

21st ANNUAL WORLD HISTORY ASSOCIATION CONFERENCE
Albuquerque High School, Albuquerque, New Mexico
June 27-30, 2012

EXHIBIT & ADVERTISING FORM

The WHA appreciates your support. We encourage you to consider additional visibility by underwriting one of the sponsorship opportunities listed below. If you have additional questions or would like to suggest alternative sponsorship opportunities (lanyards, flashlight/keychains, etc.), please contact Winston Welch at thewha@hawaii.edu.

To thank exhibitors and advertisers for supporting the WHA, we invite you to forward a logo, the link to your website, and a statement of up to 75 words to post on our website. Please submit your statement and logo to thewha@hawaii.edu at the time of reservation. All exhibitors and advertisers will also be recognized in the conference program and have their logos prominently displayed.

SPONSORSHIP OPPORTUNITIES

"MEET THE AUTHOR" SESSION - \$2,000 COFFEE BREAK - \$2,000 WATER BOTTLES - \$2,500

These four options include 1 ad page in the conference guide and 2 conference badges.*

KEYNOTE LECTURE - \$3,000 FLASH DRIVES - \$4,000
 LUNCHEON - \$5,000 CONFERENCE BAGS - \$5,000

For other sponsorship opportunities, please email thewha@hawaii.edu. TOTAL \$ _____

EXHIBIT TABLE ONLY

1 TABLE - \$750 | 2 TABLES - \$1,300 | EACH ADDITIONAL TABLE - \$500

Includes: • One conference registration badge* per exhibitor (for additional badges, see below)
 • Table skirting and full cloth covers • Tables are approximately 6' x 2.5' • Two chairs per table

NUMBER OF TABLES _____ TOTAL \$ _____

UNSTAFFED / STUDENT-STAFFED EXHIBIT TABLE

UNSTAFFED - \$450 | STUDENT-STAFFED - \$600

Shipping information can be found on Page 3. Please make sure box is clearly labeled: "EXHIBITOR WHA CONFERENCE"

NUMBER OF TABLES _____ TOTAL \$ _____

ADVERTISING OPPORTUNITIES

1 PAGE - \$750 | 2 PAGES - \$1,300 | EACH ADDITIONAL PAGE - \$500
 OUTSIDE BACK COVER - \$1,500 | INSIDE FRONT OR BACK COVER - \$1,000

Ad size should be 7" x 9.5" and sent to the WHA as a PDF file. Copy and graphics due by **APRIL 1, 2012** to thewha@hawaii.edu.

NUMBER OF PAGES _____ TOTAL \$ _____

COMBINATION EXHIBIT TABLE + CONFERENCE PROGRAM ADVERTISING + WHB FALL 2012 AD

1 TABLE - \$1,750 | EACH ADDITIONAL TABLE OR AD PAGE - \$500

Includes: • Everything listed under "Exhibit Table Only" (one skirted table, 2 chairs, one conference registration badge*)
 • One-page ad in conference program (please contact us if you want additional ad pages)
 • One-page ad in the Fall 2012 issue of the *World History Bulletin* (a \$500 value)

NUMBER OF TABLES _____ TOTAL \$ _____

CONFERENCE BAG INSERTS

\$750 PER ONE-PAGE INSERT NUMBER OF INSERTS _____ TOTAL \$ _____

Shipping information can be found on Page 3. Please make sure box is clearly labeled: "INSERTS WHA CONFERENCE"

BADGE INFORMATION*

Complete the following information for Exhibit Tables and Sponsorship Opportunities that include 1 or 2 conference registrations, or for additional badges you wish to purchase. Use the back of this page to list additional badge names/titles and email addresses.

NAME/TITLE _____ EMAIL _____

NAME/TITLE _____ EMAIL _____

PURCHASE _____ ADDITIONAL BADGES @ \$295 EACH TOTAL \$ _____

Telephone: 808-956-7688 | Fax: 808-956-9600 | Email: thewha@hawaii.edu | Website: www.thewha.org

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SUM TOTAL OF EXHIBIT TABLES, ADVERTISING & ADDITIONAL BADGES FROM PAGE ONE

SPONSORSHIPS	\$ _____	ADVERTISING ONLY	\$ _____
EXHIBIT TABLE(S) ONLY	\$ _____	CONFERENCE BAG INSERTS	\$ _____
UNSTAFFED/STAFFED TABLE	\$ _____	ADDITIONAL BADGES	\$ _____
COMBO EXHIBIT TABLE & ADS	\$ _____		

TOTAL AMOUNT ENCLOSED OR TO BE CHARGED \$ _____

CONTACT INFORMATION

Company Name (as it should appear in program) _____

Contact Person _____ **Email** _____

Mailing Address _____

Phone _____ **Fax** _____

Payment must be received 60 days prior (April 27, 2012) to the Exhibit Hall opening. Payment can be made with a credit card, check or money order. All payments must be made in U.S. funds, drawn on U.S. banks, and made payable to the WORLD HISTORY ASSOCIATION. Checks not drawn on U.S. banks will be returned to sender.

PAYMENT INFORMATION

Check/M.O. Enclosed Visa MC Amex Discover

Card # _____ **Exp. Date:** _____

Cardholder's Name _____ **CID # (3-4 digits on front/back of card)** _____

Billing Address _____

_____ **Phone** _____

Signature _____ **Date:** _____

*The CID or CVV2# is a 3-digit number located on the back of your card following the account number (for MC and Visa). For AmEx, it is a 4-digit, non-embossed number printed above your account number on the face of your card. This number is required for all card-not-present transactions.

Note: Returned checks will be assessed a \$35 fee.
Please mail form with payment to the address listed below or fax form with credit card information to 808-956-9600.

THE WHA CONFERENCE COMMITTEE WILL DO EVERYTHING POSSIBLE TO MEET YOUR NEEDS.
FOR SPECIAL REQUESTS, PLEASE CONTACT EITHER
WINSTON WELCH, WHA EXECUTIVE DIRECTOR, AT THEWHA@HAWAII.EDU

THANK YOU FOR YOUR RESERVATION.

Telephone: 808-956-7688 | Fax: 808-956-9600 | Email: thewha@hawaii.edu | Website: www.thewha.org

WORLD HISTORY ASSOCIATION, UNIVERSITY OF HAWAII AT MANOA, 2530 DOLE STREET, SAK A-203, HONOLULU, HI 96822-2383 USA

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CONFERENCE GUIDELINES AND FAQs

GENERAL: Exhibitors understand and accept the table information, exhibit hours, installation and dismantling procedures, and other related information.

SHIPPING INFORMATION: Please arrange for your shipments to arrive between **June 15 - 25, 2012**, by USPS, UPS, FedEx or DHL shipping services. Please note that the conference will end on Saturday, June 30th and normal package pickup will not be available that day. Unless special arrangements are made, we ask that all remaining books and collateral materials left behind be donated to Albuquerque High School at the end of the conference.

SHIPPING ADDRESS:

c/o Connie Hudgeons
For: Your Name / Company Name
World History Assn. Conference
Albuquerque High School
800 Odelia Rd. NE
Albuquerque, NM 87102-1619

Telephone: 505-843-6400

Please label your boxes clearly with either:
“EXHIBITOR WHA CONFERENCE” or
“INSERTS WHA CONFERENCE”

EXHIBIT VENUE/HOURS:

The exhibit venue will be centrally located. While wireless internet service is free in the common areas and rooms of the facility, access to electrical power in the exhibitor’s area may be limited. If your exhibit requires electrical power, please let us know and we will do our best to honor your request.

Set up may take place from 11:00 a.m. - 3:00 p.m. on Wednesday, June 27th.

Exhibit Hours:	Thursday, June 28 th	8:00 a.m. – 5:00 p.m.
	Friday, June 29 th	9:30 a.m. – 5:30 p.m.
	Saturday, June 30 th	8:00 a.m. – 4:00 p.m.

Exhibitors are requested to not begin dismantling their displays before the closing on Saturday. All exhibitors are responsible for packing up and shipping back their own display materials and clean up of own display area. Display items left behind will be donated to the host institution or discarded. Further questions concerning set up, break down, storage, or the exhibition space may be addressed to the WHA offices at thewha@hawaii.edu or 808-956-7688.

LIABILITY: The World History Association (WHA) and Albuquerque High School (AHS) will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor’s employees or property, or to any other person prior, during or subsequent to the period covered by the exhibit contract. Each exhibitor assumes such responsibility solely and hereby agrees to protect, indemnify and defend and save WHA and AHS and their employees and agents against all claims, losses, damages to persons or property, governmental charges, or fines, and attorney’s fees arising out of or caused by thereof. Each exhibitor acknowledges that the WHA and AHS are not responsible for, and do not maintain insurance covering exhibitor’s property or persons and that it is the sole responsibility of each exhibitor to obtain business interruption, property damage, “extra territorial,” personnel, and public liability insurance or to bear the risk. Conference or exhibitor/sponsorship fees do not include provisions for the insurance of participants against personal injuries, sickness, death, theft or damage to property. This applies to any event associated with the conference during the entire conference period. Neither Albuquerque High School, nor the World History Association, its agents, officers or employees are responsible for loss, injury, or damages to persons or belongings however caused.

DAMAGES TO THE PROPERTY OF OTHERS: Exhibitors agree not to injure, deface, or otherwise damage exhibit room structures, furniture, equipment, or property of Albuquerque High School. If such damage occurs, the exhibitor shall be liable to the owners of the property. Posting, tacking, nailing, screwing, or otherwise attaching anything to columns, walls, floors, or other parts of the building or furniture is strictly prohibited. Any action deemed by WHA as necessary or proper for the protection of the building, equipment or furniture will be exhibitor’s responsibility.

CANCELLATION: Notice of intent to cancel must be received and acknowledged by the WHA before April 15, 2012. Cancellations are subject to a fee of \$100 per reservation. No refunds will be made after April 15, 2012.

FAILURE TO OCCUPY SPACE: Space not occupied at the close of the set-up period is forfeited by the exhibitor and may be resold or reassigned by the WHA.