



Exhibitor Information

ASOR 2011 Annual Meeting, San Francisco

Westin St. Francis Hotel, November 16-19

SCHEDULE (tentative):

Set-Up: Wednesday, November 16, 12:00pm-4:00pm

Exhibit Hours: Wednesday, November 16, 4:00pm-8:00pm
Thursday, November 17, 8:00am-6:00pm
Friday, November 18, 8:00am-6:00pm
Saturday, November 19, 8:00am-12:00pm

Take-Down: Saturday, November 19, 12:00pm-4:00pm

EXHIBITOR OPTIONS...

- ❖ ASOR is offering two options to exhibitors: full tables or self serve tables.
 1. **Full tables** (six foot, draped with two chairs) will be staffed and set-up by representatives of a given company/institution/organization. ASOR will arrange to have boxes delivered to the assigned tables in the Exhibit Area (see shipping information sheet for rates).
 2. **Self-serve tables** provide an opportunity to participate as an exhibitor when you are unable to send a representative. ASOR is pleased to set-up and dismantle your display. Please send specific instructions. ASOR will not be able to return your books following the meeting—we will donate them to the ASOR library or another library in Atlanta.

EXHIBITOR DETAILS FOR ASOR's 2011 ANNUAL MEETING...

- ❖ Exhibitor tables locations will be assigned to best utilize the space available, and preference will be given to sponsors, advertisers, and those exhibitors who return a signed contract and payment early.
- ❖ Exhibitors are responsible for all shipping and receiving charges at the Westin St. Francis Hotel.
- ❖ ASOR is pleased to offer one complimentary exhibitor staff registration for each paid table. If you need name badges for more staff than the number of tables reserved, additional badges can be purchased for \$150 each. Please contact Kelley Bazydlo by phone at 617.353.6576 or email at asorad@bu.edu, if you are interested in purchasing additional badges.
- ❖ All paid Exhibitors will receive a 50-word company/institution/organization description in the Annual Meeting Program Book and a listing on the Exhibitor website page with a hyperlink to your website.
- ❖ Are you looking to maximize your visibility at **ASOR's 2011 Annual Meeting**? If so, consider becoming an Annual Meeting sponsor and/or advertiser. Contact Kelley Bazydlo for more information.
- ❖ Each exhibitor must pay for its own audio-visual equipment and any other incidental charges associated with set up and breakdown of their exhibit.
- ❖ Option to purchase one-time rental of attendee mailing list (may purchase before or after the Annual Meeting). Contact Kelley Bazydlo at 617.353.6576 or email at asorad@bu.edu for more information.