



Conference Advertising Opportunities
2012 Reservation Form

Contact Information

Contact Name, Title, Company Name, Street Address, City, State, Zip, Email Address, Phone, Fax

Billing Information

Billing Contact Name, Title, Company Name, Street Address, City, State, Zip, Email Address, Phone, Fax

ITEM(S):

- Bags, Name Badge Holders, Key Cards, Note Pads, Internet in Meeting Rooms, Other
Conference Mobil App, Sponsorship of Conference Video Recording

Return this form to:

Louise Olshan, AMATYC Advertising Chair
County College of Morris
70 Cookman Ave.
Ocean Grove, NJ 07756-1115
Phone: (732) 807-3211, Fax: (732) 361-3917
Email: lolshan@ccm.edu

Send Payment To:

AMATYC
5983 Macon Cove
Memphis, TN 38134
Phone: (901) 333-6243
Fax: (901) 333-6251

AMATYC Policy

- The fee is \$1,500 to \$2,500 or higher depending on Advertising item
- Half of the AMATYC advertising fee is due within 30 days of notification from the Advertising Chair that the advertiser's request is approved.
- Full payment of the AMATYC advertising fee is due nine (9) months prior to the conference. Should the advertising be purchased within nine (9) months of the conference, the full fee is due within 30 days of notification from the Advertising Chair that the advertiser's request is approved. Should the fee not be received within this timeline, and another advertiser is on the wait list to purchase the advertising, the first advertiser will be notified that their request is canceled.
- If an advertiser cancels an advertising request nine (9) months or more prior to the conference, a 50% refund of the fee will be awarded if replacement advertiser can be found. If no replacement advertiser can be found, no refund will be made.
- No refund will be made if the advertiser cancels a request with fewer than nine (9) months left until the conference.
- If an advertiser requests an item for conference advertising that is deemed "unusual" by the AMATYC Advertising Chair, the following will be contacted: the Conference Coordinator, Exhibits Chair, AMATYC President and AMATYC President-Elect for a decision on acceptance of the request and adjustments to the advertising fee.
- The AMATYC office (with coordination and oversight by the Advertising Chair) will handle the ordering and shipping for the advertiser for items deemed essential to the conference (bags, name badge holders, etc.). Advertisers will need to agree to a maximum dollar amount spent on the items and to agree that AMATYC will invoice them the cost plus shipping, plus other production expenses involved with applying any necessary logos.
- Advertising items not essential to conference operations can be handled by the advertiser. It is the advertiser's responsibility to obtain written approval from the Advertising Chair after a review of an item sample. The advertiser will also accept all responsibility for timely shipping and receiving of the advertising items.
- In cases where the advertising item requires working with third parties (such as hotels, etc.), the Conference Coordinator with the recommendation of the Advertising Chair, will give approval to the third party to work with the vendor to procure the advertising item.