

Vendor Trade Show Information:

1. **Conference Badge:** Please let us know the names of the people from your company who will be running your booth so we can print a vendor name badge for them. This badge will be at your booth waiting for you.
2. **Set-up and tear-down:** Set-up will take place Friday, April 15, from 7:00-10:00pm and Saturday, April 16 from 6:30am-12:00noon. The show opens at 12:30pm that day. Tear-down will be that evening after the show closes and/or Sunday morning from 6:30am-12:30pm. The tradeshow room will be next door to one of the speaker rooms, so we simply ask that our vendors set up and tear down as quietly as possible.
3. **Space assignments:** Spaces are 10x10 and will include one table and two chairs. We are finalizing a couple details, so space assignments will be coming in the next week or so.
4. **Hotel info:** AIM has a room block set aside for the conference with a special discounted rate. **The block is active through March 21.** Hotel info, along with the direct link to reserve your room (if you're staying overnight), is here: <https://animalimagemakers.com/location>
5. **Additional Sponsorships:** There are still a few opportunities available for additional sponsorships. If you're interested in checking them out, please see the options here: <https://animalimagemakers.regfox.com/aim-2022-vendor-partner-options>
6. **Give-Aways:** Does your company have something you'd like to contribute as a prize? We will have several opportunities throughout the conference for attendees to win, and great prizes from the vendors are always a hit. Each registrant will receive a goodie bag, so "bag swag" is a great way to reach each participant. We also have an adult easter egg hunt in the works with about 1200 eggs to fill, so prizes for the eggs would be fabulous! Let us know if you need additional information. (Mailing address is below.)
7. **Package shipping and receiving:** Our contract with the host hotel is as follows:
"The customer is responsible for all arrangements and all expenses associated with the shipping of materials, merchandise, exhibits or any other items to and from the Hotel. The Hotel must be notified in advance and any consignments shipped to the Hotel should be addressed: Hilton Minneapolis / St. Paul Airport - Mall of America, 3800 American Boulevard East, Bloomington, MN 55425 including the meeting planner's name (Lisa Asp), organization (Animal Image Makes) and date of meeting (April 14-17). The hotel will accept packages two (2) business days prior to your scheduled event with return shipment within one (1) business day. Packages received or stored beyond this time frame are subject to additional daily charges of \$5.00 per package and \$100.00 per pallet. The delivery or shipping to or from meeting space or guest rooms is subject to a handling fee of \$5.00 per package and \$100.00 per pallet. Hotel is not responsible for damage or loss of any items delivered to the Hotel prior to any function, or of any items or packages left on the property after group departs. Upon request, items left on the premises after departure will be returned to the customer at the customer's expense."

If you have any other questions, don't hesitate to reach out. Thanks again for your support! We can't wait for the conference!

Lisa Asp, M. Photog., M. Artist, Cr., CPP, APAI

Animal Image Makers Conference

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www.AnimalImageMakers.com

<https://www.facebook.com/groups/AnimalImageMakers/>