails to arrive, the Exhibitor will remain responsible for booth rental; refunds will not be made. Exhibitors should carry insurance against such risks.

11. **Union Labor** — Exhibitors must comply with union regulations applicable to installation, dismantling, and display of exhibits.

12. **Observance of Laws** — Exhibitors shall abide by and observe all laws, rules, regulations, and ordinances of any applicable government authority and all rules of the Exhibit Building.

13. **Exhibitor Conduct** — Distribution of pamphlets, brochures, or any advertising matter must be confined to the exhibit space, unless prior written permission is received from the conference organizers.

14. **Attendee Lists** — The conference organizers will make registration lists available to the Exhibitor 3 weeks prior to and/or 4 weeks after the Exposition, if requested in writing by the Exhibitor. Exhibitor may not sell, lend, or give these lists to any parties outside Exhibitor’s organization. All requests should be directed to SAA2007@gomeeting.com
Corporate Sponsorship Opportunities

A Corporate Sponsorship offers major contributors a special opportunity for continued recognition before, during, and after ARCHIVES/CHICAGO 2007. You’ll gain great visibility and have the chance to mingle with SAA’s leaders, staff, speakers, and supporters.

Gold Sponsor ........................................................... $20,000
- Ten conference registrations (a $4,000 value!)
- Two 8 x 10 premium-location Exhibit Hall spaces (a $1,900 value!)
- Your company name on all meeting signage displayed outside all meeting rooms and public hallways
- An individual event of your choice up to $15,000
- Corporate Gold Sponsor listing and logo in Preliminary and Onsite programs
- Full-page ads in Preliminary and Onsite programs (a $1,000 value!)
- Full-page ad in a pre-meeting issue of Archival Outlook (a $510 value!)
- Listing on the SAA website, with a direct link to your site
- Multi-media recognition at the Plenary sessions
- Special acknowledgment by the Plenary session chairs
- Ten invitations to the President’s Reception
- Your company’s promotional material inserted free in all attendee registration bags

Silver Sponsor .......................................................... $15,000
- Five conference registrations (a $2,000 value!)
- One 8 x 10 premium-location Exhibit Hall space (a $1,050 value!)
- Sponsorship of a take-away of your choice up to $10,000
- Corporate Silver Sponsor listing and logo in Preliminary and Onsite programs
- Full-page ads in Preliminary and Onsite programs (a $1,000 value!)
- Full-page ad in a pre-meeting issue of Archival Outlook (a $510 value!)
- Listing on the SAA website, with a direct link to your site
- Five invitations to the President’s Reception
- Your company’s promotional material inserted free in all attendee registration bags

Bronze Sponsor ........................................................ $10,000
- Two conference registrations (a $798 value!)
- One 8 x 10 Exhibit Hall booth
- Sponsorship of attendee badge wallets
- Half-page ads in Preliminary and Onsite programs (a $700 value!)
- Corporate Bronze Sponsor listing and logo in Preliminary and Onsite programs
- Listing on the SAA website, with a direct link to your site

Now you can enhance your exposure at ARCHIVES/CHICAGO 2007 with sponsorship of an attendee take-away or event. Sponsorship is an extremely effective way to communicate your company’s commitment to archivists and records managers, their institutions, and their profession. A sponsorship proclaims your interest in providing the best education and networking in the profession. And with ARCHIVES/CHICAGO 2007’s comprehensive list of sponsorship options, you’re sure to find one that meets your company’s needs and budget!

At ARCHIVES/CHICAGO 2007, you’ll share your message with more than 1,500 archives and records professionals from around the world. Attendees enjoy a week-long program of workshops, education sessions, networking opportunities, and special events. The THINK BIG! EXPO offers industry suppliers and partners the chance to showcase products and services to the profession’s decision makers. Here’s your chance to take your commitment to the next level!
All-Attendee Reception* $35,000
The event that just keeps growing! Attendees take advantage of this time to network with old friends and colleagues and to make new ones. You’ll have the opportunity to highlight your organization’s name and presence in a relaxed and fun atmosphere as archivists take on Sweet Home Chicago! Sponsor the entire event or select from the “a la carte” menu below:

- **Can We Buy You a Drink?**
  Your opportunity to have “face time” with attendees as they enter the reception site. Pre-printed drink tickets will include the following text: “Free Drink compliments of Your Company Name and Logo.”
  $5,000

- **Food Station** — Sponsor one of our delectable food stations at the reception. We’ll place signage at your station and also provide attendees with any giveaways (eg, napkins, pens, trinkets) that you provide.
  $2,000

- **Transportation** — We’ll place your company name on each and every bus that you sponsor! In addition, we’ll make an announcement on your sponsored bus en route to our reception to publicly thank your company for its sponsorship. Be sure to take your sponsored bus, so that we can personally acknowledge you!
  $500 per bus

*For those not able to sponsor the entire event, partial sponsorships are available.

**Specific Sponsorship Opportunities**
If you’d prefer, you may sponsor individual events or take-away items that are sure to be memorable for meeting attendees. Following are lots of options to help you meet your marketing goals within your budget. All sponsors will be listed in the Onsite Program and on the SAA website just as soon as sponsorship is confirmed. Confirm early for additional exposure!

**THINK BIG! Happy Hour in the Exhibit Hall** $15,000
Here’s your chance to showcase your company in the Exhibit Hall, where your current and prospective clients have direct access to you. We’ll highlight your generosity on a large “thank you” banner, signage at all food stations, and drink tickets that carry your company name and logo. And we’ll provide a public “thank you.”

**ARCHIVES/CHICAGO 2007 Tote Bags** $10,000
How many tote bags does anyone need? Well, based on the clamoring for bags every year, we can only assume that the answer is “never enough!” Imagine your company name and logo displayed all week long as more than 1,500 attendees carry their tote bags around the meeting facility, around Chicago, and back home. They’ll remember your company’s generosity for years to come!

**Chicago Blues Brunch in the Exhibit Hall** $10,000
Yes, the feeding frenzy continues! Our attendees love to eat, and you’re sure to receive their thanks and recognition for providing a delectable Chicago Blues Brunch, complete with all the trimmings. This 2-hour event will feature food station signage and a banner highlighting your company’s name and logo, and a public “thank you” for your generosity.

**Attendee Badge Wallets** $5,000
Attendees are required to wear their badges just about everywhere, and your company name and logo will travel with them during the conference—and beyond. Let’s see: 1,500 attendees x 1,000 impressions/day x 6 days equals....?

**President’s Reception** $3,000
Select groups are invited to attend the President’s Private Reception. Here’s your opportunity to place your company’s name before past, present, and future leaders of SAA. You’ll receive personal thanks from the President and signage at the door.

**New Member/First-Timer Breakfast** $3,000
More and more come every year as SAA membership continues to grow! If you’re looking for new leads and contacts, what better place to make an important first impression than at this special function just for new members and first-time attendees? Here’s your chance to develop strong partnerships with the future of the profession! Sponsorship includes signage and a public “thank you.”

**“Last Chance” Exhibit Hall Break** $3,000
No matter how well attendees plan, they always seem to find themselves in the Exhibit Hall for that one last visit before the hall closes. You can take advantage of this heavily trafficked time to leave a lasting impression. Sponsorship includes snack station signage and a public “thank you.”

**Closing Party Band/Entertainment** $3,000
You’ll leave a “lasting” impression at this last official event of ARCHIVES/CHICAGO 2007. Archivists love to rock, and our hired entertainers will make sure they dance the night away — thanks to you!

For complete information about these sponsorship opportunities—or to begin customizing your own sponsorship—please contact: Nancy Beaumont, SAA Executive Director (312-922-0140, nbeaumont@archivists.org) or Nicole Unger, Conference & Logistics Consultants (410-571-0590, saa2007@gomeeting.com).
Sponsorship Agreement

This sponsorship agreement is between the Society of American Archivists (SAA) and 

(Company name) ................................................................., which agrees to sponsor the following item(s) or event(s) at ARCHIVES/CHICAGO 2007, to be held August 29 - September 1, 2007, in Chicago. SAA agrees to provide recognition to (Company name) ................................................................. at ARCHIVES/CHICAGO 2007 as detailed on the accompanying "Sponsorship Opportunities" form, which is considered a part of this agreement.

Please indicate your selections(s) from the following options:

<table>
<thead>
<tr>
<th>ITEM OR EVENT</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ All-Attendee Reception</td>
<td>$35,000</td>
</tr>
<tr>
<td>□ Gold Sponsor</td>
<td>$20,000</td>
</tr>
<tr>
<td>□ Silver Sponsor</td>
<td>$15,000</td>
</tr>
<tr>
<td>□ THINK BIG! Happy Hour in the Exhibit Hall</td>
<td>$15,000</td>
</tr>
<tr>
<td>□ Bronze Sponsor</td>
<td>$10,000</td>
</tr>
<tr>
<td>□ ARCHIVES/CHICAGO 2007 Tote Bags</td>
<td>$10,000</td>
</tr>
<tr>
<td>□ Chicago Blues Brunch in the Exhibit Hall</td>
<td>$10,000</td>
</tr>
<tr>
<td>□ Attendee Badge Wallets</td>
<td>$5,000</td>
</tr>
<tr>
<td>□ Can We Buy You a Drink?</td>
<td>$5,000</td>
</tr>
<tr>
<td>□ President’s Reception</td>
<td>$3,000</td>
</tr>
<tr>
<td>□ New Member / First-Timer Breakfast</td>
<td>$3,000</td>
</tr>
<tr>
<td>□ Closing Party Band / Entertainment</td>
<td>$3,000</td>
</tr>
<tr>
<td>□ &quot;Last Chance&quot; Exhibit Hall Break</td>
<td>$3,000</td>
</tr>
<tr>
<td>□ Food Station at All-Attendee Reception</td>
<td>$2,000</td>
</tr>
<tr>
<td>□ Reception Transportation</td>
<td>$500 per bus</td>
</tr>
<tr>
<td>□ Other Sponsor Opportunity</td>
<td>$</td>
</tr>
</tbody>
</table>

Describe here: ______________________________________________________________________________________________________________________________________________________________________________________________________________________________________

For those not able to sponsor the entire event, partial sponsorships are available.

The Undersigned parties agree to the above:

Company Representative Name (Please Print) .................................................................

Title (Please Print) ........................................................................................................

Signature ........................................................................................................................

Company Name (Please Print) ...........................................................................................

Date Signed ......................................................................................................................

Nancy P. Beaumont, SAA Executive Director

The Society of American Archivists

Date Signed

Society of American Archivists • 527 South Wells Street, 5th Floor, Chicago, IL 60607-3922 • 312-922-0140 • Fax 312-347-1452 • Info@archivists.org • www.archivists.org
Increase your visibility by advertising in the ARCHIVES/CHICAGO 2007 Preliminary and Onsite Programs!

The ARCHIVES/CHICAGO 2007 Preliminary Program...
...is sent to more than 4,800 current SAA members, as well as past meeting attendees and archives and records professionals who live and work within 500 miles of the meeting site. It includes complete information about the content of the meeting, and is the major tool that prospective attendees use to determine if and when they will attend the meeting.

The ARCHIVES/CHICAGO 2007 Onsite Program...
...will remain on the shelves of the more than 1,500 meeting attendees as a keepsake of the meeting — and your message will be seen again and again.

<table>
<thead>
<tr>
<th></th>
<th>Preliminary Program</th>
<th>Onsite Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising Deadline</td>
<td>March 1, 2007</td>
<td>May 31, 2007</td>
</tr>
<tr>
<td>Circulation</td>
<td>5,000</td>
<td>1,500</td>
</tr>
<tr>
<td>Trim Size</td>
<td>8 1/2 x 11</td>
<td>5 1/2 x 8 1/2</td>
</tr>
<tr>
<td>1/4-page Rates and Sizes</td>
<td>$250 / 3 1/4 wide x 4 1/4 deep</td>
<td>Not available</td>
</tr>
<tr>
<td>1/2-page Rates and Sizes</td>
<td>$400 / 7 x 4 1/2</td>
<td>$300 / 4 1/2 x 3 3/4</td>
</tr>
<tr>
<td>Full-page Rates and Sizes</td>
<td>$550 / 7 x 9</td>
<td>$450 / 4 1/2 x 7 1/2</td>
</tr>
<tr>
<td>Inside Front Cover</td>
<td>$700 / 7 x 9</td>
<td>$525 / 4 1/2 x 7 1/2</td>
</tr>
<tr>
<td>Inside Back Cover</td>
<td>$700 / 7 x 9</td>
<td>$525 / 4 1/2 x 7 1/2</td>
</tr>
<tr>
<td>Back Cover (Premium)</td>
<td>$800 / 7 x 9</td>
<td>$625 / 4 1/2 x 7 1/2</td>
</tr>
</tbody>
</table>

Ad Specifications:
Clean black-and-white or red copy only. Glossy photos only. Artwork to size. Ads may be sent as electronic files if they are created in QuarkXpress, Adobe Illustrator, or Adobe Photoshop. They may be saved as or include graphics in .tiff, .eps, or .jpg format and must be at least 300 dpi. (Files sent in any formats other than those outlined may not be usable. Additional fees will be incurred to translate, and quality of reproduction may be compromised. Conversion of ads to preferred materials, as well as other production charges, will be billed at cost plus handling.) Save files on floppy disk, 100MB Zip, or CD. Macintosh files are preferred, but PC files are accepted. All picture files, fonts, and a final paper proof must be included. For questions regarding electronic submission, please contact Carlos Salgado at csalgado@archivists.org. To send your files electronically, please Stuff or Zip the files and email them to csalgado@archivists.org.
## Advertising Application

<table>
<thead>
<tr>
<th>A.</th>
<th>Preliminary Program</th>
<th>B.</th>
<th>1/4 page</th>
<th>C.</th>
<th>Exhibitor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Onsite Program</td>
<td></td>
<td>1/2 page</td>
<td></td>
<td>Non-exhibitor</td>
</tr>
<tr>
<td></td>
<td>Both Programs</td>
<td></td>
<td>Full Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Inside Front Cover</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Inside Back Cover</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Back Cover</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Send artwork and payment to:**

Society of American Archivists  
527 S Wells St, Fifth Floor  
Chicago, IL 60607  
312-922-0140  
312-347-1452 (fax)  
csalgado@archivists.org

**Artwork must accompany payment.**

**COMPANY NAME**

**CONTACT**

**ADDRESS**

**CITY**  
**STATE**  
**ZIP**

**TELEPHONE**  
**FAX**

**EMAIL ADDRESS**
To Reserve Booth Space:

- Please read the Exhibit Rules and Regulations carefully. They can be found on the obverse of the enclosed Contract for Exhibit Space.
- Review the floor plan, select your desired booth locations, and complete the enclosed Contract for Exhibit Space.
- Space will be assigned on a first-come, first-served basis. We encourage you to sign up soon, as we expect the THINK BIG! EXPO to be a sell-out!
- For inclusion of your listing in the Onsite Program, your application must be received by May 31, 2007.
- A signed contract and payment are required to secure your exhibit location.