

# History Without Boundaries



Organization of American Historians  
**2009 Annual Meeting**

**Invitation to Exhibit**

March 26 to 28, 2009



Washington State Convention and Trade Center  
Seattle, Washington

# Establish new relationships and strengthen existing ones by exhibiting at the 2009 OAH Annual Meeting

The 2009 OAH Annual Meeting provides an excellent opportunity for you to reach college and university professors, precollegiate teachers, public historians, museum staff, and other history professionals from across the country.

OAH attendees consistently rank the exhibit hall as one of the most important reasons for attending the conference.

## Why Exhibit?

As the largest professional association dedicated to the study of the American past, the Organization of American Historians promotes excellence in the scholarship, teaching, and presentation of American history, and encourages wide discussion of historical questions and equitable treatment of all practitioners of history.

An estimated attendance of more than two thousand college and university professors, community college professors, public historians, and precollegiate teachers will visit the exhibit hall during the four-day convention to view the latest publications, digital media, and websites related to American history. Many attendees are the decision-makers responsible for curriculum development for individual classes and for precollegiate and college American history departments.



## Exhibitor Benefits Include

- Four annual meeting registrations for your representatives
- Ten advance guest passes for admission to the exhibit hall
- Passes for exhibit representatives to attend the Opening and Closing Receptions
- Website listing with direct link to your website
- Listing in the Annual Meeting *Program*
- Opportunity to purchase pre- and post-meeting attendee mailing lists (available to exhibitors and sponsors only)
- Sponsorship opportunities
- NEW! Exhibitor Commercial Showcase

***Don't delay!***

Mail application and payment to the OAH office  
on or after **October 15, 2008**  
to be included at the 2009 convention in Seattle.

# Exhibit Details

## Exhibit Hours

Setup: Thursday, March 26, 8:00 a.m. to 1:00 p.m.  
Operate: Thursday, March 26, 3:00 p.m. to 6:00 p.m.  
Friday, March 27, 8:00 a.m. to 6:00 p.m.  
Saturday, March 28, 8:00 a.m. to 6:00 p.m.  
Dismantle: Saturday, March 28, 6:00 p.m. to 8:00 p.m.

## Official Decorator

Paramount Convention Services, Inc.  
5015 Fyler, St. Louis, MO 63139; p: (314) 621-6677  
Additional furnishings, drayage, setup, dismantling, electrical, and telephone requirements can be ordered from Paramount Convention Services, the official decorating service contractor for the meeting. Service kits will be mailed to exhibitors in January 2009.

## Booth Specifications

Exhibit booths are 10' by 10'. The cost for each exhibit booth is \$1,300. OAH will provide an 8' draped back wall, 3' side dividers, one 7" x 44" I.D. sign, one 6' skirted table, two chairs, and a wastebasket for each booth. The exhibit hall is **not** carpeted.

## Assignment of Space

Applications with a completed original contract and either payment or proof of payment request will be processed based on the postmark date. Companies that contracted for exhibit space at the 2008 OAH Annual Meeting will be given priority.

## Reservations

- 1) Examine the floor plan carefully before making your booth selection. Please list eight acceptable locations from throughout the exhibit hall on your contract.
- 2) Complete the contract and return to Amy M. Stark, Director of Meetings, Organization of American Historians, 112 North Bryan Avenue, PO Box 5457, Bloomington, Indiana 47407-5457.
- 3) Postmark your application **on or after October 15, 2008**. Applications postmarked prior to October 15, 2008 will be processed last. Companies may send their contracts via overnight mail services, however mailers must not be postmarked prior to October 15, 2008 and the date of mailing must be evident.
- 4) Include 50% deposit payment or proof that payment has been requested from your institution. Orders received without either will be held and processed when payment is received.

## Balance Due

Balance is due February 15, 2009. Reservations received after January 1, 2009 must be accompanied by full payment. Notification of cancellation must be made in writing. Cancellations received after January 1, 2009 obligate the exhibitor to full payment of the rental and forfeiture of all monies paid.

# Maintain Visibility Throughout the Meeting

## Exhibitor Showcase Commercial Sessions

An exhibitor showcase provides an outstanding opportunity for companies to highlight their products, services and latest developments in educational sessions. Companies may select half hour time slots to provide their own stand-alone presentation in a theater within the exhibit hall. Cost to participate is \$300 per session and includes a listing in the Annual Meeting *Onsite Program*. The Exhibitor Showcase will be offered Saturday, March 28. Visit <<http://www.oah.org/2009/exhibits>> for more information and to apply for a session.

## Attendee Mailing Lists

Direct mail to preregistrants before the convention, or to the entire registration list after the meeting. Mailing lists are available to full booth exhibitors and meeting sponsors only. Fee: \$200/list. Visit <<http://www.oah.org/2009/exhibits>> for more information.

## Display Advertising

Advertise in the Annual Meeting *Program* or *OAH Newsletter Convention Supplement*. Both publications are mailed to the OAH membership (more than 11,000 copies per publication). See the Insertion Order for more information.

## Sponsorship Opportunities

Your booth in the exhibit hall is just the beginning. Increase your visibility by sponsoring an event, refreshment break, or other activity. Sponsors are recognized on signage at the convention, in the Annual Meeting *Program*, and on the OAH website. See the Sponsorship Order for more information.

## Exhibitor Functions

Space is available at the convention hotel, the Sheraton Seattle Hotel and Towers, for your company to host an invitation-only reception, meeting, or hospitality event. Information about your event will be included in the Annual Meeting *Program* and *Onsite Program*, if requested. Visit <<http://www.oah.org/2009/exhibits>> for more information.

# 2008 OAH Exhibitors

ABC-CLIO  
Alexander Street Press  
American Institute for History Education  
Bedford/St. Martin's  
Cambridge University Press  
The College Board  
Columbia University Press  
Cornell University Press  
Duke University Press  
EBSCO Publishing  
Feminist Press  
Fordham University Press  
Gale Cengage Learning  
Harlan Davidson, Inc.  
HarperCollins  
Harvard University Press  
History Cooperative  
Houghton Mifflin  
Indiana University Press  
Ivan R. Dee, Publisher  
Johns Hopkins University Press  
JSTOR  
Kent State University Press  
LexisNexis  
Louisiana State University Press  
Macmillan  
McGraw-Hill Higher Education  
National Archives and Records Administration  
New York State Archives  
Northern Illinois University Press  
NYU Press  
Ohio University Press  
Omohundro Institute of Early American  
History and Culture  
Oxford University Press  
Palgrave Macmillan  
Paratext  
Pearson  
Penguin Group (USA)  
Perseus Books Group  
Potomac Books, Inc.  
Princeton University Press  
ProQuest  
Random House, Inc.  
Readex, Inc.  
Routledge  
Rowman & Littlefield Publishers  
Rutgers University Press  
M. E. Sharpe  
Southern Illinois University  
Stackpole Books  
Temple University Press  
*The Nation*  
The New Press  
University of Alabama Press  
University of Arkansas Press  
University of California Press  
University of Chicago Press  
University of Georgia Press  
University of Illinois Press  
University of Massachusetts Press  
University of Nebraska Press  
University of North Carolina Press  
University of Oklahoma Press  
University of Pennsylvania Press  
University of Virginia Press  
University Press of Kansas  
University Press of Kentucky  
University Press of Mississippi  
W. W. Norton & Company  
Wiley-Blackwell  
Woodrow Wilson International  
Center for Scholars  
Yale University Press

# Exhibitor Application and Contract



## Organization of American Historians

2009 Annual Meeting — March 26 to March 29, 2009  
Washington State Convention and Trade Center

### I. Company Information (Please type or print legibly)

Company Name \_\_\_\_\_  
(As it should appear on exhibit signs and in *Program*.)

Parent Company \_\_\_\_\_  
(Please indicate any other company that may send payment.)

Contact \_\_\_\_\_  
(Person to whom all correspondence and invoices will be sent.)

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Company Website \_\_\_\_\_

### II. Fees and Deposit Information

Exhibit fees are \$1,300.00 for each 10' x 10' booth. A 50% deposit per booth reserved, or proof that payment has been requested, must be sent with signed, original contract. Balance is due February 15, 2009. Reservations received after January 1, 2009 require full payment. Cancellations must be made in writing prior to January 1, 2009 to receive a refund. Cancellations received after that date obligate the exhibitor to full payment of the rental and forfeiture of all monies paid.

### III. Space Requirements

Number of Booths \_\_\_\_\_

Preferred Location \_\_\_\_\_  
(Please choose locations from different areas of the exhibit hall)

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

5) \_\_\_\_\_ 6) \_\_\_\_\_ 7) \_\_\_\_\_ 8) \_\_\_\_\_

If possible, place our booth near \_\_\_\_\_

### IV. Booth Sharing

All companies who share a booth must sign a contract.  
We will be sharing booth(s) with \_\_\_\_\_

### V. Signed

The exhibitor agrees to abide by all of the terms, conditions, and regulations as set forth on both sides of this contract.

Signature of Authorized Officer \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

### VII. Payment Method

- Proof of Request for Payment Enclosed
- Check or Money Order Enclosed
- VISA/MasterCard/American Express

Card # \_\_\_\_\_

Expiration Date Month \_\_\_\_\_ Year \_\_\_\_\_

Security Code \_\_\_\_\_

Amount to Charge \$ \_\_\_\_\_

Authorized Signature \_\_\_\_\_

### FOR OAH USE ONLY

Booth(s) Assigned \_\_\_\_\_

Sharing with \_\_\_\_\_

Rec'd Date \_\_\_\_\_ Balance Due \_\_\_\_\_

## Official Exhibition Regulations

All exhibits and exhibitors are subject to the following regulations

1. Organization of American Historians (OAH): The OAH, in determining convention sites, will consider the availability of an acceptable area for exhibitors as a factor in deciding whether or not a particular facility meets the need for OAH and exhibitors. OAH provides and pays for security for the general exhibit area but not for individual booths. OAH assumes the responsibility of arranging for proper floor space, lighting of the general area and decorator service. OAH also assigns booth space, scheduling for exhibit setup, dismantle, and hours of operation during the Annual Meeting. OAH also reserves the right to make changes in hours, if necessary. For each of the matters above set forth, OAH assumes responsibility and liability and will hold exhibitors harmless from all claims, including attorney fees, growing directly or indirectly out of its performance of its obligations as above set out.

2. Exhibit Criteria: Exhibiting firms must be limited to those providing services, products or publications which relate directly to history. OAH reserves the right to cause any exhibitor to remove an exhibit or any part of an exhibit which, in the sole judgment of the Executive Director, is misleading or deceptive, in poor taste, or not in keeping with the spirit of the Annual Meeting.

3. Assignment of Space: Booth space will be assigned at the discretion of OAH. Priority of booth selection is given to companies that exhibited with OAH the previous year. OAH will attempt to assign requested spaces. However, if none of the requested spaces are available, a space comparable in location and size will be assigned.

4. Contract for Space: Exhibitor must pay the OAH the sum of \$1,300.00 per 10' X 10' booth. A 50% deposit (\$650 per booth) is due with the signed original contract. Balance is due February 15, 2009. Contracts received after January 1, 2008 must be accompanied by full payment. OAH will provide an 8' draped back wall and 3' side drape, one 6' skirted table, two chairs, and a wastebasket as a package in each booth.

5. Cancellation: Notification of cancellation must be made in writing. Cancellations received after January 1, 2009 obligate the exhibitor to full payment of the rental and forfeiture of all monies paid. Any space not occupied by 3:00 p.m. Thursday, March, 26, 2009 will be forfeited by the contracting exhibitor and such space may be sold, reassigned, or used by the OAH without refund of rental fee.

6. Booth Sharing: Reassignment or subletting of all or any part of the booth space by the exhibitor is prohibited. No exhibitor shall share the space allotted without the knowledge and consent of the OAH. All companies who share a booth must sign a contract. In the event that an exhibitor who is sharing a booth withdraws from the exhibition, the other exhibitor with whom that company was sharing is responsible for the full balance of the booth fee.

7. Exhibit Setup and Dismantle: In setting up or removing the booth, exhibitors must abide by the following schedule:

Setup: Thursday, March 26, 8:00 a.m. to 1:00 p.m.

Operate: Thursday, March 26, 3:00 p.m. to 6:00 p.m.

Friday, March 27, 8:00 a.m. to 6:00 p.m.

Saturday, March 28, 8:00 a.m. to 6:00 p.m.

Dismantle: Saturday, March 28, 6:00 p.m. to 8:00 p.m.

Exhibitors shall be liable to the owner of the exhibit area and other exhibitors for any property damage incurred during setup and dismantle of the exhibit. All exhibits are to be setup by 1:00 p.m., Thursday, March 26, 2009. Exhibits must remain intact until the official dismantling period. Failure to observe this rule will result in removal from the first priority announcement mailing the following year. All exhibits must be removed by 8:00 p.m. Saturday, March 28, 2009.

8. Special Regulations: The exhibiting company will be responsible for construction of and payment of costs associated with construction of its booth within the area assigned it by OAH. No music shall be played in the exhibit area. No helium balloons may be used in the exhibit area. The exhibitor will maintain a neat, attractive display conforming with the provisions herein established by OAH. Exhibit booth staff shall exercise due care to avoid anything which will make the exhibition area unattractive or unsafe, and ex-

hibitors shall cooperate with each other in keeping the display area safe. Such action by each exhibitor shall include but not be limited to having attractive and safe displays, keeping the display in good order, keeping exhibit areas and any public areas immediately adjacent to their respective display areas free from all debris, water, paper, and any other object which might be the cause of a person sustaining personal injury or property damage. All fire hose cabinets and fire extinguishers must be visible and kept clear and readily accessible during move-in, show days and move-out. Each exhibitor shall have the duty to report to the Director of Meetings when it is believed that OAH or an exhibitor(s) have not performed or are improperly performing any of its obligations as herein set out.

9. Unions: If applicable, Exhibitor agrees to use the union labor as required in accordance with jurisdiction as established in the host city.

10. Termination of Meeting: Should the premises in which the OAH annual meeting is to be held become, in the sole judgement of OAH, unfit for occupancy, or should the meeting be materially interfered with by reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of OAH, this Exhibit Contract may be terminated. OAH will not incur any liability for damages sustained by the exhibitor as a result of such termination. The OAH will return to the Exhibitor all rental which Exhibitor has paid up to date of cancellation and thereupon both parties shall be released from further obligation or liability one to the other.

11. Security: Exhibitors are solely responsible for their own exhibit materials and should insure exhibits against loss or damage from theft, accident, vandalism, fire, or other causes. All property of an exhibitor is understood to remain in his/her care, custody, and control in transit to/from and within the confines of the exhibit area.

12. Nonflammable Materials: All decorations, drapes, signs, banners, plastic displays, combustibles, etc. must be flame-retardant. Table coverings with overhang greater than 6" must also be flame-retardant. Items that require treatment with a flame-retardant product will be subject to a flame test prior to or during show hours. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon, and certain synthetic materials cannot be made flame resistant, and their use is strictly prohibited. Candles may only be used in public assembly areas if under permit for Open Flame, and only within an approved container (specific conditions apply). Combustible storage is not allowed on the event floor or in dead areas, behind booth drapes or in unsold areas. Empty cardboard boxes intended for repackaging must be removed from the event floor. Booth storage of literature/brochures is limited to full boxes that can be easily stored under tables in the booth. Helium tanks are allowed on the event floor with prior approval by the Fire Marshal. Tanks must be properly labeled for contents and firmly secured in the upright position, with valves protected against damage.

13. Liability: Each and every exhibitor having executed an agreement in the same words and figures as this agreement, the exhibitor assumes the entire responsibility for losses, damages, and claims arising out of injury or damage to exhibitors' displays, equipment, and other property brought upon the premises of the Washington State Convention and Trade Center and shall indemnify and hold harmless the Washington State Convention and Trade Center, its parent, agents, affiliates, directors, officers, servants, and employees from any and all such losses, damages, and claims. Excluded from this are liability or claims caused by the negligence of the Washington State Convention and Trade Center, and/or OAH and their respective owners, directors, officers, employees, servants, or agents. The Exhibitor understands that neither the OAH nor the Washington State Convention and Trade Center maintain insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.