



2014 International Conference of
Indigenous Archives, Libraries and Museums

EXHIBITOR INFORMATION

CONTACTS:

Exhibitor Chair

405-522-3515

atalminfo@gmail.com

On-site, please see the Registration Desk Staff

405-401-9657

LOCATION

Renaissance Palm Springs Hotel

888 Tahquitz Canyon Way

Palm Springs, California 92262

Phone: 1-760-322-6000

Toll-free: 1-800-228-9290

Exhibit hall will be in the Oasis Ballroom at the Palm Springs Convention Center (attached to hotel).

SCHEDULE

Tuesday, June 10	
12:00 noon	Lunch in the Exhibit all (note that booths will not be setup at this point)
2:00-6:00 pm	Exhibit Booth Set-up time. Shipped boxes will be delivered to the exhibit area by hotel staff. For crate storage, contact hotel staff via a house phone. All booths must be set up and staffed by 6:00 pm.
6:00-9:00 pm	Welcome Reception in the Exhibit Hall/Performance with James Luna
Wednesday, June 11	
8:00-9:00 am	Breakfast in the Exhibit Hall
10:30-11:00 am	Refreshment Break in Exhibit Hall/drawings for prizes
12:15-2:00 pm	Exhibitor Appreciation Luncheon. Exhibitors have assigned tables for networking purposes.
3:15-3:45 pm	Refreshment Break in Exhibit hall, drawing for Prizes
4:00 pm	Exhibit Breakdown
6:00 pm	Evening at the Palm Springs Art Museum (Exhibitors welcome)

AGREEMENT

An Exhibitor Agreement be downloaded and returned with payment. It may be signed electronically. Please return to atalminfo@gmail.com

BOOTHS

Booths within the Exhibit Hall are 8' x 10' with one 6' x 30" skirted and draped table and two chairs. The exhibit hall is carpeted. A 7"x 44" sign is included with each booth.

ELECTRICAL

Please contact Mario Irrera, Senior Event Manager for the Palm Springs Convention Center to arrange for electrical.

Mirrera@palmspringscc.com

WIFI AND AUDIO VISUAL

There is self-serve Wifi for \$11 up to \$16 per day. For additional audio visual services, visit http://www.atalm.org/sites/default/files/PSAV_Exhibitor_Form.pdf

MAILING LIST

A database of conference attendees will be provided to you by May 15, 2014 and an updated list will be sent after the conference.

REGISTRATION

Exhibit booths include one waived conference registration. Registration includes breakfast and lunch for each day the Exhibit Hall is open. Please use the following link to register http://www.formstack.com/forms/atalm-2014_registration_scholars_presenters_exhibitors

WEBSITE AND PROGRAM BOOK LISTING

A listing of your exhibit booth is included on www.atalm.org and in the program book. After the conference is over, you will be listed on our “preferred vendor” list for one year. Additionally, you will be recognized on ATALM’s Facebook page which averages more than 13,000 impressions a week.

HOTEL ROOMS

The conference hotel is the Hyatt Regency Spa and Resort. Rooms are available at the deeply discounted conference rate of \$119 a night. Visit www.atalm.org for more hotel and travel information.

MEALS AND SPECIAL EVENTS FOR EXHIBITORS

Breakfast, lunch, and refreshment breaks take place in the exhibit hall each day. As an added value to you, and at no additional charge, a luncheon table in a premium location will be identified with the name of your company. You are encouraged to be available at the table for the luncheon to answer any questions about your product or organization.

SHIPPING AND HANDLING

Hotel will receive and store shipments from Exhibitors at no charge, with the exception of crates (\$30) and pallets (\$125). Shipments may be delivered up to three (3) working days prior to the Event. The shipment must be addressed to the guest responsible for claiming the shipment at the Hotel. Shipments should be sent to hotel address and include the Guest’s Name; Date of Arrival; and Conference Name: Indigenous Archives, Libraries, Museum Conference. Hotel requires advance notice of the shipment and number of parcels. Parcels should be numbered 1 of 3, 2 of 3, 3 of 3, etc. Hotel is not responsible for any damage or loss which might ensue from any cause resulting or connected with transportation, placing, or removal, provided the Hotel did not act negligently.

Boxes will be delivered to the exhibit hall on Tuesday, June 10 at 2:30 PM.

All packages must be shipped prepaid and clearly marked as follows:

(Your Company Name) C/O (for ATALM Conference)
Renaissance Palm Springs Hotel
888 Tahquitz Canyon Way
Palm Springs, California 92262

Include this information:

Event: June 9-12 Tribal Archive, Library, Museum Conference
For: (your name or name of person for whom the package is held)
Number of Packages: (for example, 1 of 3)

Out Going Packages – After boxes are prepared for shipment, phone banquet staff for transport to the warehouse. Exhibitors are responsible for calling FedEx, UPS, etc...

