



2023 Conference Exhibitor Guide



Exhibitor Packages

Virtual + In-Person 10x10 Booth Space Package \$1,200

- 10ft x 10ft booth space at the in-person conference
- Dedicated page in the online platform for access by virtual attendees
- 1/4-page Program Ad + Tote Bag Insert
- Two (2) Complimentary Virtual + In-Person Conference Registrations for use by employees or guests
- Access to Attendee List in the online platform (includes the virtual and in-person attendees who have opted in)



Virtual + In-Person Tabletop Only Package \$1,000

- Table for tabletop displays only at the in-person conference
- Dedicated page in the online platform for access by virtual attendees
- Business card-sized program ad + Tote Bag Insert
- Two (2) Complimentary Virtual + In-Person Conference Registrations for use by employees or guests
- Access to Attendee List in the online platform (includes the virtual and in-person attendees who have opted in)



Virtual Only Package \$500

- Dedicated page in the online platform for access by virtual attendees
- Business card-sized program ad + Tote Bag Insert
- Two (2) Complimentary Virtual Only Conference Registrations for use by employees or guests
- Access to Attendee List in the online platform (includes the virtual and in-person attendees who have opted in)

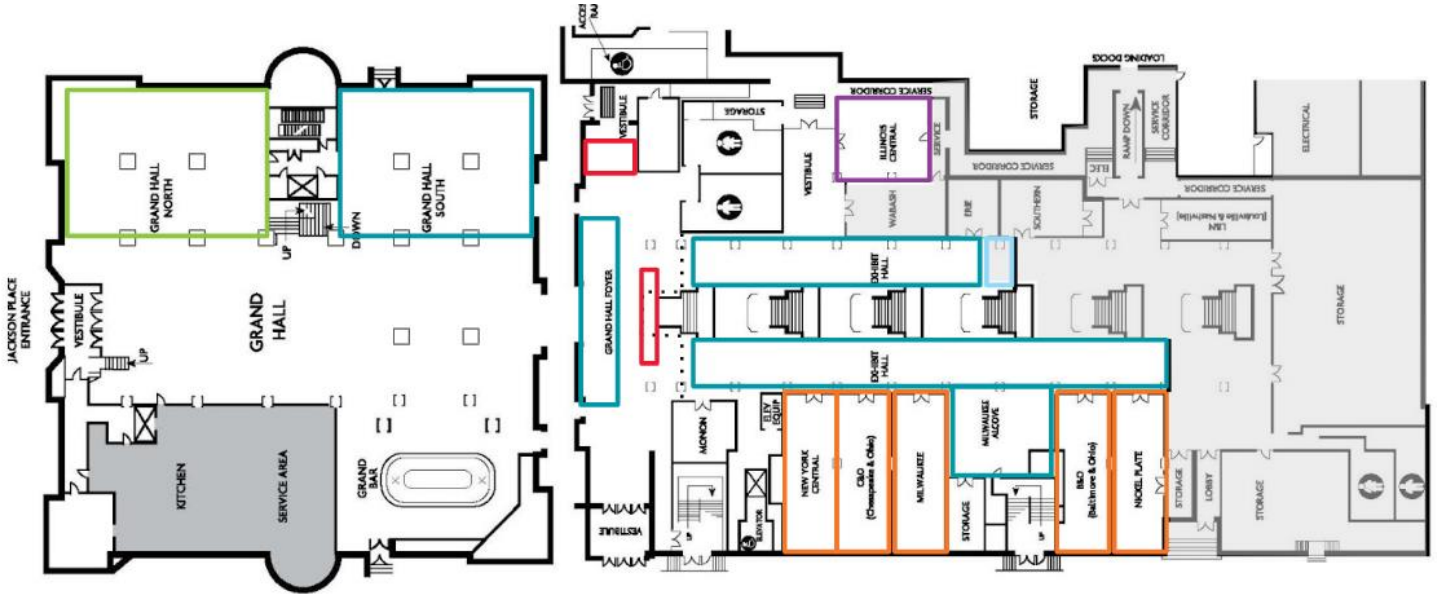
Membership in the Association of Midwest Museums or Association of Indiana Museums is required to exhibit in-person or virtually. Contact AMM to check the status of your membership.

Reservation Deadline: May 31, 2023

Exhibitor Locations

Conference Venue

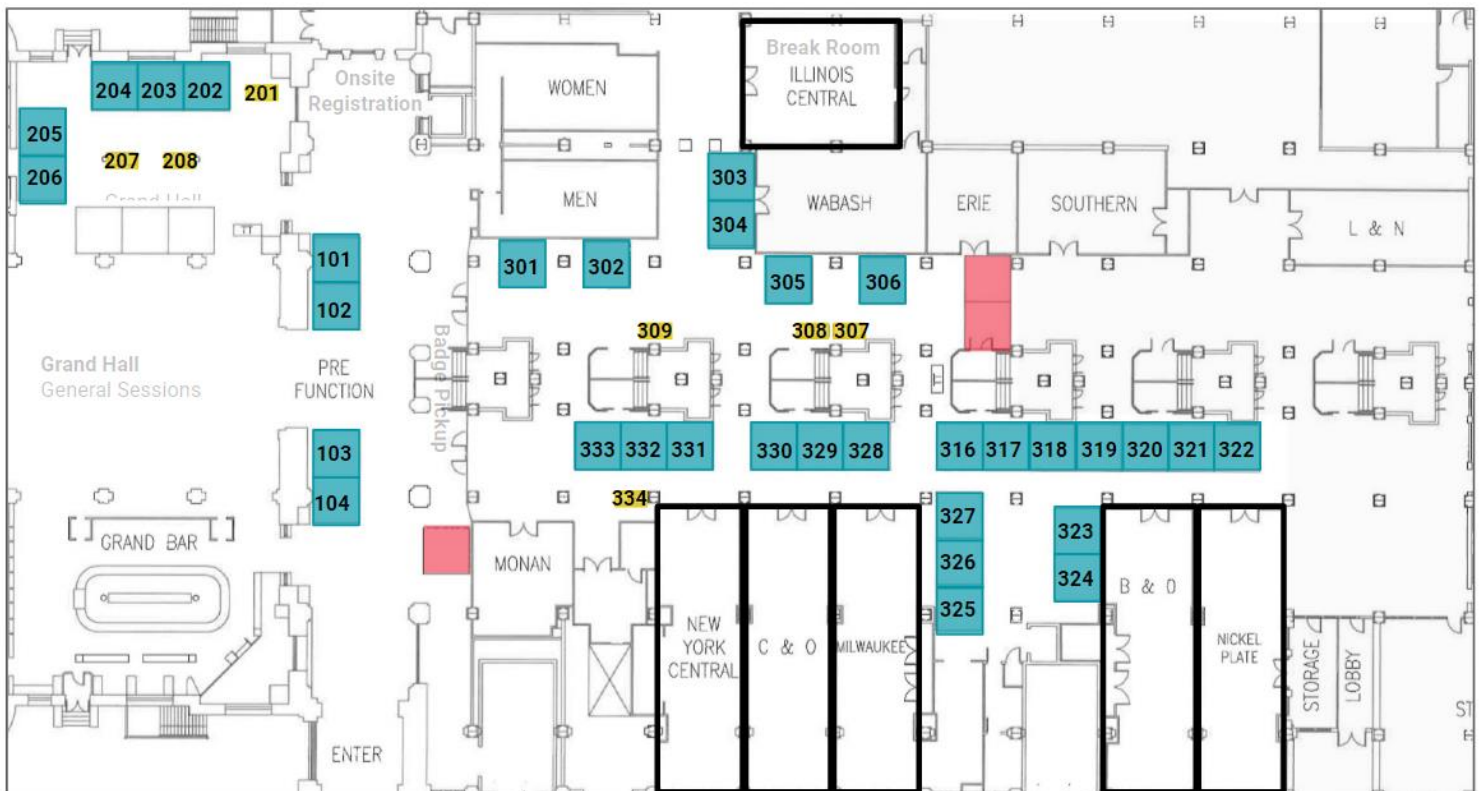
Conference sessions, networking activities, and exhibits will be hosted at Historic Union Station operated by the Crowne Plaza Downtown Indianapolis. The map below is an overview of conference areas.



Exhibitor Locations

The map below depicts the locations of exhibitors in Grand Hall Foyer, Grand Hall North, and Union Station hallways.

- Reserved/ Other
- Available 10x10 Spaces
- Available Tabletop Only Spaces



Additional Engagement Opportunities

Sponsorship

Museums and companies can support the conference and build awareness of their products or services as monetary or in-kind sponsors. Opportunities range from \$500 to \$10,000. To learn more about sponsorship opportunities, visit the conference website: ammconference.org/sponsor

Advertising Upgrades

Exhibitors have the option to upgrade the size of their program ad or purchase additional advertising in the booth space reservation form. For more information on advertising, visit the conference website: ammconference.org/sponsor/advertise.

NEW! Technology and Digital Media Showcase Sessions

At least one breakout session slot in the conference program will be reserved for a Technology and Digital Media Showcase. This is an opportunity to highlight new approaches to museum technology and digital media in two categories: 1) virtual applications and 2) in-museum applications.

Presenters in this “flash talks” style session will have 8-10 minutes to tell a story about a project that exemplified digital media and technology best practices, employed a new approach to storytelling or collections access, featured emerging technology, achieved great outcomes, or resulted in lessons-learned that everyone would benefit from hearing.

The conference Program Committee will directly solicit museum participants for the Technology and Digital Media Showcase session(s). Member companies who sponsor the conference at \$1,500 or more or book an exhibit space may request to add a spot in the Showcase to their purchase for a fee of \$200 or request that a spot be included in their benefits package in lieu of other benefits. Space is limited.

Have questions? Contact AMM at admin@midwestmuseums.org.

Click here to reserve your exhibit space online.



Terms and Conditions

Companies and organizations who choose to exhibit at our conference agree to follow our [health policy](#) and [Code of Conduct](#). In addition, you acknowledge and agree to the following terms and conditions:

- **Membership:** Membership in the Association of Midwest Museums or Association of Indiana Museums is required.
- **Reservations and Placement:** Exhibitors are confirmed on a first come, first served basis. Every effort will be made to honor first choice locations, but preferred locations are not guaranteed. Full payment must be received to confirm your booking and the placement of your exhibit space.
- **Conference Registration:** Exhibitors receive complimentary Virtual + In-Person conference registrations and must register employees for the conference using the designated registration form before the close of online registration. AMM will send instructions on how to register employees and provide a discount code for accessing complimentary registrations associated with your booking.
- **Conference Badges:** Exhibitors have access to all sessions and activities at the conference, and each employee must wear a conference badge for access. Badges cannot be shared among representatives.
- **Display Requirements:** Exhibits must not project beyond the space allocated or obstruct the view of other exhibitors. Tabletop Only Displays come with a table and chairs, and everything must display on top of the table. If floor space is required, a 10×10 space must be reserved. 10×10 spaces also include a table and chairs. Noise levels must not interfere with neighboring exhibits.
- **Additional Services and Fees:** All exhibit spaces will be equipped with a table, tablecloth, and 2 chairs. Electricity is available for an extra fee, and exhibitors will be able to order electricity directly from the hotel after your reservation is confirmed. Wi-Fi will be available in all meeting spaces for use by attendees and exhibitors. If you require hardline connected internet (higher speeds), you will also be able to request this from the hotel for an additional fee.
- **Schedule:** Exhibitors must adhere to the exhibit schedule and ensure that at least one representative is always present at or near the booth space during conference open hours.
- **Delivery/Shipping:** Exhibit materials may be shipped in advance to the conference venue with delivery no sooner than July 21, 2023. Materials will be stored by the hotel and delivered to the conference venue. Exhibitors may incur storage and handling fees for advance shipments and will be billed directly by the hotel. Shipments must be packed properly and addressed to: **Crowne Plaza Indianapolis Downtown Union Station, 123 W Louisiana Street, Indianapolis, IN, 46255, HOLD FOR: Association of Midwest Museums/Exhibitor Name.**
- **Program Ad:** Exhibitors receive a complimentary program ad and tote bag insert. Please see the advertising specifications and deadlines listed on our conference website: ammconference.org.
- **Virtual Platform Page:** Participation in the virtual platform and program day is optional, but highly encouraged. The treatment of virtual platform pages will be uniform, with a set design and list of options for content. We will be in touch via email to gather the content for your company's page.
- **Liability:** Exhibitor shall be fully responsible to pay for any and all damage to property owned by the conference hotel/venue, its owners or managers that results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the conference hotel/venue and Association of Midwest Museums, and their owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.