

# ACSI Administrator/Board Conferences 2009–2010

## Exhibit Space Reservation

For ACSI Use

Name of Exhibiting Company \_\_\_\_\_

Phone \_\_\_\_\_ Extension \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Person in Charge of Reserving Exhibit Spaces \_\_\_\_\_ E-mail \_\_\_\_\_

Nature of Business \_\_\_\_\_ Website \_\_\_\_\_

### Booth Sign Will Display Your Company Name

Please list your top three choices of booth spaces for each conference in which you will exhibit. In the total column, list the fee for the booth that is your first choice. If you are requesting more than one booth for a particular conference, please note separate booth choices and total on this form or send an explanatory letter. Detach the entire reservation section and mail to ACSI.

Write in the number of the spaces you desire for each conference. Put your 1st choice in the “1st choice” box. Then indicate your 2nd and 3rd choices in the event your 1st choice is already reserved.

Canmore, AB, Canada, Nov 6–7, 2009 .....page 41 Exhibit spaces—\$150 (Canada and US)	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL \$ _____
Sturbridge, MA, Nov 6, 2009 .....page 41 Exhibit spaces—\$150 <i>Open to ACSI Corporate Partners only</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL \$ _____
Lancaster, PA, Jan 28–29, 2010 .....page 42 Prime exhibit spaces—\$350 Standard exhibit spaces—\$300 Overflow exhibit spaces: 1–17—\$225	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL \$ _____
Minneapolis, MN, Jan 28–29, 2010 .....page 43 Exhibit spaces—\$200	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL \$ _____
Merrillville, IN, Feb 3–5, 2010 .....page 43 Prime exhibit spaces—\$230 Standard exhibit spaces—\$210	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL \$ _____
Sedona, AZ, Feb 3–5, 2010 .....page 44 Exhibit spaces—\$250	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL \$ _____
Toronto, ON, Canada, Feb 6, 2010 .....page 45 Prime exhibit spaces—\$250 (Canada and US) Standard exhibit spaces—\$225 (Canada and US)	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL \$ _____
Fish Camp, CA, Feb 10–12, 2010 .....page 46 Prime exhibit spaces—\$605 Standard exhibit spaces—\$535	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL \$ _____
Wilmington, OH, Mar 4–5, 2010 .....page 47 Prime exhibit spaces—\$200 Standard exhibit spaces—\$175	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL \$ _____

\* Visit [www.acsi.org](http://www.acsi.org) and select *Exhibitor Information* in July 2009 for updated exhibit and availability information.

Hot Springs, AR, March 28–30, 2010 .....page 48 Exhibit spaces—\$275	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL \$_____
Seaside, OR, Apr 25–27, 2010.....page 49 Exhibit spaces—\$150	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL \$_____

Total the exhibition fees from all the conferences you have chosen and enter under “Grand Total” below.

GRAND TOTAL \$\_\_\_\_\_

I have read the Exhibit Space Contract on page 71, and I agree to the terms.

Check Enclosed in the Amount of \$\_\_\_\_\_. SIGNED \_\_\_\_\_

Credit Card Number   MasterCard  Visa  AMEX  Discover

Exp. Date \_\_\_\_\_ / \_\_\_\_\_ Signature \_\_\_\_\_

Detach this entire reservation section and send it along with your check or money order (payable to ACSI) to

ACSI • Attn: Becky Hewes • PO Box 65130 • Colorado Springs, CO 80962–5130  
For overnight or express packages: 731 Chapel Hills Drive, Colorado Springs, CO 80920-3949 • 888.892.4259 • Fax 719.867.6168

\* Visit [www.acsi.org](http://www.acsi.org) and select *Exhibitor Information* in July 2009 for updated exhibit and availability information.

**Cancellation & Refund Policy**

60 or more days before booth setup . . . . .Less \$25  
 4–59 days before booth setup . . . . .Less 50%  
 3 or fewer business days before booth setup . . . . .No Refunds

No refunds will be given unless either the ACSI exhibit coordinator or the ACSI regional director in charge of event is notified.



Visit [www.acsi.org](http://www.acsi.org) and select *Exhibitor Information* for updated exhibit and availability information in July 2009.

For all conventions, contact Becky Hewes at ACSI Headquarters, 888.892.4259 or [exhibitors@acsi.org](mailto:exhibitors@acsi.org).