



# AIA Montana 2009 Fall Conference

**Setup Day: Thursday - October 8, 2009**

**Show Day: Friday - October 9, 2009**

**Montana State University—Student Union Building  
Bozeman, Montana**

*We extend to you  
an invitation to  
participate in the  
2009 AIA Montana  
Fall Conference*

## **Vendors will display on Friday - October 9, 2009**

This is an opportunity for you to show your products or services to architects from across the state of Montana.

Booth Fee will be \$500.00. Booth assignments are being made on a first-come first-served basis. Please consult the enclosed booth floor plan, fill out the space below indicating your space preference. Every effort will be made to accommodate each request.

A deposit of \$50.00 will hold your space for the 2009 Fall Conference. The balance of the Booth Fee, \$450.00, will be billed May 1, 2009 and will be due on May 15, 2009. All booths purchased after May 1, 2009 are due in total.

*Check the floor plan,  
make your booth selection,  
complete the registration and  
mail today.  
We want to see you in 2009!*

**Vendor Exhibit Location:**

SUB—Ballrooms B-D  
Montana State University  
Bozeman, Montana

**Show Date:**

Friday—October 9, 2009

**Setup Times:**

Thursday-October 8, 2009  
7:00 p.m. to 10:00 p.m.

Or  
Friday-October 9, 2009  
by 7:30 a.m.

The 2009 Fall Conference will provide over half of the required continuing education credits needed to maintain AIA membership for those architects that are members of the Montana Chapter of American Institute of Architects. This meeting is a great place to meet with the leading design professionals in Montana. These are the people who decide what will be specified and the direction design will take in Montana. They have the time and the inclination to explore what you, the manufacturer and supplier of design materials and methods, have to offer. The setting is relaxed and open — unlike those snatched few minutes they have to offer you when making calls at their offices. In addition to practicing design professionals, the students—the future design professionals— will be present along with the faculty of the School of Architecture at Montana State University.

For more information,  
contact Connie:

**AIA Montana  
PO Box 20996  
Billings, MT 59104-0996**

Phone: 406-259-7300

E-Mail: [aia@assoc-mgt.com](mailto:aia@assoc-mgt.com)



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The AIA Montana 2009 Fall Conference will be at Montana State University—SUB in Bozeman, Montana on October 9-10, 2009. On Friday ~ October 9, 2009 space is available for an Exhibition Area for manufacturers, distributors, services and suppliers of architectural and building products. We would like to invite your company to participate in this gathering of architects from throughout Montana and beyond, as well as other design professionals, students and faculty from the School of Architecture located at Montana State University.

The fee for each booth space will be \$500.00. This fee will include continental breakfast, breaks and the “Walking Vendors Lunch” for 2 company representatives (additional representatives will be charged an additional fee of \$40.00) and a business card size advertisement in the fourth quarter issue of the AIA Montana Newsletter. Every effort is made to encourage conference participants to mix with vendors. Immediately following registration, the participant is invited into the Exhibit Areas for rolls and coffee. Both the morning and afternoon coffee breaks are in the Exhibit Areas. Plus, the “Walking Vendors Lunch” takes place in the Exhibit Areas where all of the conference participants have lunch in and around all of the vendors.

Vendors are invited to set up Thursday—October 8 from 7:00 p.m. till 10:00 p.m. (There will be some additional time for setup on Friday—October 9 before 7:30 a.m.) Each vendor space will have a table with cover, skirting, two chairs and a 500-watt outlet. If additional power is required, please contact the AIA Office so that the necessary arrangements can be made. Wireless internet connection is available at MSU.

Please select your booth space preference from the enclosed booth floor plan. Indicate your first, second and third choices. Booth assignments will be made on first-come first-served basis. You may phone or e-mail your choices (see front page) to reserve your space — this will hold your space for 2 weeks. Upon completion of the full Booth Registration and receipt of your \$50.00 deposit, this will hold your space for 2009. You will be billed for the remaining \$450.00 on May 1, 2009 — the balance will be due by May 15, 2009. All booths purchased after May 1, 2009 are due in total. If you should have to cancel your booth, you will forfeit your deposit. If something unforeseen should arise once you have paid the remaining \$450.00 on your booth that makes it impossible for you to attend the Fall Show, we will refund your booth fee of \$450.00 if we are able to sell your booth — thus keeping the show full.

It is to your advantage to register early. All mailings regarding the 2009 Fall Conference will include the names of all registered vendors. The earlier you register—the more your company’s name will appear on printed conference materials. **A link from the AIA Montana website Fall Conference page to your company’s site are created upon receiving your deposit for a booth!**

*As many of you have noticed, the Vendor space for the AIA Montana Fall Conference has been filling up very quickly in the last few years. We are normally sold out by January.*

If you have any questions or require additional information, please contact the AIA Montana Office:

Phone: 406-259-7300

E-Mail: [aia@assoc-mgt.com](mailto:aia@assoc-mgt.com)

Website: [www.aia-mt.org](http://www.aia-mt.org)

***We hope to hear from you soon!***



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## ~ VENDOR BOOTH REGISTRATION ~

*Please print or type so that all information can be reproduced accurately.*

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

Street Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

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

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

E-Mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

Representative #1: \_\_\_\_\_

Representative #2: \_\_\_\_\_

Booth Choice: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

Total Vendor Booth Fee is \$500.00. By signing this registration and including a \$50.00 deposit, your booth will be reserved for 2009. You will be billed for the balance on May 1, 2009 — due and payable by May 15, 2009. Booth purchased after May 1, 2009 are due in total. Please send your completed registration with deposit to:

**AIA Montana—Fall Conference**  
**Attn: Connie Dempster**  
**PO Box 20996**  
**Billings, MT 59104-0996**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# AIA Montana 2009 Fall Conference

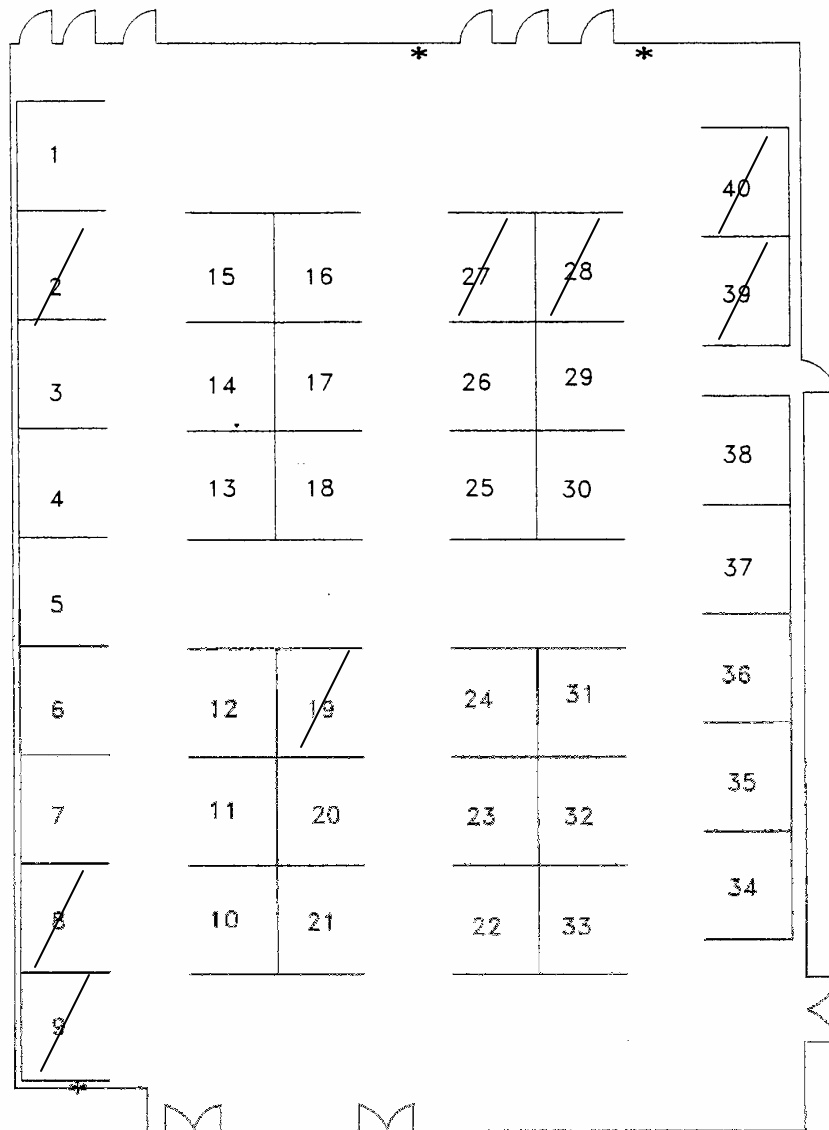
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## Vendor Booth Layout

Front Lobby



Ballroom B,C,D

\* Phone Jacks

All Booths 10' wide x 8' deep

1 Electrical Outlet per Booth

Wireless Internet Available