

2019 Annual Meeting of the Medieval Academy of America  
**Vendor/Exhibitor Form**

<b>CONTACT/BILLING INFORMATION</b>			
Company Name:			
Contact Person:		Title:	
Street Address:			
Apt/Suite:		City:	
State/Province:	Zip/Postal Code:		Country:
Email:			Phone:

<b>ADVERTISING OPTIONS</b>			
<i>Description</i>	<i>Fee in USD</i>	<i>Number</i>	<i>Total</i>
Print Program – One-Page Ad (black & white)	\$200	x	\$
Print Program – Additional Pages (black & white)	\$100	x	\$
Registration Packet Inserts	\$100	x	\$

*Program Ads:* Send PDF(s) as email attachment(s) to [maa2019atpenn@gmail.com](mailto:maa2019atpenn@gmail.com), no later than **January 15, 2019**. All fonts and images must be embedded. All images must be high resolution (300 dpi) and suitable for 8 x 5 in format.

*Inserts:* Hard copies of inserts must be sent to the address below by **February 15**. Estimated attendance is 500. More accurate attendance numbers will be available after February 1.

Please mail hard copies to: Lynn Ransom  
 Schoenberg Institute for Manuscript Studies  
 University of Pennsylvania Libraries  
 3420 Walnut St.  
 Philadelphia, PA 19104-6206, USA

**Application for Exhibit Space**

*Location of Exhibition:* 222 & 224 Fisher-Bennett Hall, 3340 Walnut Street, Philadelphia, PA 19104

*Space Availability:* Space for exhibitors is limited. Filing an application does not guarantee that the exhibitor will receive space if all available space has already been filled. Please submit your application as early as possible. Tables will be draped.

*Registration Fee:* The base registration fee for exhibitors is \$50. If exhibitors would like to attend sessions or participate in conference functions, they should register as full attendees (\$275 for members, \$325 for non-members, with discounts for students and K-12 educators). Please see the website for more information: <https://www.medievalacademy.org/page/2019Meeting>.

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*Exhibition Schedule:* Rental charges for exhibit tables include the time from noon on Thursday, March 7 through 6:30 PM, Saturday, March 9, 2019. The preferred set-up is Wednesday, March 6, 3-6 PM, or March 7 from 9 AM to 1 PM if necessary. Take-down must be completed by Saturday at 6:30 PM. Confirmed exhibitors will receive further instructions for sending merchandise, which should be received on site between March 4 and March 7.

<b>EXHIBIT SPACE APPLICATION</b>				
Onsite Representative(s):				
Number of Tables Requested:	<input type="checkbox"/>	1 table	\$200	
	<input type="checkbox"/>	2 tables	\$300	
	<input type="checkbox"/>	3 tables	\$400	
	<input type="checkbox"/>	4 tables	\$450	
Number of exhibitor registrations:	<b><i>Fee</i></b> \$50	<b><i>Number</i></b> x	<b><i>Total</i></b> \$	<i>Note:</i> Exhibitors wishing to register as full participants should do so on the MAA website.

<b>PAYMENT AND SIGNATURE</b>		
<p><i>Terms:</i> The exhibitor, by signing this application, releases the Medieval Academy of America, the University of Pennsylvania, and their agents from any and all liability and responsibility for injury, damage, and costs incurred by exhibitor, its agents, employees, and their property which arise from the exhibitor's participation in the 2019 Annual Meeting of the Medieval Academy. If for any reason exhibit space is not provided to the exhibitor, the exhibitor agrees that its sole remedy shall be to have its space-application fees refunded. Filing an application does not guarantee that the applicant will receive exhibit space.</p>		
<b>Total in USD: \$</b>  <input type="checkbox"/> Pay by Check <input type="checkbox"/> Pay by Credit Card	<b><i>Credit Card Information (if applicable)</i></b> Card No: <hr/> Expiry Date (MM/YY):                      CVV (3/4 digits):	
Name:	Signature:	Date:
E-mail (if different from above):	Phone (if different from above):	

Please make checks payable to "The Medieval Academy of America" and mail to:

The Medieval Academy of America  
 Attn: MAA Book Exhibit  
 17 Dunster St., Suite 202  
 Cambridge, MA 02138 USA

**Submit this form by email to [maa2019atpenn@gmail.com](mailto:maa2019atpenn@gmail.com) by January 15<sup>th</sup>, 2019.**