



Exhibits Chair

Appointment Process

The Exhibits Chair is recommended by the President and appointed by the Executive Board. This position reports to the Conference Coordinator.

Term of Office

The term length is two years. The starting date of each term is January 1, and the ending date is December 31. The term limit is three consecutive terms

General Duties

The Exhibits Chair will make the contacts with publishers, computer software and hardware vendors, calculator companies, assessment companies and other potential exhibitors that will exhibit or make a commercial or product presentation at AMATYC conferences. The Exhibits Chair is one of AMATYC's professional representatives to the business community. Additionally the Exhibit Chair will

1. Work with the AMATYC Office to maintain (revise/update as needed) the exhibitor mailing list.
2. Recruit new exhibitors throughout the year by observing math journals, researching other math and technology organizations' exhibitors, and attending related conferences that would have potential AMATYC exhibitors. AMATYC provides the Exhibit Chair a travel budget of \$1000 annually to support this travel.
3. Work closely with the Conference Coordinator to determine what is being furnished in the exhibit hall by the hotel or convention center - tables, chairs, etc.
4. Work with the AMATYC office to prepare the information for the mass mailing announcing exhibiting opportunities for the coming year and mail out the exhibitor packet.
5. Mail out exhibitor packets throughout the year as new potential exhibitors are identified, and/or as potential exhibitors contact the Chair directly or through the AMATYC office.
6. Submit the exhibit and commercial and product presentations packets to the AMATYC website coordinator for posting to the AMATYC website.
7. Assign booth space on a "first to pay, first to choose" basis, but not until the corporate sponsors' deadline for receiving priority booth assignments.
8. Send confirmation letters as exhibitor contracts and payments come in.
9. Send confirmation letters to exhibitors who purchase commercial presentations.
10. Send alphabetical lists of confirmed exhibitors and commercial and product presentations to the AMATYC Office for inclusion in the mini-program.

11. Send drayage firm a list of all confirmed exhibiting companies, including the name of the contact person and a mailing address, to contact for furnishings which they may wish to rent.
12. Send the confirmed exhibitor list, along with the URL to the exhibitors' websites and booth assignments, to the AMATYC Website Coordinator for placement on the AMATYC website.
13. Send the complete list of confirmed exhibitors and commercial and product presentations to the Treasurer, Conference Coordinator, and AMATYC office.
14. Provide the AMATYC office with a list of names of the people who will be working the booths for the vendors.
15. Advise exhibitors that exhibitors' registration packets and commercial presenter name badges will be distributed on set-up day.
16. Arrive at the conference center as the decorating firm is preparing the exhibit area. Be sure that booths are arranged according to the original layout, and exhibit signage is accurate.
17. Be available at the exhibit area Wednesday afternoon prior to the start of the conference and all day on Thursday as the booths are being set up and the exhibitors arrive.
18. Network with exhibitors throughout the days the exhibit area, to let them know that AMATYC appreciates their support, to help correct any problems that might have developed, and to encourage the vendors to exhibit with AMATYC at the next conference
19. Coordinate with the Advertising Chair to monitor the commercial presentations and assist if problems arise.
20. Mail thank-you letters to exhibitors and commercial presenters after the conference is over.
21. Submit an end-of-year (calendar year) summary financial report to the AMATYC office and Treasurer to facilitate closing of year-end accounting process.
22. Prepare the Exhibit Chair report to the AMATYC Board, once in the spring and once in the fall of each year.

Benefits

1. Work with a dynamic team to provide professional development to the members of AMATYC.
2. Travel expenses to the AMATYC conference and lodging at the conference are provided by AMATYC.
3. The intangibles one receives when helping others!

