



# EXHIBIT CONTRACT

## Annual Meetings 2024

### San Diego, CA • November 23–26



COMPANY NAME (TO BE LISTED IN PROGRAM)	CONTACT PERSON	COMPANY WEBSITE			
ADDITIONAL COMPANY NAMES: (\$500 PER ADDITIONAL NAME)					
FIRST TIME EXHIBITING WITH US?    YES <input type="checkbox"/> NO <input type="checkbox"/>					
COMPANY ADDRESS					
TELEPHONE	FAX	EMAIL			
BOOTH CHOICE (PLEASE ENTER BOOTH NUMBERS FROM DIAGRAM)					
1ST	2ND	3RD	4TH	5TH	6TH

FINAL BOOTH NUMBER(S) <span style="color: red;">(TO BE COMPLETED ONLY BY SBL/AAR)</span>

BEFORE JULY 15			NUMBER OF BOOTHS		TOTAL
REGULAR 10'x10'	\$1925	X		=	\$
PREMIUM 10'x10'	\$2425	X		=	\$
AFTER JULY 15			NUMBER OF BOOTHS		TOTAL
REGULAR 10'x10'	\$2100	X		=	\$
PREMIUM 10'x10'	\$2550	X		=	\$
<b>EXTRA PER CORNER BOOTH</b>	\$300	X		=	\$
<b>EXTRA COMPANY LISTED IN PROGRAM</b>	\$500	X		=	\$
<b>TOTAL COST</b>					\$
(10% OFF WHEN DEPOSIT PAID BY JAN 15)					\$
<b>TOTAL DUE</b>					\$
<input type="checkbox"/> PAY IN FULL <input type="checkbox"/> PAY 50% DEPOSIT (\$ _____ ) (BALANCE DUE MUST BE PAID BY JULY 15, 2024)					

<b>PAYMENT OPTIONS</b>		
<input type="checkbox"/> CHECK (MAKE CHECK PAYABLE TO ANNUAL MEETINGS. INDICATE PAYMENT IS FOR EXHIBIT SPACE)		
<input type="checkbox"/> CHARGE		
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS		
CARD #	SECURITY CODE	EXPIRATION DATE
CARDHOLDER NAME	SIGNATURE	

**IMPORTANT:** Exhibitors of the SBL & AAR Annual Meeting are required to abide by the SBL Professional Conduct Policy and the AAR Professional Conduct Policy. SBL & AAR reserves the right to determine which exhibiting companies are consonant with the character of the Annual Meetings. This is not a binding contract until proper deposit is received and this contract is accepted. SBL & AAR have the right to void this contract if full payment is not received prior to July 15. No deposit will be reimbursed after July 15.

I have read, understand, and accept all terms and conditions of this contract and will abide by the Terms and Provisions accompanying this contract. I will abide by the terms of the Exhibitor Service Kit and memos prior to the Annual Meetings.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



# EXHIBIT CONTRACT

## Annual Meetings 2024

### San Diego, CA • November 23–26



#### BOOTH ASSIGNMENT

Booths are assigned according to priority points, date of receipt of application, and number of booths requested. Initial placement will take place onsite at the Annual Meetings 2023.

#### FEES AND PAYMENT SCHEDULE

A 50% deposit for space assigned during the initial round of placement must be received by January 15, 2024 to hold space and receive the 10% discount. A 50% deposit per booth must be enclosed with this application if made after January 15. The balance of the rental fee is due by July 15. **If the balance is not received by July 15 you will forfeit the 10% discount.**

The price of each 10' x 10' booth depends upon placement in the Exhibit Hall. For corner booths throughout the hall, add \$300 to the prices listed.

#### TERMS AND PROVISIONS OF EXHIBIT SPACE

1. Payment in full must be received to have access to registration and housing

2. Two complimentary registrations are allotted per 10x10 booth

3. Eligibility to Exhibit

All new exhibitors are required to send information about their company and the material they plan to exhibit. Allocation of exhibit space is reserved for scholarly materials in either print or electronic media, journals, and other materials and tools appropriate for teaching and scholarly research that are judged to be consonant with the statements of purpose of SBL & AAR. SBL & AAR reserve the right to determine all booth assignments and to refuse exhibit space or to exclude any exhibit judged not to be consonant with the character of the Annual Meetings.

4. SBL & AAR encourage exhibitors to comply with best practices when conducting meetings with authors or prospective authors. Meetings are not under any circumstances to be conducted in sleeping rooms or in suites with bedrooms visible, even with the approval of the other parties. Reports of violations of this policy will be forwarded to a publisher's human resources department.

5. Exhibitors are asked to read and abide by SBL & AAR policies during the concurrent Annual Meetings 2024, hosted by SBL & AAR.

6. Restrictions on Use of Space

Once approved by SBL & AAR, any shared spaces are limited to (2) companies per 10'x10' booth space. We will accept the contract with payment from only one company. If additional names are desired to be listed there is an additional administrative fee of \$500 per extra company name. No exhibitor may sublet booth space or any portion thereof with out prior written consent from SBL and AAR.

#### CANCELLATION OF EXHIBIT CONTRACT

1. Cancellations

Exhibitors must inform SBL & AAR in writing of intent to cancel; without written notification they will not be allowed to exhibit in the future. Exhibitors cancelling their participation in writing by July 15 receive a refund of the rental fee paid less a \$200 per booth administrative fee. No refunds issued after July 15. If the exhibit is canceled, postponed, or moved to a virtual exhibit for any reason, Exhibitor will have the option of receiving a full refund or applying their 2024 payment to a future exhibit with Annual Meetings

2. Failure to Pay

Full payment of rental fees for exhibit space must be received by July 15. Failure to remit payment by July 15 constitutes cancellation of the contract and space will be subject to resale without refund.

**Send contract and payment to:** SBL & AAR Exhibits and Advertising, Annual Meetings 2024  
The Luce Center, 825 Houston Mill Road, Suite 350, Atlanta, GA 30329, USA.  
P: 1-877-336-6798 Outside US: 404-727-2315 F: 470-745-0504 E: AdEx@annual-meetings.org



**PRINT ADVERTISING CONTRACT**  
**Annual Meetings 2024**  
**San Diego, CA • November 23–26**



COMPANY NAME (TO BE LISTED IN PROGRAM)		AGENCY (IF APPLICABLE)	
ADDRESS		ADDRESS	
TELEPHONE		TELEPHONE	
FAX		FAX	
EMAIL		EMAIL	
CONTACT		CONTACT	
SIGNATURE		SIGNATURE	
DATE		DATE	
<input type="checkbox"/> SEND ALL CORRESPONDENCE TO THIS ADDRESS		<input type="checkbox"/> SEND ALL CORRESPONDENCE TO THIS ADDRESS	

OPPORTUNITY	ADVERTISEMENT	RATE		NUMBER OF PAGES		TOTAL
PRE-CONFERENCE PROGRAM BOOK	FULL PAGE	\$1500	x		=	\$
MAILED TO ALL REGISTRANTS IN OCTOBER	HALF PAGE	\$1000	x		=	\$
	INSIDE FRONT COVER	\$2250	x		=	\$
	INSIDE BACK COVER	\$2250	x		=	\$
	OUTSIDE BACK COVER	\$2500	x		=	\$
<b>TOTAL</b>						<b>\$</b>

**Contract Due by 07/24/2024 and Artwork Due by 08/07/2024**

Send contract and full payment to **Advertising, Annual Meetings 2024, The Luce Center, 825 Houston Mill Road, Atlanta, GA, 30329, USA** or via fax to **470-745-0504**.

Please submit artwork by email to **AdEx@annual-meetings.org**, as a high resolution PDF. Advertising materials become the sole property of the SBL and AAR. Artwork will not be returned. Ads should be black and white with no bleeds. Note that artwork for facing pages must not bleed across the gutter. Please send explicit instructions regarding the order of multiple pages. Placement is at the sole judgement of SBL and AAR and will be made according to advertisers priority. We do our best to accommodate spreads but regret they cannot be guaranteed.

If you reference the meeting in your ad, please refer to it as **“Annual Meetings 2024, hosted by SBL and AAR.”** You may NOT use “SBL/AAR.” Ad sizes are as follows:

- Cover Ads: Trim Size: 8.375” x 10.75”; Bleeds: .125”
- Full page ad size (no bleeds): 7.875” x 10.25”
- Half page ad size (no bleeds): 7.875” x 5.125”

Failure to submit advertising copy by the published deadline will result in cancellation of space. Advertisers at the SBL & AAR Annual Meeting will be governed by the SBL Professional Conduct Policy and the AAR Professional Conduct Policy. SBL & AAR reserve the right to cancel this contract at any time. Advertisers who cancel in writing by the published deadline will receive a refund of the advertising fee paid, less a \$100 cancellation fee. No refunds will be issued after printed deadline.

**PAYMENT OPTIONS** (All payments must be in U.S. funds drawn on a U.S. bank.)

CHECK (Make check payable to **Annual Meetings**. Mail with completed contract. There will be a \$50 fee assessed for returned checks.)

CHARGE

VISA     MASTERCARD     AMERICAN EXPRESS

CARD #	SEC CODE
CARDHOLDER NAME	SIGNATURE
	EXP DATE



# DIGITAL ADVERTISING CONTRACT

## Annual Meetings 2024

### San Diego, CA • November 23–26



COMPANY NAME (TO BE LISTED IN PROGRAM)		AGENCY (IF APPLICABLE)	
ADDRESS		ADDRESS	
TELEPHONE		TELEPHONE	
FAX		FAX	
EMAIL		EMAIL	
CONTACT		CONTACT	
SIGNATURE		SIGNATURE	
DATE		DATE	
<input type="checkbox"/> SEND ALL CORRESPONDENCE TO THIS ADDRESS		<input type="checkbox"/> SEND ALL CORRESPONDENCE TO THIS ADDRESS	

OPPORTUNITY	CONTRACT DUE	MATERIALS DUE	RATE		TOTAL
EMAIL BLAST	10/16/2024	10/25/2024	\$3000	=	\$
SBL & AAR WILL SEND A ONE TIME EMAIL BLAST TO ALL PRE-REGISTERED ATTENDEES AFTER 10/15/24.					
HOMESCREEN BANNER	11/06/2024	11/06/2024	\$1500	=	\$
THIS EXCLUSIVE OPPORTUNITY IS LIMITED TO ONLY (3) ADVERTISERS TO OFFER THE MAXIMUM EXPOSURE TO OUR ADVERTISERS					
PREMIUM MOBILE MEETING GUIDE	10/30/2024	11/06/2024	\$500	=	\$
COMPANY NAME, BOOTH NUMBER, WEBISTE LINK, LOGO, EMAIL ADDRESS, DESCRIPTION, MEDIA ITEM, AND LNKS TO RELATED SESSIONS					
<b>TOTAL</b>					<b>\$</b>

Send completed contract and full payment to **Advertising, Annual Meetings 2024, The Luce Center, 825 Houston Mill Road, Atlanta, GA, 30329, USA** or via fax to **470-745-0504**.

Please submit materials by email to **AdEx@annual-meetings.org**. Advertising materials become the sole property of the SBL and AAR. Artwork will not be returned. Advertisers at the SBL & AAR Annual Meeting will be governed by the SBL Professional Conduct Policy and the AAR Professional Conduct Policy. SBL & AAR reserve the right to cancel this contract at any time.

If you reference the meeting in your material, please refer to it as **“Annual Meetings 2024, hosted by SBL and AAR.”** You may NOT use “SBL/AAR.”

Failure to submit materials by the published deadlines for each advertising opportunity will result in cancellation of space. Advertisers who cancel in writing by the published deadlines for a particular opportunity will receive a refund of the advertising fee paid, less a \$100 cancellation fee. No refunds will be issued after printed deadlines.

<b>PAYMENT OPTIONS</b> (All payments must be in U.S. funds drawn on a U.S. bank.)		
<input type="checkbox"/> CHECK (Make check payable to <b>Annual Meetings</b> . Mail with completed contract. There will be a \$50 fee assessed for returned checks.)		
<input type="checkbox"/> CHARGE		
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
CARD #		SEC CODE
CARDHOLDER NAME	SIGNATURE	EXP DATE



**SPONSORSHIP INFORMATION**  
**Annual Meetings 2024**  
**San Diego, CA • November 23–26**



Enhance your company’s image at Annual Meetings 2024 through a variety of sponsorship opportunities. These high-impact items will give your company a competitive edge to get noticed at the Annual Meetings! All sponsorship opportunities include the following benefits:

- Company logo on sponsor recognition signage
- Sponsor recognition in printed program book
- Sponsor ribbons for booth personnel
- Priority points for Annual Meetings 2025

<u>Level</u>	<u>Main Benefit</u>	<u>Rate</u>
Diamond Sponsor	Tote Bag	\$22,000
Platinum Sponsor	Mobile Meeting Guide	\$18,000
Gold Sponsor	Lanyards	\$15,000
Silver Sponsor	Aisle Signs	\$10,000
Bronze Sponsor	Directional Signs	\$8,000
Sponsor	Information Desk	\$6,000

**Diamond Sponsor: Conference Tote Bag**

Have your company logo printed (one-color) on each of the 10,000 Annual Meetings bags. This bag will be used by attendees throughout the Annual Meetings and long after. Extra benefits include:

- 10 priority points
- two-page ad in the printed program book
- recognition in printed program book
- recognition in mobile app
- recognition in public areas onsite

**Platinum Sponsor: Mobile Meeting Guide**

Your company logo will be featured on the conference Mobile Meeting Guide and help desk, splash screen logos, banners and links to your site. Extra benefits include:

- 9 priority points
- one-page ad in the printed program book
- recognition in printed program book
- recognition in mobile app
- recognition in public areas onsite



# SPONSORSHIP INFORMATION

## Annual Meetings 2024

### San Diego, CA • November 23–26



#### Gold: Lanyards

Your company's logo will be printed on the name-badge neck cord for each Annual Meeting attendee. Extra benefits include:

- 9 priority points
- one-page ad in the printed program book
- recognition in printed program book
- recognition in mobile app
- recognition in public areas onsite

#### Silver Sponsor: Aisle Signs

Company Logo to be printed on the aisle signage for the meeting. Extra benefits include:

- 8 priority points
- one-page ad in the printed program book
- recognition in printed program book
- recognition in mobile app
- recognition in public areas onsite

#### Bronze Sponsor: Directional Signs

Company Logo to be printed on the directional signage for the meeting. Extra benefits include:

- 6 priority points
- one-page ad in the printed program book
- recognition in printed program book
- recognition in mobile app
- recognition in public areas onsite

#### Sponsor: Information Desk

Have your company logo and booth number appear on the Information Desk signage. Extra benefits include:

- 5 priority points
- one-page ad in the printed program book
- recognition in printed program book
- recognition in mobile app
- recognition in public areas onsite



**SPONSORSHIP CONTRACT**  
**Annual Meetings 2024**  
**San Diego, CA • November 23–26**



CONTACT PERSON (FOR EVENT AND BILLING)		
COMPANY NAME		
ADDRESS		
CITY, STATE/PROVINCE, POSTAL CODE, COUNTRY		
TELEPHONE	FAX	EMAIL

PLEASE RESERVE THE FOLLOWING SPONSORSHIP OPPORTUNITIES FOR ANNUAL MEETINGS 2024:

<input type="checkbox"/> DIAMOND: TOTE BAG (\$22,000)	<input type="checkbox"/> PLATINUM: MOBILE MEETING GUIDE (\$18,000)
<input type="checkbox"/> GOLD: LANYARDS (\$15,000)	<input type="checkbox"/> SILVER: AISLE SIGNS (\$10,000)
<input type="checkbox"/> BRONZE: DIRECTIONAL SIGNS (\$8,000)	<input type="checkbox"/> SPONSOR: INFORMATION DESK (\$6,000)
<input type="checkbox"/> CREATE YOUR OWN SPONSORSHIP: LET'S DISCUSS!	

<b>PAYMENT OPTIONS</b>		
<input type="checkbox"/> CHECK (MAKE CHECK PAYABLE TO ANNUAL MEETINGS. INDICATE PAYMENT IS FOR SPONSORSHIP)		
<input type="checkbox"/> CHARGE		
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
CARD #	SECURITY CODE	EXPIRATION DATE
CARDHOLDER NAME	SIGNATURE	

**IMPORTANT:** This is not a binding contract until proper payment is received and this contract is accepted. Sponsors of the SBL & AAR Annual Meeting will be governed by the SBL Professional Conduct Policy and the AAR Professional Conduct Policy. SBL & AAR reserve the right to cancel this sponsor contract at any time.

I have read, understand, and accept all terms and conditions of this contract and will abide by the Terms and Provisions accompanying this contract.

Signature \_\_\_\_\_ Title \_\_\_\_\_

SEND CONTRACT AND PAYMENT TO:  
**AAR & SBL Exhibits, Annual Meetings 2024**  
 The Luce Center, 825 Houston Mill Road, Suite 350, Atlanta, GA 30329, USA  
 P: 1-877-336-6798 Outside US: +404-727-2315, Fax: 470-745-0504 Email: AdEx@annual-meetings.org



**SPONSORSHIP CONTRACT**  
**Annual Meetings 2024**  
**San Diego, CA • November 23–26**



**TERMS AND PROVISIONS**

---

	Number Available	Contract Due	Artwork Due
Tote Bag	1	05/13/2024	05/20/2024
Mobile Meeting Guide	1	05/24/2024	06/03/2024
Lanyard	1	06/29/2024	08/17/2024
Aisle Signs	1	06/28/2024	08/02/2024
Directional Signs	1	06/28/2024	08/02/2024
Information Desk	1	06/28/2024	08/02/2024

Artwork specifications will be provided upon receiving contract. Items deemed inappropriate will be declined.

Please note that all additional advertisements for the mobile meeting guide and program book included in the sponsorship packages follow due dates and guidelines as listed in advertisement contract. Failure to submit artwork for advertisements will result in loss of ad space. Please contact [AdEx@annual-meetings.org](mailto:AdEx@annual-meetings.org) for these forms if needed.

**CANCELLATION**

Failure to submit artwork by the published deadline for the sponsorship will result in cancellation of reservation. Sponsors who cancel in writing by May 1 will receive a refund of the sponsorship fee paid, less a \$100 cancellation fee. No refunds will be issued after printed deadlines.

**SEND TO**

Send contract and full payment to SBL & AAR Exhibits, Annual Meetings 2024, The Luce Center, 825 Houston Mill Road, Suite 350, Atlanta, GA, 30329, USA. Make checks payable to **Annual Meetings** or send credit card information with your contract. There will be a \$50 fee assessed for returned checks. All payments must be in U.S. funds drawn on a U.S. bank. Fax: 470-745-0504.