



Exhibitor Guidelines

Tabletop Displays

- Tabletop display space can be reserved on a first-come, first-served basis. The fee is \$25.00.
- = Portable, self-contained tabletop displays must fit on an 8' x 2' table.
 - = One table display per organization/exhibitor.
 - = Exhibitors are solely responsible for the set-up and breakdown of their own installations.
 - = Handouts and materials must be confined to the display area.

Poster Sessions

- Individuals and organizations interested in presenting a poster session can do so, on a first-come, first-served basis.
- = There is no charge for presenting a poster session, but individuals must provide their own portable easel.
 - = Poster must relate to the general conference theme.
 - = Poster areas will be assigned and exhibitors are responsible for the set-up and breakdown of their installations.

Conference Virtual Gallery

- Groups, organizations, institutions and individuals who wish to be included in the Conference Virtual Gallery may request this at no charge.
- = Hypertext links will take users to the various websites submitted.
 - = E-mail the URL to be included in the Conference Virtual Gallery to acortega@ucla.edu

Conference Vendors

- Businesses and vendors interested in participating in the conference will be given prime locations around the Exhibit & Poster Session Gallery.
- = A limited number of spaces are available on a first- come first-served basis.
 - = The charge for a reserved table for vendors is: \$100.00.
 - = All displays must fit on an 8'x 2 ' table. Only one table display per vendor. Vendors are solely responsible for the set-up and take down of installations.
 - = Related handouts and materials should be contained within this display area.

Important Information

- August 1, 2003 is the deadline for reservations and/or payments for the Exhibit & Poster Session Gallery, vendors, and inclusion in the Conference Virtual Gallery.
- = All displays and posters must be set up on Friday, August 15th between 1:00pm and 5:00pm in the UCLA/UES Juarez Community Hall, 330 Charles E. Young Drive North.
 - = Conference staff will be available to provide basic assistance.
 - = Please bring your materials for installation. DO NOT mail or ship to the site.
 - = UCLA parking is available for a daily fee of \$7.00 in Parking Structure 5, off Sunset Blvd. and Royce Drive.

For a campus map and driving information please refer to the conference website: <http://www.gseis.ucla.edu/LAConf>

Reservations and Payments

Please send the following information along with your payment (\$25.00 for tabletop displays or \$100.00 for business vendors).

First Name: _____ Last Name: _____

Organization/Affiliation/Business: _____

Address: _____ City: _____ Zip code: _____

Telephone office: _____ Telephone (other): _____

MAKE YOUR CHECK PAYABLE TO: THE UC REGENTS.

Send your payment (check/money order—Preferred Method of Payment) to:

Latino Archives Conference Registration
 UCLA Dept. of Information Studies
 210 GSE&IS Building - Box 951520
 Los Angeles, CA 90095-1520

Credit card (Visa, MasterCard and American Express)

Name: _____ Number: _____ - _____ - _____ - _____.

Expiration date: _____.

Send E-mail reservation to acortega@ucla.edu