AAUP Exhibit Dates: June 3 & 4

Exhibitor Information

The AAUP Annual Meeting and Exhibits offers an opportunity to meet decision-makers from all of the major university presses and a number of other scholarly publishers. If you offer products and services of interest to scholarly publishers, you should plan to attend. Meeting registrants are primarily staff from AAUP’s member presses. AAUP annual meetings typically attract between 500 and 600 registrants. AAUP Exhibitors offer a range of services that include: printing, typesetting, paper supply, copyright licensing, e-book / e-content providers, database and publishing software solutions, and more.

Location
The 2011 AAUP Annual Meeting and Exhibits will be held in Baltimore at the Baltimore Marriott Waterfront. The Exhibits will be located in the in Grand Foyers West and North of the 3rd floor of the hotel. Tables are outside the banquet hall / general session room and adjacent to the AAUP registration area. Coffee breaks will be scheduled in the Exhibit area. Please note the different table rates for tables in Foyer North and West.

Hours
Set-up       Friday, June 3       8:00 to 10:00 a.m.
Exhibits Open
Friday, June 3 10:00 a.m. to 6:00 p.m.
Saturday, June 4 8:00 a.m. to 4:00 p.m.
Tear Down     Saturday, June 4      4:00 to 5:00 p.m.

Fees (Rates do not include meals)
Tables 1-31 (located in Foyer West)
Table with 1 representative: $1,350
Table with 2 representatives: $1,400

Tables 32-39 (located in Foyer North)
Table with 1 representative: $1,200
Table with 2 representatives: $1,250

AAUP Partner Rate (Rates do not include meals)
Tables 1-31 (located in Foyer West)
Table with 1 representative: $945
Table with 2 representatives: $995

Tables 32-39 (located in Foyer North)
Table with 1 representative: $845
Table with 2 representatives: $895

Rates include one six-foot draped table and chairs. (There will be additional charges for any electrical and audiovisual needs.) Exhibits are strictly table-top; no large displays or booths will be allowed. There is a limit of one table per company. Exhibitor representatives are entitled to attend annual meeting sessions and receptions. There is an additional fee for attending group meals. If a company would like to send more than two representatives, each additional representative will be required to pay the appropriate meeting registration fee.
Reserving Space
Return the completed contract with your top 3 table choices. Please review the enclosed diagram for table locations. Exhibit tables will be reserved on a first-come, first-served basis. AAUP will ask you to provide alternate suggestions if none of your top choices are available. 2010 exhibitors and partners will receive exhibit contracts about a week before materials are available to everyone else. Individual registration forms will be sent once we receive your table contract.

There will be a limit of 39 tables. AAUP will send you an e-mail to confirm receipt of your reservation form. A non-refundable 20% deposit is due at the time of your reservation. The balance can be paid by credit card, or AAUP can invoice you. Full payment is due by April 1, 2011.

Cancellation Policy
Cancellations received in writing prior to April 1, 2011 will forfeit the 20% deposit. Cancellations received in writing between April 1 and May 13 will be subject to a 50% cancellation fee. No refunds for cancellations received after May 13, 2011.

Benefits
All exhibiting companies will be listed both in the meeting program distributed on site and on AAUP’s website. Coffee breaks will be held in the Exhibit area. In addition, Exhibitors will receive, free of charge, mailing lists of up to 375 key press staff members in the areas of your choice (directors, production managers, etc). Or, Exhibitors can opt to receive a list of meeting registrants a few weeks before the conference. In addition, a list of all exhibitors with a description of services that they provide will be included in attendees’ registration packets. For an additional fee, exhibitors can advertise in the registrants e-newsletter (space is limited).

Prize Drawings
Exhibitors can increase traffic to their tables and collect business cards by donating items for a prize drawing. AAUP will perform the drawing and announce the winners at the final luncheon on June 4. Bring a bowl to collect business cards at your table. Let AAUP know in advance what your company will be offering, and AAUP will advertise in meeting packets.

Shipping
AAUP exhibitors should be able to ship directly to the Baltimore Marriott Waterfront. Additional information will be sent to exhibitors with instructions once tables are booked.

Electrical / AV / Internet Information
There will be an additional charge for exhibitors with electrical and audio visual needs. Prices and additional information will be sent to exhibitors in a few weeks. Exhibitors will make arrangements and pay the hotel directly.

Exhibitors should have access to hotel wifi at no additional charge. Exhibitors who need a wired connection must arrange one directly with hotel and are responsible for all costs. Contact Susan Patton at spatton@aaupnet.org for the appropriate hotel contact.

Hotel Reservations
A block of rooms has been set aside at Baltimore Marriott Waterfront for meeting registrants and exhibitors. The convention rate is $209/night (plus 15.5 % tax) for a single or double room. AAUP Annual Meeting attendees are strongly encouraged to stay at the Marriott. To make a reservation, call (800) 266-9432 and specify that you are part of the Association of American University Presses group.

Sponsorship Opportunities
AAUP is seeking sponsors for coffee breaks, breakfasts, speakers and more. Sponsors will be recognized on AAUP’s website, in the program, and on signage. Please contact Susan Patton spatton@aaupnet.org for more information.

Questions?
Contact Kim Miller at kmiller@aaupnet.org or Susan Patton at spatton@aaupnet.org.
Firm Name ____________________________________________________________

Contact Person ____________________________  Job Title ____________________________

Address ____________________________________________________________________________

City, State, Zip, Country ____________________________________________________________

Phone Number __________ Fax Number _________________________________________________________________________________________

E-mail ___________________________ Company Web site ____________________________

Please reserve:

General Rate Tables 1-31 (Foyer West)

_____ Exhibit table with 1 representative (no meals included): $1,350

_____ Exhibit table with 2 representatives (no meals included): $1,400

Partner Rate Tables 1-31 (Foyer West) Enrollment forms enclosed

_____ Exhibit table with 1 representative (no meals included): $945

_____ Exhibit table with 2 representatives (no meals included): $995

General Rate Tables 32-39 (Foyer North)

_____ Exhibit table with 1 representative (no meals included): $1,200

_____ Exhibit table with 2 representatives (no meals included): $1,250

Partner Rate Tables 32-39 (Foyer North)

_____ Exhibit table with 1 representative (no meals included): $845

_____ Exhibit table with 2 representatives (no meals included): $895

Table choices (see diagram for layout): 1st _____ 2nd _____ 3rd_____

Please charge:

$ ______ 20% nonrefundable deposit only (please invoice for the balance)

$ ______ Full amount due

To my ___Visa___MC ___ AMEX  

Card number ___________________________ Exp. date _____ Security code ______

Name on card ___________________________ Billing zip code _______

Signature ____________________________________________________________________

Check for:

$ ______ 20% nonrefundable deposit enclosed (please invoice for the balance)

$ ______ Entire amount enclosed

Neither the Baltimore Marriott Waterfront nor AAUP provides insurance for exhibited materials. If you wish to have coverage for your materials, you must contact an insurance agent directly. Please return the attached damage waiver with your contract.

Signature of representative ___________________________ Date ________________

Return to:

Kim Miller,  AAUP 28 W. 36th St., Suite 602  New York, NY 10018

Fax: (212) 989-0275 • kmiller@aaupnet.org / annualmeeting@aaupnet.org
Waiver form must be signed and returned to the AAUP Central Office. No Exhibitor will be allowed to display materials without a signed waiver form on file.

Waiver:
Exhibitor hereby agrees to assume all risks relating to exhibitor’s property and participation in the 2011 AAUP Exhibit and Annual Meeting. Exhibitor agrees to indemnify and hold harmless the Association of American University Presses, its agents and employees, and the Baltimore Marriott Waterfront from and against any and all damage or loss arising from or out of Exhibitor’s use of exhibit space and/or Exhibitor’s activities in connection thereto and/or Exhibitor’s participation in the 2011 AAUP Exhibit and Annual Meeting.

Exhibiting Company

Company Representative

Title

Signature

Date

Waivers must be returned by April 15, 2011 to:

AAUP, Attn: Kim Miller
28 West 36th Street, Suite 602
New York, NY 10018
Fax (212) 989-0275 / e-mail: kmiller@aaupnet.org

Prize Drawing Participation

Prize Drawing

_____ Yes, My company would like to participate in the Prize Drawing. My company will offer:

_____ Yes, My company would like to participate in the Prize Drawing. We will notify the AAUP Central Office of the prize to be offered by April 15, 2011.

_____ No, My company will not participate in the Prize Drawing.

Return to:
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New York, NY 10018
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