

# Exhibit Reservation Form

Annual Meeting of American Association for Applied Linguistics

March 22-25, 2003

Sheraton National Hotel, Arlington, VA, USA

Exhibit name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Arriving agent(s) \_\_\_\_\_

Date of arrival (if known): \_\_\_\_\_

## Please check all that apply:

### 1) Display Tables

Note: Tables are 30" x 6'

½ table @ \$250

1 table @ \$500

2 tables @ \$750

\_\_\_ additional tables @ \$250 per table

\_\_\_ titles @ \$100 per title (*Individual titles cannot be returned to publishers.*)

### 2) Conference Program Advertising

Note:

- ◆ A Camera-ready copy, .TIF, .GIF, or .JPEG file must be received by the AAAL Business Office no later than January 15, 2003

Full-page ad @ \$250 (8.0" x 10.5" maximum size)

Half-page ad @ \$175 (8.0" x 5.0" maximum size)

### 3) Advertising Opportunities

If you are interested in sponsoring other activities at AAAL, such as the Presidents' Reception or refreshments, please contact the business office

**Please make checks payable in \$US to AAAL and send with the completed form by January 15, 2003 to:**

(Postal Mail)  
AAAL Business Office  
PO Box 361806  
Birmingham, AL 35236 USA

(FedEx/DHL/UPS/etc.)  
AAAL Business Office  
3416 Primm Lane  
Birmingham, AL 35216 USA

### **For further information contact:**

Robert Ranieri  
AAAL Business Office  
Phone: 205-824-7700  
Fax: 205-823-2760  
[aaal@primemanagement.net](mailto:aaal@primemanagement.net)

Nancy Hornberger, AAAL Exhibits Coordinator  
Fax: 215-472-8022  
[nancyh@gse.upenn.edu](mailto:nancyh@gse.upenn.edu)

**Please keep a copy of this form for your records.**

# Exhibit Schedule and Set-up Details

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## Location of Exhibits

Galaxy Room

## Exhibit Schedule

Saturday, March 22	8:00 am – 12:00 noon	<i>Setup</i>
Saturday, March 22	12:00 pm – 5:00 pm	
Sunday, March 23	9:00 am – 5:00 pm	
Monday, March 24	9:00 am – 5:00 pm	
Monday, March 24	5:00 pm – 10:00 pm	<i>Tear Down</i>

*Note: The exhibits will close from 11:30 am to 12:30 pm on Sunday and Monday for a lunch break.*

## Shipping Display Materials

When shipping instructions are finalized we will send you the appropriate information on how and where to ship your materials.

***Please note that neither the Sheraton National Hotel nor AAAL can be held responsible for lost or misplaced shipments.***

## Sponsorship

Publishers will be given the opportunity to sponsor the Presidents Reception, coffee breaks, breakfasts, and audio visual equipment, for more information please contact Robert Ranieri, [aaal@primemanagement.net](mailto:aaal@primemanagement.net) or phone: 205-824-7700.

## Questions?

If you have questions or need additional information regarding exhibiting or other advertising opportunities, please contact Robert Ranieri, [aaal@primemanagement.net](mailto:aaal@primemanagement.net) or fax: 205-823-2760.

# Exhibit Materials Form

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Sheraton National Hotel, Arlington VA, USA

**Complete one form for *each shipment* sent directly to the Sheraton National Hotel  
Fax this completed form to the AAAL Business Office (205-823-2760)**

For *each shipment* of materials sent directly to the Sheraton National Hotel, please complete this form and fax to the AAAL Business Office (205-823-2760). While AAAL cannot be held responsible for lost or misplaced shipments, we will do our best to assist in tracking the shipment of materials to the conference site and see that they arrive at your exhibit booth.

## Please print clearly

Exhibit name: \_\_\_\_\_

Number of packages in this shipment: \_\_\_\_\_

Carrier: \_\_\_\_\_

Shipment Method (e.g., priority overnight, 3-day ground, etc.): \_\_\_\_\_

Carrier tracking number: \_\_\_\_\_

Shipment Date: \_\_\_\_\_

Scheduled (or estimated) Arrival Date: \_\_\_\_\_

## Contact Information

Please provide contact information for any individuals who can provide additional information about this shipment:

Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Contact phone number for Saturday, March 22, 2003: \_\_\_\_\_

## Checklist:

- \_\_\_\_\_ Boxes labeled properly (Publisher name, contact person and phone number, etc.)
- \_\_\_\_\_ Boxes numbered properly (1 of 3, 2 of 3, 3 of 3, etc.)
- \_\_\_\_\_ Shipping information provided to your representative attending the conference
- \_\_\_\_\_ This form completed and faxed to: 205-823-2760