



# ASSOCIATION FOR THE STUDY OF AFRICAN AMERICAN LIFE AND HISTORY®

104TH ANNUAL ASALH CONFERENCE · OCTOBER 2-6, 2019  
EMBASSY SUITES BY HILTON IN NORTH CHARLESTON, SC

2019 BLACK HISTORY THEME: BLACK MIGRATION

## EXHIBITOR AND ADVERTISER REGISTRATION FORM

EXHIBITORS

### EXHIBIT HALL HOURS:

Thursday 12 noon - 9:00 p.m., Friday 8 a.m. - 6:30 p.m., Saturday 8 a.m. - 5 p.m.

### EXHIBIT SPACE ASSIGNMENTS:

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

<b>Early Bird</b> Payment received before May 31, 2019	<b>Pre-Registration</b> Payment received June 1 - August 31, 2019	<b>On-Site Registration*</b> Payment received September 1 - After
<input type="checkbox"/> \$425 Qty. ____	<input type="checkbox"/> \$475 Qty. ____	<input type="checkbox"/> \$525 Qty. ____ <small>*Subject to availability</small>

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

ADVERTISERS

### ADVERTISEMENT OPTIONS

All Ads Must Be 300 dpi, Camera Ready CMYK or Grayscale  
Submitted Electronically to: [programads@asalh.org](mailto:programads@asalh.org) No Later Than **July 31, 2019**

<b>Full Page Ad</b> 7 1/2" x 10"	<b>Half Page Ad</b> 7 1/2" x 4 3/4"	<b>Quarter Page Ad</b> 3 1/2" x 4 3/4"	<b>Corporate Ad</b> Institutional 7 1/2" x 10" <small>no sponsor benefits included</small>	<b>Note: There will be a charge of \$50 for all ads submitted non-camera ready.</b>  If you do not receive confirmation from ASALH that we've received your ad, email <a href="mailto:programads@asalh.org">programads@asalh.org</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 ( ) \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_ 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 \_\_\_\_\_  Paid 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 202-238-5915 • [exhibits@asalh.org](mailto:exhibits@asalh.org) • [www.asalh.org/advertise](http://www.asalh.org/advertise)

# CONTRACT FOR EXHIBIT SPACE

The 104th Annual Conference of the Association for the Study of African American Life and History, Inc. (ASALH) will be held October 2 – 6, 2019, at the North Charleston Convention Center. Exhibit Hall Set-Up: Thursday, October 3, 2019 at 8 a.m. – 11:30 a.m., Exhibit Hall Hours: Thursday, October 3, 2019 at 12 noon – 9:00 p.m.; Friday, October 4, 2019 at 8 a.m. – 6:30 p.m.; Saturday, October 5, 2019 at 8 a.m. – 5 p.m. Dismantle: Saturday, October 5, 2019 at 5:00 p.m. – 8:00 p.m. Times subject to change.

## BOOTH ASSIGNMENTS

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

## EXHIBIT SPACE

Exhibits must conform to the size of assigned space and must not obstruct the view of others. 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 a hazard. Included with all booths are (2) complimentary conference bags, an Academic Program Journal, a Souvenir Journal, conference handouts, 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, 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 Embassy Suites by Hilton and Convention Center in North Charleston, SC harmless from any losses, insured or uninsured.

## TERMINATION OF MEETING AND EXHIBIT

Should the premises in which the ASALH Conference is to be held becomes, 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 31, 2019. Exhibitors whose plans change may find a replacement exhibitor providing the exhibitor meets with the approval of ASALH. Details on the name, contact information and type of merchandise to be sold by the replacement exhibitor should be forwarded to ASALH by September 6, 2019, at [exhibits@asalh.org](mailto:exhibits@asalh.org).

Exhibitor forfeits entire reservation fee at 12:01 a.m. August 31, 2019. Any exhibitor who withdraws by this date receives 50% of said price.

## 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 and times are subject to change.

**Association for the Study of African American Life and History® | [exhibits@asalh.org](mailto:exhibits@asalh.org) | [www.asalh.org](http://www.asalh.org)**

**Mailing Address:** 2225 Georgia Avenue, NW  
The Howard Center, Suite 331  
Washington, DC 20059

**Physical Address:** 301 Rhode Island Avenue, NW  
Room 1512  
Washington, DC 20001