

# CONFERENCE EXHIBITS

## Revised June 2009

### I. OBJECTIVES AND RESPONSIBILITIES

This committee is responsible for the exhibits for the Chapter Conference.

### II. ORGANIZATION

A Manager appointed by the Vice President of Chapter Conference will head the Conference Exhibits Committee. The committee manager reports directly to the vice president.

### III. GUIDELINES

- Meet with the former manager to obtain records and discuss duties and responsibilities.
- Appoint additional committee members as necessary.
- Prepare the objectives, goals and budget for the year.
- Manage the functions of the committee.
- Submit status reports and recommendations to the vice president for reporting to the Board of Directors if unable to attend meeting.
- Attend the monthly Board of Directors meetings as necessary.
- Read and become familiar with the Constitution and Bylaws.

### IV. PROCEDURES

#### 9 months before

Approval from ARMA BOD and AIIM BOD providing definition of scope for upcoming year.

#### 8 months before

Update and add any vendors whose company was not invited before or

whose information has changed since previous conference. A diskette of vendor contact information should be available from the previous manager.

#### 7 months before

Have invitation letters updated and labels created for first mailing. Mail out and update any returned letters. The invitation letter should include the appreciation for exhibit space and program agenda. (See Exhibit A)

Negotiate contract for booth set up with convention services firm.

#### 6 months before

Call and remind last year's vendors of upcoming deadline. Ask about give aways for registration package.

#### 5 months before

Send list of vendors to convention services firm for their distribution of a service kit. Do this step periodically until convention. (See EXHIBIT )

#### 4 months before

Call and remind last year's vendors of upcoming deadline. Ask about give aways for registration package. Work with the convention services firm to create a booth layout design with location numbers. (See EXHIBIT B)

#### 3 months before

Send all paid vendors letter with booth sign-up and company representatives information request. (See Exhibit B) Send second mailing to all vendors not yet paid with new brochure and copy of first mailing. Begin assigning booth and table numbers for vendors which have paid on a first pay first space choice.

#### 2 months before

Call complete list and persuade by telling which competitor vendors will be there. Ask about give a-ways for registration package. Send out Vendor

Show Arrangements. (See EXHIBIT C)

2 weeks before

Send letter to paid vendors with last minute information and complete floor plan.

Last 2 weeks

Notify electrician for booth numbers needing outlets. Send ASAP any new vendors to convention services.

Following Conference

Prepare and mail a Vendor Show Survey. (See Exhibit D) Compile results and submit to Conference Manager.

Submit all remaining bills and prepare an income and expense summary for the vendor show as compared to budget.

**V. FINANCIAL**

All funds received from an ARMA Houston Chapter-sponsored event or project should be turned in to the ARMA Houston Chapter Treasurer for handling. Under no circumstances are ARMA Houston Chapter VP's, Committee Managers, or Committee Members authorized to split, disburse, or retain monies for expenses incurred out of the funds collected from an ARMA Houston Chapter-sponsored event or project. The ARMA Houston Chapter Treasurer, upon the presentation of a completed check request form and receipt, should pay all expenses from an ARMA Houston Chapter-sponsored event or project.

**VI. ATTACHMENTS** (not included on web site)

A. Invitation to Vendors

B. Booth Selection & Information Form

C. Vendor Show Arrangements

D. Vendor Show Survey