



# ASSOCIATION FOR THE STUDY OF AFRICAN AMERICAN LIFE AND HISTORY

103RD ANNUAL ASALH CONFERENCE · OCTOBER 3-7, 2018  
 INDIANAPOLIS MARRIOTT DOWNTOWN, INDIANAPOLIS, IN

2018 BLACK HISTORY THEME: AFRICAN AMERICANS IN TIMES OF WAR

## EXHIBITOR AND ADVERTISER REGISTRATION FORM

### EXHIBIT HALL HOURS:

Thursday 12 noon - 9:00 p.m., Friday 8 a.m. - 6:30 p.m., Saturday 8 a.m. - 4 p.m.

### EXHIBIT SPACE ASSIGNMENTS:

Spaces Are Filled In Order Of Receipt Of Completed Applications And Full Payment

Early Bird Payment received before June 5, 2018	Pre-Registration Payment received June 6 - August 31, 2018	On-Site Registration* Payment received September 1 - October 1, 2018
<input type="checkbox"/> \$400 Qty. ____	<input type="checkbox"/> \$450 Qty. ____	<input type="checkbox"/> \$500 Qty. ____ <small>*Subject to availability</small>

Paid exhibitor space includes two (2) registrations for academic sessions only

### ADVERTISEMENT OPTIONS

All Ads Must Be 300 dpi, Black And White & Camera Ready  
 Submitted Electronically to: [programads@asalh.org](mailto:programads@asalh.org) No Later Than **AUGUST 31, 2018**

Full Page Ad 7 1/2" x 10"	Half Page Ad 7 1/2" x 4 3/4"	Quarter Page Ad 3 1/2" x 4 3/4"	Corporate Ad Institutional 7 1/2" x 10" <small>no sponsor benefits included</small>	Note: There will be a charge of \$50 for all ads submitted non-camera ready.  If you do not receive confirmation from ASALH that we've received your ad, email <a href="mailto:programads@asalh.net">programads@asalh.net</a>
<input type="checkbox"/> \$450 <input type="checkbox"/> \$375 Members Qty. ____	<input type="checkbox"/> \$300 <input type="checkbox"/> \$250 Members Qty. ____	<input type="checkbox"/> \$225 <input type="checkbox"/> \$175 Members Qty. ____	<input type="checkbox"/> \$1000 Full Page <input type="checkbox"/> \$500 Half Page Qty. ____	

### EXHIBITORS AND ADVERTISERS: PLEASE TYPE OR PRINT CLEARLY

Prefix \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Last \_\_\_\_\_ Suffix \_\_\_\_\_

Company name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_ Evening ( ) \_\_\_\_\_ - \_\_\_\_\_ Mobile ( ) \_\_\_\_\_ - \_\_\_\_\_

Goods/Services \_\_\_\_\_

FOR EXHIBITORS ONLY: I, (print name) \_\_\_\_\_, certify that I have read the Contracts and Liabilities Agreement and agree to adhere to the terms and conditions outlined for this conference.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Method of Payment:  Check or Money Order  Visa  MasterCard  AMEX CVV Code \_\_\_\_\_  Pay online at [www.asalh.org](http://www.asalh.org)

Total Amount \$ \_\_\_\_\_ Card number \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Card holder's name \_\_\_\_\_ Billing Address \_\_\_\_\_

Signature \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_ Facebook page \_\_\_\_\_ Twitter \_\_\_\_\_

### RETURN THIS FORM WITH PAYMENT TO:

ASALH Mailing Address • Howard Center • 2225 Georgia Avenue, NW Suite 331 • Washington, DC 20059  
 Phone 202-238-5910 • Fax 202-986-1506 • [exhibits@asalh.org](mailto:exhibits@asalh.org) • [www.asalh.org](http://www.asalh.org)

EXHIBITORS

ADVERTISERS

# CONTRACTS AND LIABILITY AGREEMENT

More than 1,000 community builders, historians, educators, business professionals, and students from across the nation will explore the 2018 National Theme: "African Americans in Times of War." A number of events such as a teachers' workshop, an authors' book signing, youth day, Black history bus tours, and banquets will bring together a diverse group of people. With more than 200 panels featuring prominent figures in Black cultural studies and scholars from all disciplines and ages, the ASALH convention presents an exciting opportunity for your company or organization to gain visibility and promote your products or projects. Include your social media handles so that we can promote your business at ASALH. For easy and convenient registration, please place your order [online at www.asalh.org](http://www.asalh.org). All prices are subject to change.

## CONTRACT FOR EXHIBIT SPACE

The 103rd Annual Conference of the Association for the Study of African American Life and History, Inc. (ASALH) will be held October 3-7, 2018, at the Marriott Indianapolis Downtown, Indianapolis, IN. Exhibit Hall Set-Up, Thursday, Oct. 4, 2018 9 a.m. - 11:30 a.m., Exhibit Hall Hours: Thursday, Oct. 4, 2018 12 noon - 9:00 p.m.; Friday, Oct. 5, 2018 8 a.m. - 6:30 p.m.; Saturday, Oct. 6, 2018 8 a.m. - 4 p.m. Dismantle Saturday, Oct. 6, 2018 at 4 p.m. Times subject to change.

## APPLICATIONS FOR SPACE

All applicants must complete the enclosed form and mail to ASALH no later than Saturday, August 1, 2018. Applications must be accompanied by payment for booth rental via check, money order or credit card [online at www.asalh.org](http://www.asalh.org). PLEASE DO NOT MAIL CASH! Applications by telephone will not be accepted.

## ASSIGNMENTS FOR SPACE

Spaces are filled in order of receipt of completed applications and full payment. Location preference given to previous ASALH exhibitors.

## EXHIBIT SPACE

Exhibits must conform to the size of assigned space and must not obstruct the view of other exhibitors. All booths are 8'x10' and include a 6 foot table and two chairs. Booths are piped and draped and a company sign will be provided. Exhibits not conforming to these specifications, or which, in design or operation is otherwise found objectionable in the opinion of ASALH will be prohibited. No materials may obstruct fire exits or create hazard. Included with all booths are (2) complimentary conference bags, each includes an Academic Program Journal, a Souvenir Journal, conference handouts and flyers, and (2) complimentary registrations for academic sessions only. Additional conference bags and journals will be available for a nominal fee. Exhibitor registration does not include meals or meal functions, the teacher's workshop, youth day, Black history bus tours, receptions, or banquets.

## CONTRACT ACCEPTANCE

Applicant agrees that unless and until the contract or exhibit space is accepted by ASALH, it is not binding.

## INSURANCE

It is the responsibility of the Exhibitor to secure their own insurance and hold ASALH and The Hilton Cincinnati Netherland Plaza Hotel harmless from any losses, insured or uninsured.

## TERMINATION OF MEETING AND EXHIBIT

Should the premises in which the ASALH Conference is to be held become, in the sole judgment of ASALH, unfit to occupy, or should the Meeting and Exhibits be materially interfered with by reason of strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of ASALH, the contract for exhibit space may be terminated. ASALH will not incur any liability for damages sustained by the exhibitor as a result of termination, the exhibitor expressly waives such liability and releases ASALH for all claims for damages and agrees that ASALH shall have no obligation except to refund the exhibitors a pro-rated share of the aggregate amount received by ASALH (as rental for exhibit space for said exhibit), after deducting all costs and expenses in connection with such exhibit including reasonable reserve for claims, such deductions being specifically agreed to by the exhibitor.

## WITHDRAWAL

Withdrawal by an exhibitor will not be accepted unless written notice of such withdrawal has been received by August 26, 2018. Any exhibitor who withdraws by this date receives 50% of said price. Exhibitor forfeits entire reservation fee after August 27, 2018.

## LIMITATION OF LIABILITY

ASALH will not be responsible for any loss, injury to, damage, including fire and theft, which may occur to an exhibitor or to his/her agents, or to his/her employees or to his/her property or wares arising from any cause whatsoever, prior to, during or subsequent to the period of this exhibit. Each exhibitor, by signing an application and contract to exhibit, expressly understands that he/she releases ASALH from, and agrees to indemnify it against any and all claims for such loss, injury or damage.

## GENERAL RESTRICTIONS

Electrical or other mechanical apparatus must be muffled so noise does not interfere with other exhibitors. The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. All muslin, velvet, silken or other cloth decoration must stand a flameproof test as prescribed by the local ordinance. Volatile explosives or other flammable matters, or other substance prohibited by the law or insurance carrier, are not permitted on the premises. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the hotel agents, servants, and employees from any and all such losses, damages, and claims. Distribution of materials and samples other than professional literature and products is strictly prohibited. Canvassing or distributing advertising matter outside the exhibitors own space is not permitted. Solicitors of businesses, or conferences in the interest of business, except by exhibiting firms, are prohibited. The Exhibit Manager reserves the right to restrict any exhibit which might be considered contrary to our mission and tradition. The restriction includes articles, conduct, dress of models, printed matters or anything objectionable to the exhibit as a whole.

All points not specifically covered are subject to the decision of ASALH. **All prices are subject to change.**