

**Vendor Registration Form**  
**MARAC Spring 2019 Morgantown Meeting**  
**Marriott at Waterfront Place**  
**April 11–13, 2019**

Name and title of authorized representative: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Website: \_\_\_\_\_

Special needs for exhibiting should be arranged in advance with **Jane LaBarbara at [jane.labarbara@mail.wvu.edu](mailto:jane.labarbara@mail.wvu.edu)**. Please keep in mind that packages/boxes mailed to the Marriott will incur an additional fee.

Payment is enclosed for:

**1. Exhibit space (Exhibit day is Friday, April 12, 2019)**

\$\_\_\_\_\_ 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. Contributions**

Those wishing to make a contribution of any size toward the meeting may do so. All contributions will be gratefully acknowledged in the program and on MARAC’s website.

\$ \_\_\_\_\_ MARAC contribution

**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 29, 2018**. MARAC cannot guarantee that your advertisement will appear if payment and/or advertisement copy is received after the deadline. **Advertisement copy in the form of a PDF file must be sent to the Program Editor at: [ERafferty@artbma.org](mailto:ERafferty@artbma.org).** Ad specifications are listed below.

GENERAL AD SPECIFICATIONS	AD SIZES AVAILABLE
<ul style="list-style-type: none"> <li>• Color or black &amp; white</li> <li>• PDF preferred</li> <li>• 300 ppi minimum resolution</li> </ul>	<b>FULL PAGE:</b> 7.25” W x 10” H
	<b>HALF PAGE:</b> Horizontal orientation 7.25” W x 4.75” H
	<b>QUARTER PAGE:</b> 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)	<b>INCLUDED</b>	_____ \$200.00
Business card (horizontal orientation, 3.5” W x 2” H)		_____ \$125.00

**5. \$ \_\_\_\_\_ Total remittance**

Preferred method of payment:

\_\_\_\_\_ Check (please make check payable to MARAC and mail to the address below)

\_\_\_\_\_ Credit card (VISA or MasterCard only – a MARAC representative will contact you regarding the credit card payment)

\_\_\_\_\_ Invoice (the MARAC Treasurer will invoice for payment)

To ensure ad placement in the printed program, please return this form with payment by **November 29, 2018** to: **MARAC, Dickinson College, PO Box 1773, Carlisle, PA 17013**

For additional information contact: David Ranzan, Vendor Coordinator, [dranzan@adelphi.edu](mailto:dranzan@adelphi.edu)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date