



**- Concurrent Meetings -**  
**Society of Southwest Archivists Annual Meeting and**  
**& UNT Open Access Symposium**  
**May 20-23, 2020**

*Embassy Suites - Denton Convention Center - Denton, Texas*

**Registration Procedures for Advertisers, Exhibitors and Sponsors:**

To reserve exhibit space and become a sponsor:

1. Read through the registration materials.
2. Select a sponsorship level (see Page 2).
3. Complete entire form below and email it to Brenda McClurkin ([mcclurkin@uta.edu](mailto:mcclurkin@uta.edu)). If you do not receive confirmation within 1 week, contact Brenda.
4. Mail a copy of this form along with payment to Linda Barrett ([linda.barrett@fortworthtexas.gov](mailto:linda.barrett@fortworthtexas.gov)). Checks should be made payable to: Society of Southwest Archivists. See payment policy on Page 3.
5. Send ad materials to Brenda McClurkin via email ([mcclurkin@uta.edu](mailto:mcclurkin@uta.edu)).
6. Sponsors will receive an email around February 2020 to sign up for their complimentary attendee registration.
7. Advertisers & Exhibitors may also register for the conference in February 2020.

**Registration Information:**

Company Name:	
Contact Person:	
Address:	
City, State, Zip:	
Phone:	
Email Address:	
Web Address:	
Sponsorship Level:	
Booth Yes/No:	
Total Sponsorship Amount:	

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**Agreement of Terms and Conditions:**

The registration deadline for Advertisers, Exhibitors, and Sponsors is Wednesday, April 1, 2020. Cancellations or any changes that affect the cost must be submitted in writing. The vendor is still liable for all exhibit fees if registration is canceled after the April 1, 2020 deadline.

I verify that the above information is correct and I agree to the terms stated.

\_\_\_\_\_

Signature and Date

**Suggested Sponsorship Levels:**

Advertiser	\$250	Individuals who wish to purchase advertising space, but not exhibit or sponsor, can purchase a program ad (1/3 page size)
Exhibitor	\$500	Exhibit space includes one 6-foot table, floor length drape, 2 chairs, wireless access, conference program ad (1/3 page), and listing on the conference website. Vendor receives a ticket to both receptions (limit one representative per vendor).
Bronze Sponsor	\$1,000	Sponsorship at this level receives one paid registration, one ticket to the Friday reception, one conference t-shirt, recognition from the podium and on posters, website, and a program ad (1/2 page) and, if interested, an exhibit booth.
Silver Sponsor	\$2,500	Sponsorship at this level includes two paid registrations, two tickets to the Friday reception, two conference t-shirts, recognition from the podium, on posters, website, and program ad (1/2 page) and, if interested, an exhibit booth.
Gold Sponsor	\$5,000	Supporters at this level receive two paid registrations, which includes tickets for both receptions, three conference t-shirts, recognition from the podium, top-tier recognition on posters, social media, and website, and program ad (full page) and, if interested, an exhibit booth.

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## **Payment**

Pre-payment is preferred. Checks made payable to the ***Society of Southwest Archivists***. For special requests or specific requirements regarding invoicing and payment, contact Linda Barrett at [linda.barrett@fortworthtexas.gov](mailto:linda.barrett@fortworthtexas.gov).

All checks should be mailed to Linda Barrett at:

**Linda Barrett**  
**Treasurer SSA Annual Meeting**  
**PO Box 12374**  
**Fort Worth, Texas 76110**

## **Ad Materials**

Please provide your logo or advertising copy to Morgan Gieringer via e-mail for use on the conference website and program. JPEG or PNG format at 300 dpi is preferred for logos.

Full page ad size is approximately  
4.5" x 8" 1/2 page ad size is  
approximately 4.5" x 3.87" 1/3 page  
ad is approximately 4.5" x 2.62"

## **General Exhibit and Sponsorship Information**

### **Exhibit Dates and Times:**

Thursday, May 21 and Friday, May 22, 8am-4pm,  
Kincaid Room, Embassy Suites, Denton Convention Center

Each exhibitor or sponsor is limited to ONE company name for conference listings (links, posters, and advertisements).

Free wireless internet will be provided for Hilton Honors Members. Hilton Honors membership is free upon sign up.

Focus on the services and products you have to offer and keep exhibit space relatively simple. Artificial back walls, area rugs, pipe-and-drape services, and special furniture are not available for this event. NOTHING may be affixed to the walls in the exhibit space. The space will include a **6-foot table** with a floor-length tablecloth and 2 chairs. Access to electricity is available at no cost; please let us know if you require electricity for your booth. The **approximate** floor space of a single area is **8' wide by 8' deep**. Exhibit locations are assigned by conference staff.