

ORGANIZATION OF AMERICAN HISTORIANS

2006 Midwestern Regional Conference



Exhibit Information and Application

*The Cornhusker Hotel
Lincoln, Nebraska
July 6-8, 2006*



2006 OAH Southern Regional Conference

Application Deadline
May 1, 2006

Conference Dates
July 6-8, 2006

Cornhusker Hotel
Lincoln, Nebraska

Organization of American Historians
112 North Bryan Avenue
PO Box 5457
Bloomington IN 47408-5457
(812) 855-9853
meetings@oah.org
meetings.oah.org

Join OAH, in conjunction with the University of Nebraska at the 2006 JOAH Midwestern Regional Conference. The aim of the conference is to serve OAH members at community and four-year colleges and high schools, and those employed in government, museums, and the private sector as well as in major universities. The conference also seeks to encourage persons who will soon serve in these diverse capacities—graduate students—to get involved in professional activities early in their careers.

The OAH Regional Conference provides exhibitors with a variety of opportunities to showcase your company or organization, introduce new publications or services, and strengthen existing relationships. Other benefits include:

- One complimentary registration per display
- Sponsorship and advertising opportunities
- Listing in the Regional Conference *Program* (if received by 3/15/06)
- Listing on the OAH web site and link to your company's site

Mail your complete application and payment to the OAH office **no later than May 1, 2006** to be sure your organization is included in the Southern Regional Conference exhibit room.

Booth information

Display Specifications

Exhibit displays are on 6' skirted tables with a chair. The cost for each exhibit display table is \$300. OAH will provide a 7" X 44" identification sign.

Assignment of Space

Applications with a complete original contract and either payment or proof that payment has been requested will be processed as they are received. No booth numbers will be assigned.

Reservations

1) Fill out the contract completely and return the contract to Amy Stark, Director of Meetings and Conferences, OAH, 112 N. Bryan Ave., PO Box 5457, Bloomington, Indiana 47408.

2) Applications must be postmarked no later than May 1, 2006 to be included in Program materials.

3) Include payment of \$150 per display reserved or proof that payment has been requested from your institution. Orders received without either will be held and processed when payment is received.

Balance Due

Balance is due July 1, 2006. Notification of cancellation must be made in writing. Cancellations received after June 1, 2006 obligate the exhibitor to full payment of the rental and forfeiture of all monies paid.

Additional Opportunities

Sponsorship

There are many sponsorship opportunities available at the 2006 OAH Regional Conference. They include morning coffee breaks in the registration/exhibit room, luncheons, receptions, conference give-aways, signage, and other opportunities. For more information, contact Jason Groth, Sponsorship Coordinator, by email, <jason@oah.org> or phone, 812-855-7311.

Attendee Mailing List

Interested in reaching OAH Regional Conference participants before the meeting? The conference preregistration mailing list is an excellent way to inform attendees about registration area events, receptions and other activities your organization will sponsor during the meeting. Email and postal mail lists are available. The conference preregistrant list will be available after June 15, 2006. For more information, contact the Meeting Department by email at <meetings@oah.org> or phone at 812-855-7311.

Conference Highlights

Thursday, July 6, 2006

1:00 p.m.
Registration/Exhibit Room open
8:00 p.m.
Opening reception

Friday, July 7, 2006

8:00 a.m.
Morning coffee break in Registration/Exhibit Room
11:30 a.m.
Luncheon
8:00 p.m.
Evening event/reception

Saturday, July 8, 2006

8:00 a.m.
Morning coffee break in Registration/Exhibit Room
11:30 a.m.
Luncheon
3:30 p.m.
Closing Event and Barbecue

Exhibit Hours

Set-Up
Thursday, July 6
8:00 a.m. to 12:00 noon
Operate:
Thursday, July 6
1:00 p.m. to 5:00 p.m.
Friday, July 7
8:00 a.m. to 5:00 p.m.
Saturday, July 8
8:00 a.m. - 3:00 p.m.
Dismantle:
Saturday, July 8
3:00 p.m. - 6:00 p.m.

Conference Accommodations

The Cornhusker, A Marriott Hotel
333 South 13th Street
Lincoln, NE 68508
Reservations: 800.793.7474
Phone: 402.474.7474



Exhibitor Application and Contract

Please Type or Print

ORGANIZATION OF AMERICAN HISTORIANS

2006 Regional Conference— July 6-8, 2006

Lincoln, Nebraska

I. COMPANY INFORMATION (Please type or print legibly)

Contact _____

(Person to whom all correspondence will be sent.)

Company Name _____

(As it should appear in the Program.)

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail _____

Company Website _____

II. SPACE REQUIREMENTS

Number of Display Tables _____

III. EXHIBIT REPRESENTATIVE

VII. SIGNED The exhibitor agrees to abide by all of the terms, conditions, and regulations as set forth on both sides of this contract.

Signature _____

Date _____

VIII. PAYMENT METHOD

Proof of Request for Payment Enclosed

Check or Money Order Enclosed

VISA/MasterCard/American Express

Card No. _____

Expiration Date _____

Month

Year

Amount to Charge \$ _____

Authorized Signature _____

OFFICIAL EXHIBITION REGULATIONS

All exhibits and exhibitors are subject to the following regulations

1. Exhibit Criteria: Exhibiting firms must be limited to those providing services, products or publications which relate directly to history. The OAH reserves the right to cause any exhibitor to remove an exhibit or any part of an exhibit which, in the sole judgment of the OAH, is misleading or deceptive, in poor taste, or not in keeping with its character the objective of the Regional Conference.

2. Contract for Space: Exhibitor must pay the OAH the sum of \$300.00 per display. Payment must be received in full by July 1, 2006.

3. Withdrawal: Notification of cancellation must be made in writing. Cancellations received after July 1, 2006 obligate the exhibitor to full payment of the rental and forfeiture of all monies paid. Any space not occupied by 1:00 p.m. on Thursday, July 6, 2006 will be forfeited by the contracting exhibitor and such space may be sold, reassigned, or used by the OAH without refund of rental fee.

4. Exhibit Set-up and Dismantle: Exhibitors shall be liable to the owner of the exhibit area and other exhibitors for any property damage incurred during set-up and dismantle of the exhibit. All exhibits are to be completely set-up by 1:00 p.m., Thursday, July 6. All exhibits materials must be removed by 6:00 p.m. Saturday, July 8.

5. Special Regulations: The exhibiting company will be responsible for construction of and payment of costs of construction of its display within the area assigned it by OAH. No music shall be played in the exhibit area. The exhibitor will maintain a neat, attractive display conforming with the provisions herein established by OAH. Exhibitors shall exercise due care to avoid anything which will make the exhibition area unattractive or unsafe, and exhibitors shall cooperate with each other in keeping the display area safe. Such action by each exhibitor shall include but not be limited to having attractive and safe displays, keeping the display in good order, keeping exhibit areas and any public ways immediately adjacent to their respective display areas free from all debris, water, paper, and any other thing which might be the cause of a person sustaining personal injury or property damage. Each exhibitor shall have the duty to report to the Director of Meetings and Conferences when it is

believed that OAH or an exhibitor(s) have not performed or are improperly performing any of its obligations as herein set out.

6. Termination of Meeting: Should the premises in which the OAH Regional Conference is to be held become, in the sole judgement of OAH, unfit for occupancy, or should the meeting be materially interfered with by reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of OAH, this Exhibit Contract may be terminated. OAH will not incur any liability for damages sustained by the exhibitor as a result of such termination. The OAH will return to the Exhibitor all rental which Exhibitor has paid up to date of cancellation and thereupon both parties shall be released from further obligation or liability one to the other.

7. Security: Exhibitors are solely responsible for their own exhibit materials and should insure exhibits against loss or damage from theft, accident, vandalism, fire or other causes. All property of an exhibitor is understood to remain in his/her care, custody, and control in transit to/from and within the confines of the exhibit area.

8. Liability: Each and every exhibitor having executed an agreement in the same words and figures as this agreement, the exhibitor assumes the entire responsibility for losses, damages, and claims arising out of injury or damage to exhibitors' displays, equipment, and other property brought upon the premises of the Cornhusker Hotel and shall indemnify and hold harmless the hotel, its agents, affiliates, directors, officers, servants, and employees from any and all such losses, damages, and claims. Excluded from this are liability or claims caused by the negligence of the Cornhusker Hotel, and/or OAH and their respective owners, directors, officers, employees, servants, or agents. The Exhibitor understands that neither the OAH nor the Cornhusker Hotel maintain insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.