

Collective Book Exhibit Guidelines

HISTORY OF SCIENCE SOCIETY MEETING

3-6 NOVEMBER 2011

CLEVELAND, OHIO

1) Thank you for participating in the History of Science Society's 2011 Annual Meeting Collective Book Exhibit. Please read this document carefully. If you have any questions please contact the Book Exhibit Coordinator at (574) 631-1194 or info@hssonline.org.

2) The Collective Book Exhibit will be open the same hours as the Book Exhibit:

4 November (Fri.),	9:00 am to 6:30 pm
5 November (Sat.),	9:00 am to 6:30 pm
6 November (Sun.),	9:00 am to 12:00 pm

3) You will be responsible for all shipping costs.

4) All materials become the property of the History of Science Society. Nothing will be returned.

5) **Inserts for Registration Packets.** The deadline for inclusion is 24 October 2011. This year we are charging a flat rate of \$400 to include an insert in every attendee's packet. This cost is in addition to the \$40 per title for including books in the collective book exhibit.

6) **Collective Book Exhibit Items.** Packages for the Collective Book Exhibit should be sent to arrive at the address below no earlier than three (3) business days before the start of the meeting (3 November 2011). Please indicate "COLLECTIVE BOOK EXHIBIT" on the box.

Please send to the attention of

Greg Macklem

History of Science Society

Renaissance Cleveland Hotel

24 Public Square

Cleveland, Oh 44113

7) **Staffing of Collective Book Exhibit.** Graduate Assistants and volunteers will staff the Collective Book Exhibit. They will not be experts on your books or on your procedures for purchasing, adopting for class use, receiving catalogs, or ordering review or desk copies. To help us disseminate correct information about your books please include order forms for the titles you send and brief information sheets on your company. Bear in mind, however that nothing will be returned at the conclusion of the conference.

a) **Order Forms:** To facilitate the purchase and/or adoption of your books by meeting delegates, be sure to include order forms and/or information sheets with your books. HSS staff and volunteers will not

make copies if they run out, so make sure there are enough to last the entire conference. 250 - 500 should be sufficient.

- b) **Information Sheets and Catalogs.** Information sheets and/or catalogs that advertise books other than what you send to the conference can provide delegates and our staff and volunteers with useful information. However, large catalogs and multiple page information packets are discouraged as we cannot guarantee table space for items not directly related to the titles you have paid to exhibit.