SBL SOCIETY OF BIBLICAL LITERATURE

Advertising and Exhibiting Contract
2018 International Meeting
Helsinki, Finland • July 30 – 3 August

Company _____ Contact Person _____

Mailing Address _____

City _____ State/Province _____

Postal Code _____ Country _____

Telephone _____ Email _____

ADVERTISING AND EXHIBITING OPPORTUNITIES*	ITEM	RATE		NUMBER REQUESTED		TOTAL
PROGRAM BOOK (contract due by 5/14/2018 - artwork due by 5/21/2018)	Full Page	$180	x		=	$
TOTE BAG INSERTION (contract due by 5/2/2018- inserts due by 6/1/2018)	Each Insert	$480	x		=	$
EXHIBIT TABLE (contract due by 5/30/2018)	Each Table	$300	x		=	$
					TOTAL	$

METHOD OF PAYMENT:

Mail Form To:
Advertising and Exhibits
SBL International Meeting
825 Houston Mill Road
Atlanta, GA 30329 USA

Fax Form To: 1-404-727-3101
Credit Card Payments Only!
Note: If you fax the registration form, do not mail the original. Please allow 10 business days for processing.

Questions Only:
1-877-336-6798 (U.S.)
1-404-727-2315 (Outside U.S.)
InternationalMeeting@sbl-site.org

Payment:

☐ Charge a total of $ _____

☐ Visa ☐ MasterCard ☐ American Express

Card # _____

Card Expiration Date (mm/yy) _____

Cardholder Signature _____
I agree to pay above amount according to card issuer's agreement

☐ My check is enclosed in the amount of $ _____
Make payable to Society of Biblical Literature; U.S. funds drawn on U.S. bank

***Please see attached sheet for terms and conditions. Sign here to indicate that you have read and agree to the terms and conditions listed.** _____

SBL SOCIETY OF BIBLICAL LITERATURE

Terms and Conditions
2018 International Meeting
Helsinki, Finland• July 30 – 3 August

Applications and Payments
All applications for advertising, exhibiting, and sponsorships for the 2018 SBL International Meeting must be submitted on these forms. Such submissions indicate the applicant's agreement to abide by the terms and conditions.

Advertising: Full payment for advertising must be enclosed with this application and must be received by 21 March 2018. Payments must be made in US dollars by check/bank draft, international money order, or credit card charge. No contract is binding until full payment is received and its acceptance is confirmed in writing by SBL. If an advertising contract is cancelled before 21 March 2018, SBL will retain $25 of the total fee paid and refund the balance. No refunds for advertisements will be issued after 21 March 2018.

Exhibiting: Full payment for exhibit table reservations must be enclosed with this application and must be received by 17 April 2018. Payments must be made in US dollars by check/bank draft, international money order, or credit card charge. No contract is binding until full payment is received and its acceptance is confirmed in writing by SBL. If an exhibit contract is cancelled before 17 April 2018, SBL will retain $25 of the total fee paid and refund the balance. Exhibit reservations made after 17 April 2018 will be on a space available basis and are not guaranteed listing in the printed program.

Advertising Specifications
Rates include space only. No agency discounts. Only Adobe Acrobat PDF artwork will be accepted. SBL will not make any changes to the ads. Artwork must conform to the following specifications: trim size: 6"x9" in, ad size: 5.5" x 8.5" in (.25" margins), at least 300 dpi with all fonts and images embedded in PDF. Email PDF files to: InternationalMeeting@sbl-site.org. Send explicit layout instructions, especially for multiple-page ads or facing spreads. Materials must be received no later than 15 April 2018. SBL reserves the right to determine whether ads are consonant with the character of the meeting.

Tote Bag Insert Specifications
All materials will be printed by the Advertiser and shipped to the meeting location. Clearly mark all cartons “Tote Bag Inserts / SBL International Meeting.”

Exhibit Specifications
Publishers must provide their own display equipment and accessories (table drapery, risers, bookends, easels, etc.). The fee includes a complimentary registration for one representative per table (any additional staff must pay the full registration fee).

Display space is limited and tables are available on a first-come, first-served basis. SBL reserves the right to restrict the number of tables available to any single publisher if necessary to accommodate all publishers wishing to exhibit at the meeting. Publishers renting exhibit tables must provide a staff member to handle their displays. Only publishers who have rented exhibit tables and who have a representative present may sell at the meeting site. Publisher representatives are responsible for all aspects of the operation of their respective exhibits, including receiving cash payments, handling credit card transactions, etc. Electrical connections dependent on availability and fees. SBL is not responsible for lost or stolen items or damaged displays.

SBL recommends that publishers offer their books to meeting participants at a discount of 40% to 50% off the regular retail list price, but that decision is left to each individual publisher, as is the time period within which they will accept orders at the meeting discount. SBL reserves the right to determine whether exhibits are consonant with the character of the meeting.

Correspondence
Send all correspondence, including completed contracts and payments, to:

Advertising and Exhibits
SBL International Meeting
825 Houston Mill Road
Atlanta, GA 30329 USA
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Phone: 1-877-336-6798 (U.S) or 1-404-727-2315
Fax: 1-404-727-3101