2024 International Conference of Indigenous Archives, Libraries and Museums
Palm Springs Convention Center
November 12 - 14, 2024

MEMO TO ALL EXHIBITORS
Western Event Service is pleased to have been selected to serve as your Official Service Contractor for this show. In this capacity we will assist you in every way possible to promote a successful and effective marketing presentation.

This Exhibitor Service Kit contains information and order forms for your use. Please take the time to read over the entire Exhibitor Service Kit carefully and select the proper forms for your needs. Please fill out the forms carefully and completely, as errors or omissions may result in higher than expected fees for services or rentals. To avoid 30% or higher late order charges, all orders must be received at least 2 weeks prior to the first day of Exhibitor move-in for this show. The last day we will honor the Advance Order prices for this show is Monday, October 28, 2024.

Full payment must be included with your order to take advantage of pre-order prices. All orders received without payment will be processed at the Late Order price rates and services will not be provided at the show until payment is received.

The standard booth for this show will be 10' wide by 8' deep, with Forrest Green & Black booth drape. Each booth will include the following standard equipment:

- 8' Tall Backwall Drape
- 1 - 6'x24" Draped Table
- 3' Tall Siderail Drape
- 2 - Chairs
- 1 - Exhibitor ID Sign
- 1 - Wastebasket

Please note that electrical service is not included as part of the basic booth equipment. Please use the enclosed order forms to order service should you require electrical for your booth.

SHOW HOURS

Exhibitor move-in: 12:00 PM - 5:00 PM - Tuesday, November 12th
Show Open: 7:00 AM - 4:00 PM - Wednesday, November 13th
7:00 AM - 5:00 PM - Thursday, November 14th
Move Out: 5:00 PM - 7:00 PM - Thursday, November 14th
INSURANCE
Neither Show Management, any Show Management Contractor or the facility assumes responsibility for any merchandise or display material which may become lost, stolen or damaged, under any circumstances. You must carry your own insurance to protect your property from the time it leaves your facility until its return.

SHIPPING INFORMATION
Western Event Service will be responsible for control of all freight in and out of the show and will have priority at the loading dock at all times. Please see the attached rate sheet for freight service options and charges. With the short time frame available for move-in, and the limited loading facilities, we strongly suggest that all freight be sent to the Advance Freight Warehouse to be included with our delivery to the show.

Advance freight will be received and stored for up to 30 days prior to the show at no additional charge. Please send all advance shipments as per the enclosed freight forwarding information and mark all pieces as follows:

<table>
<thead>
<tr>
<th>ADVANCE FREIGHT shipping address</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO: ATALM 2024</td>
</tr>
<tr>
<td>FOR: Exhibitor Name: Booth #:</td>
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</tbody>
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Western Event Service
1970 Williams Street
San Leandro, CA 94577

To Arrive No Later Than Thursday, November 7th

The last day we can receive Advance Freight for this show is Thursday, November 7th.

Freight sent to the above address must arrive on or before Friday, November 1st to avoid late freight handling surcharges. Freight, which arrives after that date will be accepted, but will be assessed late freight handling surcharges.
Do not ship your Advance Freight directly to the Palm Springs Convention Center, they are unable to accept and store advance exhibitor freight and will refuse freight or exhibit materials unless they are delivered during the scheduled move-in times for the show. Should Advance Freight be delivered to the Palm Springs Convention Center prior to the scheduled move-in for the show, there will be additional charges for locating it and delivering it to your booth.

**SHOW SITE FREIGHT shipping addresses:**

TO: ATALM 2024  
For: Exhibitor Name  
Booth No.

C/O Western Event Service  
Palm Springs Convention Center  
Loading Dock  
277 N Avenida Caballeros  
Palm Springs, CA 92262

**TO ARRIVE NO EARLIER THAN 11/12/2024**

The earliest date Show Site Freight can arrive is **Monday, November 12, 2024**

All orders, including labor, electrical and material handling must be paid prior to close of the show. We will accept check or credit card. Exhibitor must advise our service desk immediately of any services not performed satisfactorily.

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!**

During the show, the staff at our Service Desk on the show floor will be happy to answer any questions you may have and to help with any problems that may arise concerning decorating services, electrical or freight. We will be on hand at the close of show to assist with your outbound freight arrangements. Should you have any questions, please look at the **Frequently Asked Questions** link on our web site at [www.WesternEventService.com](http://www.WesternEventService.com), or feel free to call us at (510) 430-0510.

Sincerely,

**WESTERN EVENT SERVICE**
## Important Information & Dates

### BOOTH EQUIPMENT:
Each booth is 10’w x 8’d in size and includes the following basic equipment:
- 8’ Tall Back Drape **Forrest Green** & Black
- 3’ Tall Divider Drape (Black)
- Booth ID Sign, 1 - 6’ Black Table, 2 Chairs, Wastebasket
- The Exhibit Area is carpeted with a multi-colored carpet

### ARTIST BOOTH SETUP:
7:00 AM - 1:00 PM ~ Tuesday, November 12th

### EXHIBITOR SETUP:
12:00 PM - 5:00 PM ~ Tuesday, November 12th
- No Setup on Wednesday Morning

### SHOW HOURS:
- 7:00 AM - 4:00 PM ~ Wednesday, November 13th
- 7:00 AM - 5:00 PM ~ Thursday, November 14th

### EXHIBITOR DISMANTLE:
5:00 PM – 7:00 PM ~ Thursday, November 14th
*Exhibitor dismantle & move out must be completed no later than 6:00 PM.*
*Exhibitors using their own carriers are responsible for making arrangements to have their materials picked up within this time frame. Exhibit material will not be allowed to remain overnight for pick-up the next day.*

### ADVANCE FREIGHT:
Advance Freight will be accepted beginning on **Tuesday, October 2nd.**
*Freight which arrives after Friday, November 1st will be accepted, but will be charged additional Late Freight handling surcharges. The last day we can receive Advance Freight for this show is Thursday, November 7th.*

### SHOW SITE FREIGHT:
Freight sent directly to the show site will be accepted beginning **Tuesday, November 12th 8:00 AM.**
*All Heavy Freight, and Crated Displays must be delivered no later than 4:00 PM on Tuesday, November 12th.***

### ORDERS FROM THE EXHIBITOR SERVICE KIT:
The last day we will honor the Advance Rate for orders will be **Monday, October 28th.** Orders received after that date will be processed at the Late Order Rates. Some services may be provided by vendors other than Western Event Service, so please be sure to return the order forms to the correct service provider.