



Dear Exhibitor:

The American Mathematical Association of Two-Year Colleges (AMATYC) would like to bring to your attention the opportunity to exhibit at the 35<sup>th</sup> Annual AMATYC Conference. The conference will be held on November 12-15, 2009. We do estimate that 1300 mathematics educators and department chairpersons will attend.

We invite <<Company Name>> to participate in the 2009 AMATYC Conference to demonstrate your company's latest products and services to these educators and department chairpersons who represent two-year colleges nationwide.

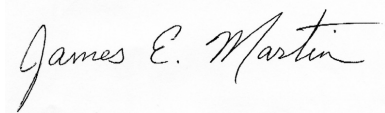
1. The fee for each 10' by 10' booth ranges from \$950 to \$1100, depending on the booth location. Again this year, we are offering a discount for First Time Exhibitors. Please refer to the Exhibitor Contract for more details. We offer excellent booth space in the main exhibit area. Booths will be filled strictly on a first come, first served basis. I expect the demand for exhibit space to exceed the available space for this conference. To reserve one or more booths, complete and sign the Exhibitor Contract and Exhibitor Guidelines. Send the completed forms along with a check made payable to AMATYC (or use the credit card option) to the AMATYC office at the address indicated on the contract. A detailed floor plan of the exhibit area is included in this packet. The conference, including the exhibit hall, will take place at the Riviera Hotel and Casino. I urge you to reserve your booths as soon as possible since booth assignments are done in the order that completed contracts are received by the AMATYC office.
2. An active website link is included in the booth fee and will be established from the Conference Exhibitor page at the AMATYC website ([www.amatyc.org](http://www.amatyc.org)) to your website, if your company/organization's URL is provided on the enclosed Contract.
3. We will provide dedicated time on Thursday evening for visiting the exhibits when no sessions are scheduled. The Exhibitor Prize Drawings and additional dedicated time will be conducted in the exhibit area on Friday and Saturday to further stimulate traffic.
4. Mailing labels for the preregistered conference attendees who allow their addresses to be sent to a third party must be requested directly from the AMATYC Office by September 30, 2009, on the appropriate forms. This request is subject to AMATYC's approval process and if approved, the labels will be sent in October, 2009.
5. The Commercial Presentations flyer is included in this packet. Commercial Presentations are 90 minutes long and take place in meeting rooms outside the exhibit hall. Please make your selections as early as possible because the time slots are very limited. One Commercial Presenter will receive preregistered conference attendee labels if requested by September 30, 2009, but only for one-time use and only for the purpose of advertising the Commercial Presentation prior to the conference. Your advertisement must be approved prior to receiving labels.
6. The Product Presentation flyer is also included in this packet. Product Presentations are 30 minutes in length and take place in a designated area in the exhibit hall. These only occur on Friday.

7. Cancellation Policy for Exhibit Space: AMATYC agrees to refund 90% of the booth fee for only one booth per exhibitor if a notice of cancellation is received in writing prior to four (4) months before the opening date. If a notice of cancellation is received in writing between four (4) months prior to the opening date and one (1) month before opening date, then AMATYC agrees to refund 50% of the booth fee for only one booth per exhibitor. If a notice of cancellation is received within one (1) month prior to the opening date, then no refund will be given.

8. Future Conference Sites: 2010 – Boston, MA; 2011 – Austin, TX; 2012 – Jacksonville, FL.

Reach your clients and adopters effectively by exhibiting at the 2009 AMATYC Annual Conference. If you have any questions, please do not hesitate to contact me. (Email is the best way.)

Sincerely,

A handwritten signature in black ink that reads "James E. Martin". The signature is written in a cursive style with a large, prominent initial "J".

James Martin  
AMATYC Exhibits Chairperson  
9101 Fayetteville Rd  
Raleigh, NC 27603-5696  
Phone: 919-866-5987  
Fax: 919-779-3360  
Email: jemartin@waketech.edu