

Vendor Registration Form
MARAC Spring 2022 Harrisonburg Meeting
Hotel Madison & Shenandoah Valley Conference Center
March 24-26, 2022

Name and title of authorized representative: _____

Company: _____

Address: _____

Telephone number: _____

Email address: _____

Website: _____

Special needs for shipping items or exhibiting should be arranged in advance with **Alexa Wolf** from the **Hotel Madison & Shenandoah Valley Conference Center** at **awolf@hotelmadison.com** and **(540) 214-2225**

Payment is enclosed for:

1. Exhibit space (Exhibit day is Friday, March 25, 2022)

\$_____ Single table for exhibits @\$600 – fee includes placement of vendor-designed ¼ page advertisement in program (see instructions below)

\$_____ Double table for exhibits @\$800 – fee includes placement of vendor-designed ¼ page advertisement in program (see instructions below)

Lunch note – one boxed lunch is provided *gratis* per table space; additional boxed lunches may be ordered. MARAC will contact vendors one month prior to the conference to determine selections and dietary needs.

2. Sponsorships

All contributions will be gratefully acknowledged in the program and on MARAC's website.

\$_____ towards Friday continental breakfast buffet (minimum contribution \$250.00)

\$_____ towards Friday afternoon refreshments (minimum contribution \$250.00)

\$_____ towards Friday morning plenary session (minimum contribution \$500.00)

\$_____ towards Friday luncheon and speaker (minimum contribution \$500.00)

\$_____ towards Friday evening reception (minimum contribution \$500.00)

\$_____ towards Saturday morning business breakfast (minimum contribution \$250.00)

3. Session Sponsorship

In addition to exhibiting, you can also sponsor a session. Sponsorship will be announced at the beginning of the session and brief information about your organization will be shared.

\$_____ \$100 per session

4. Program advertising

The program is mailed to all MARAC members 75 days prior to the meeting and is used as the primary guide to events. Payment and electronic file with your advertisement copy must be received no later than **November 4, 2021**. MARAC cannot guarantee that your advertisement will appear if payment and/or advertisement copy is received after the deadline. **Send advertisement copy in the form of a PDF or EPS file to David Ranzan at dranzan@adelphi.edu. Ad specifications are listed below.**

GENERAL AD SPECIFICATIONS	AD SIZES AVAILABLE
<ul style="list-style-type: none"> • Color or black & white • PDF preferred • 300 ppi minimum resolution 	FULL PAGE: 7.25" W x 10" H
	HALF PAGE: Horizontal orientation 7.25" W x 4.75" H
	QUARTER PAGE: Vertical orientation 3.635" W x 4.75" H

ADVERTISING COSTS:

ADVERTISING OPTIONS	With Purchase of Exhibit Table	Without Purchase of Exhibit Table
Full page (7.25" W x 10" H)	_____ \$300.00	_____ \$500.00
Half page (horizontal orientation, 7.25" W x 4.75" H)	_____ \$100.00	_____ \$300.00
Quarter page (vertical orientation, 3.635" W x 4.75" H)	INCLUDED	_____ \$200.00
Business card (horizontal orientation, 3.5" W x 2" H)		_____ \$125.00

5. \$_____ Total remittance

Preferred method of payment:

_____ Check (make check payable to MARAC and mail to the address below)

_____ Credit card (Visa, MasterCard, or Discover - the MARAC administrator will send you an invoice that you can pay online through a link in the email message)

_____ Invoice (the MARAC Administrator will invoice for payment)

To ensure ad placement in the printed program, please return this form with payment by **November , 2021** to **MARAC, Dickinson College, PO Box 1773, Carlisle, PA 17013**

For additional information contact: Nick Zmijewski, Vendor Coordinator, zmijewski@industrialarchives.org

Signature

Date