



SCALING THE HEIGHTS

2009 ANNUAL
CONFERENCE

April 23 – 25, 2009
Portland, Oregon

www.asindexing.org

Advertising, Sponsorship, and Exhibit Opportunities

Meeting Manager: Lina Dennison, ldennison@resourcenter.com
ASI Main Office: 10200 West 44th Avenue, Suite 304, Wheat Ridge, CO 80033-2840
Phone: (303) 463-2887 Fax: 303-422-8894

About the Conference

You are invited to take part in the American Society for Indexing (ASI) Annual Conference, which will be held **April 22–25, 2009** in Portland, Oregon. Attendees will include freelance and in-house indexers and editors, technical writers, authors, faculty from colleges and universities, software developers, corporations, publishing houses, and others involved with the indexing industry.

ASI is a national nonprofit association founded to promote excellence in indexing and abstracting, and to increase awareness of the value of well-written and well-designed indexes.

Enclosed you will find information about exhibit opportunities at the upcoming conference, as well as details on advertising in our Onsite Program. Space will be reserved on a first-come, first-served basis. If you have any questions please feel free to contact us at (303) 463-2887 or email ASI at info@asindexing.org

2009 Sponsor Information

Major Conference Sponsor: \$2,500

Funds provided by the major sponsor will go to support the overall costs of the conference. Acknowledgement will be provided in the Onsite Program and on the Web page. Shared sponsorships will be considered.

Welcome Reception: \$1,000

Funds will help cover the cost of food and beverages served at this event. Appropriate signage will be on display during the reception and mention will be made in the Onsite Program.

Tote Bag Sponsor: \$1,000 - SOLD

Your company logo will be placed on each tote bag and distributed to all the attendees.

Friday Awards Reception/Dinner Sponsor: \$500

Funds will help cover the cost of food and beverages served at this event. Appropriate signage will be on display during the reception/dinner and mention will be made in the Onsite Program.

Refreshment Break Sponsors: \$250

Funds will be used to offset costs of general refreshment breaks. Appropriate signage will be on display during the break and mention will be made in the Onsite Program.

Speaker Sponsor: Keynote Speaker \$1,000; Breakout Speaker \$500

Funds will help cover audiovisual costs. Acknowledgement will be provided in the Onsite Program, the web page and signage at the session.

Tour Sponsor:

Contact Lina Dennison, ASI Meeting Manager for more information.

Sponsorship opportunities sell quickly, so call or email ASI today.

2009 Exhibitor and Sponsor Information

Exhibitor Space and Fees:

Space is limited, and is assigned on a first-come, first-served basis. Each space includes a 6' draped table with electrical outlet, two chairs, registration for one person for conference sessions (workshops have separate registration fees and are not included), and all conference materials. Conference meals are included in the registration fee. Telephone line charges are not included. **The fee is \$400 for ASI members, \$500 for non-members.**

Exhibitor Hours

Thursday, April 23, 3:00pm – 6:00pm *TBD*

Friday, April 24, 10:30am – 7:45pm (including reception from 6:00pm – 7:45pm) *TBD*

Saturday, April 25, 8:00am – 12:00pm *TBD*

Media Distribution

A brochure, coupon, or flyer may be inserted in each attendee registration packet for a **fee of \$150 per brochure (ASI members) or \$200 (non-members)**. Please send a sample to the ASI office for approval by March 6, 2009. Upon approval, we will notify you with the shipping address and instructions. ASI reserves the right to reject materials.

Conference Location

Doubletree Hotel & Executive Meeting Center
1000 NE Multnomah Street
Portland, OR 97232

The Doubletree Hotel & Executive Meeting Center Portland–Lloyd Center is adjacent to the fabulous Lloyd Center Mall and just blocks from the newly expanded Oregon Convention Center, the Rose Garden Arena, and Portland's Memorial Coliseum. The hotel is close to the offices of PacifiCorp, Kaiser Permanente, Liberty Northwest, Integra Telecom, KinderCare, CH2M Hill, Bonneville Power Administration, NACCO, Adidas, Freightliner, and the campuses for Oregon Health Science University, Portland State University, and Concordia University. Located only nine miles from the Portland International Airport, the MAX light rail system now picks you up at baggage claim and drops you off directly across the street from our front door.

ASI has obtained an attractive room rate for conference attendees. Hotel amenities include coffeemakers, hairdryers, ironing boards, irons, desks, and data ports, as well as an outdoor rooftop heated swimming pool and fitness center.



Exhibit and Sponsor Contract

April 22 - April 25, 2009 • Portland, OR

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 Phone: (303) 463-2887 Fax: 303-422-8894
 Email: ldennison@resourcenter.com Website: www.asindexing.org

Date: _____
 Company: _____ Registered Representative: _____
 Address: _____ City: _____ State: _____
 Telephone: _____ Fax: _____
 Email: _____ Web Site: _____

EXHIBITOR SPACE AND FEES:

Space is limited, and assigned on a first-come, first-served basis. The exhibit fee includes a 6' draped table with electrical outlet, two chairs, admission for one person to general and breakout sessions, conference receptions, dinner, lunch, and all conference materials. Telephone line charges are not included.

CANCELLATION:

Cancellations received in writing prior to February 27, 2009, will receive a refund, less a \$50 processing fee. After that date there are no refunds.

MEDIA DISTRIBUTION:

A brochure, coupon, or flyer may be inserted in each attendee registration packet for a fee of \$150 per brochure (ASI members) or \$200 (non-members). Please send a sample to the ASI office for approval by March 6, 2009. Upon approval, we will furnish the shipping address and instructions. ASI reserves the right to reject materials not appropriate for our packets.

FEE SUMMARY AND PAYMENT INFORMATION:

Exhibitor/Sponsor Summary	Cost (Circle)	Amount Due:	PAYMENT INFORMATION Return this form with check or payment information by <h2 style="margin: 0;">February 27, 2009</h2> to American Society for Indexing 10200 West 44 th Avenue Suite 304 Wheat Ridge, CO 80033 Fax: 303-422-8894
Exhibitor			
Member	\$400		
Non-member	\$500		
Media Distribution			
Member	\$150		
Non-member	\$200		
Sponsorship			
Major Conference Supporters	\$2,500		
Opening Reception Sponsor	\$1,000		
Tote Bag Sponsor	\$1,000		
Friday Reception Sponsor	\$500		
Refreshment Break Sponsor	\$250		
Keynote Speaker Sponsor	\$1,000		
Breakout Speaker Sponsor	\$500		
Tour Sponsor	\$ _____		
Total Enclosed		\$	

BOOTH LOCATION REQUEST:

We prefer to be located **away** from the following competing companies (specific names, not types of businesses):

We prefer to be located **near** the following companies (specific names, not types of businesses):

Check: made payable to American Society for Indexing

Type of card: Visa MasterCard American Express Discover

Credit Card Number: _____ Exp. Date: _____

Name of Cardholder: _____ Signature: _____

2009 Annual Conference

April 22 – 25, 2009 • Portland, OR
Onsite Program Advertising Opportunities

**This is your opportunity to promote your company, your product, and your presence at the Annual Conference. The Onsite Program contains all the information on exhibitors and events, and is frequently referred to by attendees throughout the event. Reserve your ad space today by calling Lina Dennison at (303) 463-2887 or email your ad request to ldennison@resourcenter.com. Cover positions are first-come, first-served and sell quickly!
Deadline for submission is February 27, 2009**

Program size: 8 ½" x 11"
Black & White (no colors offered)

Ad sizes & rates:

Full Page Outside Back Cover.....	\$325
Full Page Inside Back Cover.....	\$275
Full Page Inside Front Cover.....	\$275
Full Page.....	\$250
Half Page.....	\$150

Cover positions sell very quickly!

All advertising requests must be emailed to Lina Dennison at ldennison@resourcenter.com or fax to (303) 422-8894

Requests for cover positions will be honored in the order they are received, so don't delay!



Advertising Contract

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Website: www.asindexing.org

ASI Annual Conference Onsite Program Advertising Insertion Order/Contract

Ad Due by: February 27, 2009

Date: _____

Advertiser: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ Web Site: _____

I hereby direct ASI to place advertising on my behalf according to the following specifications:

- | | | |
|-------------|---|-------|
| Size of Ad: | <input type="checkbox"/> Full Page Outside Back Cover (7" x 10")..... | \$325 |
| | <input type="checkbox"/> Full Page Inside Back Cover (7" x 10")..... | \$275 |
| | <input type="checkbox"/> Full Page Inside Front Cover (7" x 10")..... | \$275 |
| | <input type="checkbox"/> Full Page (7" x 10")..... | \$250 |
| | <input type="checkbox"/> Half Page (7" x 5")..... | \$150 |

Special Instructions: _____

I will supply ASI with an electronic file (TIFF, EPS, or hi-res PDF)

Note: All advertising must be prepaid. Cover positions are assigned on a first-come, first-served basis.

Total due with this order: \$ _____

Notes: _____

Check: made payable to American Society for Indexing

Type of card: Visa MasterCard American Express Discover

Credit Card Number: _____ Exp. Date: _____

Name of Cardholder: _____ Signature: _____

Please complete this form and fax to: Lina Dennison at (303) 422-8894

Mail payment with copy of this form to: 10200 West 44th Avenue, Suite 304, Wheat Ridge, CO 80033

I hereby represent that I am authorized to act on behalf of the named advertiser in this regard, and that I/we will meet all obligations, contractual, legal, or otherwise, including all provisions and specifications of the current ASI advertising rate schedule, which is incorporated into this document for reference.

Signature: _____ Date: _____