


EXHIBIT ROOM REQUEST FORM

Texas Archeological Society 79th Annual Meeting  Lubbock, Texas
October 24-26, 2008

If you wish to utilize space in the Exhibit Room (Book/Vending/Silent Auction Room), please complete this form and return it to the Registrar with appropriate payment **by October 3.**

Name of individual requesting space _____

Other contact person(s) _____

Name of organization/agency/company _____

Address _____

Phone number(s) and e-mail info _____

Date of form _____

For profit ___ Not-for-profit ___ Day and time of arrival at Exhibit Room _____

Will you have items for sale? ___ Only information/give-away (brochures/publications)? ___

Space needs: What is the height/size of your display? _____

Taller exhibits will be placed along walls for safety and to keep views across the room clear. Given the demand for space, there is a limit of one 6- to 8-ft table. If available, additional table space can be negotiated at the time of the meeting.

How many chairs? ___ Comments about space needs? _____

Cost per table for vendors who are TAS members: \$50

Cost per table for vendors who are not TAS members: \$75

Cost per table for non-vendors (information, brochure, etc., NO sales): \$25

Please add 4% handling fee if using a credit card: \$1 for \$25; \$2 for \$50; \$3 for \$75 Total cost: _____

Exhibit Room opens at 8:00 AM on Friday. While we have the room until midnight Saturday, you should plan to have your exhibit materials removed before the Banquet on Saturday evening.

Please remember to reserve your table by October 3.

Make check payable to: **TEXAS ARCHEOLOGICAL SOCIETY**

Or pay by credit card (please print appropriate information below):

Name as it appears on credit card _____

Billing address if different from above _____

Credit card # _____ Visa ___ MC ___ Discover ___

Signature _____ Expiration date _____

Send completed form and payment to:

Lauren Whitman, Registrar
Texas Tech University – SASW
Box 41012
Lubbock, TX 79409-1012