

EXHIBITOR RESERVATION AGREEMENT

53rd Annual Meeting, May 27-31, 2025

Hyatt Regency
Minneapolis, MN, USA



american
institute for
conservation

**Preserving Cultural
Heritage**

Exhibitor & Primary Contact Information—Please print or type

Company _____

Our Primary Contact _____

Address _____

City, State, ZIP, Country _____

Telephone _____ E-mail _____ Fax _____

Exhibit Booth Packages

Please indicate the number of each package or booth you would like to reserve in the space provided.



Platinum Package — Includes \$8,000 in sponsorship tailored to your needs, up to two booths. Also includes 1 draped 10'x10' booth, 6' skirted table, 2 chairs, sign, complimentary full-page ad in the final program, complimentary half-page ad in *AIC News*, inclusion in our sample & literature show-case, and 2 complimentary registrations. Exhibitor is acknowledged in final program and on a sign at registration desk.

Platinum Package Cost: \$10,000 Number of Booths # _____

Emerald Package — Includes \$5,000 in sponsorship of an Annual Meeting event. Also includes draped 10'x10' booth with priority booth placement, 6' skirted table, 2 chairs, sign, complimentary full-page ad in the final program, inclusion in our sample & literature showcase, complimentary half-page ad in *AIC News*, & 2 complimentary registrations. Exhibitor is acknowledged in final program and on a sign at registration desk, and has a 3-5 minute speaking opportunity.

Emerald Package Cost: \$6,500 Number of Booths # _____

Diamond Package — Includes \$3,000 in sponsorship of an Annual Meeting event. Also includes draped 10'x10' booth, 6' skirted table, 2 chairs, sign, complimentary full-page ad in the final program, inclusion in our sample & literature showcase, complimentary half-page ad in *AIC News*, & 2 complimentary registrations. Exhibitor is acknowledged in final program and on a sign at registration desk.

Diamond Package Cost: \$4,900 Number of Booths # _____

Gold Package — Includes \$1,000 in sponsorship of an Annual Meeting event. Also includes draped 10'x10' booth, 6' skirted table, 2 chairs, sign, complimentary full-page ad in the final program, inclusion in our sample & literature showcase, complimentary half-page ad in *AIC News*, & 2 complimentary registrations. Exhibitor is acknowledged in final program and on a sign at registration desk.

Gold Package Cost: \$3,200 Number of Booths # _____

Standard Exhibit Booth — Includes draped 10'x10' booth, 6' skirted table, two chairs, sign, and two complimentary registrations.

Cost: \$1,790 Number of Booths # _____

+ Add additional booths — \$50 discount applied to each additional booth reserved per company.

Total Fees for all Booths and Packages \$ _____

50% non-refundable deposit per booth or package due upon reservation. **Deposit Enclosed \$ _____**

Method of Payment Credit Card (MasterCard, Visa, American Express) Check (#) _____

Credit Card Number _____ **Exp. Date** ____ / ____ **CVV:** _____

Name on Card _____

Signature _____ **Date** _____

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Complimentary Registrations

Tentative Company Attendee #1 (Name & email) _____

Tentative Company Attendee #2 (Name & email) _____

Skip filling out this form! Sign up quickly and easily at www.culturalheritage.org/exhibitors.

Terms and Conditions

Payment Due Dates

Deposit must accompany exhibit reservation form. Balance of fees must be received by **February 16, 2025**, or the booth may be released at AIC's discretion. Full payment must accompany reservations made after **February 16, 2025**.

Exhibit Cancellation

Written notification of cancellation must be received by AIC prior to **March 9, 2025**. Payment will be refunded less 50% deposit. Unfortunately, we are unable to issue refunds to any exhibitors canceling after this date.

Liability

Neither AIC nor any officer or staff member thereof, will be liable for any personal injury to any and all persons or property caused by the exhibitor, his/her agents, representatives or employees. The exhibitor indemnifies and agrees to hold harmless AIC, its members, officers, directors and employees against any and all liability whatsoever arising from any and all damage to property or personal injury caused by an exhibitor or his/her agents, employees or other persons.

Meeting Cancellation

In the event of meeting cancellation due to pandemic, fire, strikes, government regulations or other causes beyond AIC's control, AIC shall not be liable for failure to hold the 53rd Annual Meeting and exhibits, and AIC shall work with exhibitors to determine if they would like to have the funds carried over to 2026 or refunded. All exhibitors are required to set up their booths in such a way that they do not obstruct the sight lines of neighboring exhibitors. Booth selections will be made by a combination of: the order that reservation agreement and deposit are received by AIC and total 53rd Annual Meeting sponsorship.

I, the exhibitor, have read this form and agree to observe and be bound by the provisions contained herein.

Authorized Signature _____ Date _____

Call (202) 452-9545 or sign up online at www.culturalheritage.org/exhibitors.

Questions? Call Ruth Seyler, Meeting & Advocacy Director, at 202-452-9545.

Pay by Mail:

**AIC – 53rd Annual Meeting
RE: 2025 Exhibit Hall
727 15th Street NW, Suite 500
Washington, DC 20005**

Pay by Phone or Email:

Forms with credit card payments may be emailed to meetings@culturalheritage.org