

## **VENDOR AND EXHIBITOR GUIDELINES**

The Appalachian Studies Association appreciates all the vendors and exhibitors that purchase space at our annual conferences, and the role they play in making our conferences vibrant and unique. Below are the guidelines for all the vendors and exhibitors.

### **ORDERING YOUR SPACE:**

- When you place your order, please be sure to purchase a sufficient number of tables to accommodate all items you will be displaying. For the safety of everyone, and in fairness to other exhibitors, all items must be confined to your purchased tables.
- Each purchased table includes: one six foot by 30-inch table (the dimensions of the tables may vary by location) and two chairs.
- We offer a shared exhibit rate for community organizations, artists, and small presses. This cost is \$130 per exhibit/half of a table.
- Please make sure you make all your needs and specific requests at the time you order your tables, such as electric, Wi-Fi, wall space, etc. Unfortunately, we cannot guarantee that we can meet all specific requests, but we will make every effort to accommodate individual requested needs.
- Each vendor, regardless of the number of tables purchased, receives two representatives to receive free conference registration. Vendors are welcome to have additional people staff their tables, but these workers must pay the registration fees if they wish to attend conference sessions or other conference events not specifically open to the public. (These two free conference registrations do not include membership to ASA or meals, which be purchased separately).

### **SETTING UP YOUR SPACE:**

- You will need to get the contact information for the Conference Exhibitor Liaison who will escort you to your location. They will also be your contact person for any issues during the conference.
- To be fair to all exhibitors please do not ask for your location to be changed. We have taken all requests and needs into account in the layout, and have designed the layout to accommodate those needs in the best possible manner.
- Exhibits should not be so tall or so arranged that other exhibits are blocked physically or visually.