

ARLIS/NA 52

# POP!

APRIL 2-5, 2024

pittsburgh, pa

ARLIS/NA

ART LIBRARIES SOCIETY of NORTH AMERICA

SPONSOR, EXHIBITOR, & ADVERTISER

**PROSPECTUS**

# WELCOME

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## Welcome

The ARLIS/NA Conference Planning Committee and Executive Board are very pleased to welcome our ARLIS/NA colleagues to Pittsburgh for the 52nd annual conference. Last year’s ethereal conference in Mexico City was such a treat and allowed us to forge enduring relationships with our Mexican colleagues, enabling us to more comfortably wear the name Art Libraries Society of North America. It feels fitting that our return to the United States for this year’s conference will be in one of its most iconic cities. Pittsburgh, located on the unceded lands of the [Shawandasse Tula, Osage, and Monongahela](#), was once renowned for its dominant role in the steel industry. Today it excels in the fields of education, technology, and sustainability. Pittsburgh has adapted beautifully to a changing world; join us April 2–5, 2024 as we also explore adaptation and innovation in art libraries.

The theme of the conference is POP!. Intentionally open to a variety of interpretations, the conference planners hope POP! will elicit a sense of playfulness. Of course, it’s a nod to the Pop Art movement which is deeply rooted in Pittsburgh and the greater Ohio Valley. From canonical icons Andy Warhol and Roy Lichtenstein to the first nationally syndicated Black woman cartoonist, Jackie Ormes, the history of Pop is baked into the DNA of the region. More contemporary Pop artists like street artist Jordan Wong, Jenny Holzer, and Keith Haring—all born and raised in the Ohio Valley—underscore that our history and our future are made richer as they become more inclusive and diverse. POP! is a celebration like opening a bottle of champagne but it is also a reckoning as we are compelled to pop preconceived notions. POP! offers the society an open-ended prompt to interpret and explore—it’s a source of renewal, imagination, and expansiveness that begs the question, what sort of future can we create together?

Conference proposals are being submitted as I write this. This year’s program will surely reflect the society’s new [mission, vision, and values](#), with panels, posters, roundtables, and workshops addressing diversity, equity, and inclusion; advocacy and social justice; critical librarianship; as well as fundamental topics such as collection development and management, visual literacy, digital scholarship, and pedagogical practice. Tours and parties will take advantage of Pittsburgh’s cool and vibrant art scene, taking a peek behind the scenes of some world-renowned institutions and exploring Pittsburgh’s industrial history and rich cultural melting pot.

The sumptuous [Omni William Penn Hotel](#) will be home base for conference activities. This location will be a comfortable and convenient setting for our conference. We will have ample, easy-to-navigate meeting spaces, dedicated gender neutral bathrooms—all fully accessible. The Exhibits Hall, always an anchor of our conferences, is ideally located among the session rooms. The conference planners are looking at options for on-site childcare. There are several dining and drinking options at the hotel—from the elegant Terrace Room to an intimate speakeasy to a cute coffee shop off of the lobby. There are also many dining options within a short walk of the hotel.

The Andy Warhol Museum is .6 miles away, and Heinz Hall for Performing Arts is even closer at .3 miles away. The Mattress Factory, home to one of Yayoi Kusama’s permanent Infinity Rooms (yay Pop Art!) and the Carnegie Museum of Art are a bit further afield at 1.7 and 3 miles respectively. Even further afield than that is Frank Lloyd Wright’s Fallingwater. Yes, we are planning to run more than one tour to Fallingwater.

In addition to arts and culture, Pittsburgh is a

# WELCOME (CONT.)

refreshingly green city. The Omni William Penn is a short distance from the waterfront Point State Park and the Three Rivers Heritage Trail. Surrounded by hills, Pittsburgh has two inclines (or funiculars) which are a charming way to take in the scenery and get your bearings. And don't forget to book your tickets early for the Pirates' home opener at PNC Park, which was just named best Major League Baseball stadium by Sports Illustrated.

Please join us April 2-5, 2024 in Pittsburgh for the 52nd annual ARLIS/NA conference. We look forward to celebrating, exploring, and creating POP! with you.



**Rachel Resnik**

• ARLIS/NA President

*\*Please note: a translation of the Prospectus is available upon request.*

# WELCOME & CONFERENCE OVERVIEW

## Welcome from the Conference Planning Committee



**Rachel Resnik**

2023-2024 President, ARLIS/NA  
• Massachusetts College of Art and Design



**Courtney Hunt**

Program Co-Chair  
• The Ohio State University



**Michele Jennings**

ARLIS/NA 2024 Program Co-Chair  
• University of Dayton



**Jill Chisnell**

Local Arrangements Co-Chair  
• Carnegie Mellon University



**Lynn Kawaratani**

Local Arrangements Co-Chair  
• Carnegie Mellon University



**Emily Clifford**

ARLIS/NA Logistics Manager & Coordinator



**Kim Collins**

Exhibitor/Sponsor Liaison  
• Emory University



**Mark Pompelia**

Local Development Co-Coordinator  
• Rhode Island School of Design



**Jon Evans**

Local Development Co-Coordinator  
• Museum of Fine Arts, Houston



**Heather Slania**

Exhibitor Coordinator  
• Maryland Institute College of Art



**Karyn Hinkle**

ARLIS/NA Treasurer  
• University of Kentucky



**Melanie Emerson**

ARLIS/NA President-Elect  
• School of the Art Institute of Chicago



**Rebecca Price**

ARLIS/NA Past President  
• University of Michigan

# ORGANIZATION OVERVIEW

## Art Libraries Society of North America

The Art Libraries Society of North America (ARLIS/NA) is a growing, dynamic organization promoting the interests of approximately 1,000 members. The membership includes architecture and art librarians, visual resources professionals, artists, curators, educators, publishers, students, and others throughout North America interested in visual arts information. To serve this diverse constituency, the society provides a wide range of programs and services within an organizational structure that encourages participation at all levels.

### Mission

ARLIS/NA defines and champions the arts information profession.

### Vision

ARLIS/NA's vision is for a vibrant and just world activated by arts information and advanced by arts information workers.

### Values

Advocate – for arts information, our profession, our communities, and ourselves.

Create community – center accessibility, diversity, equity, inclusion, and social justice.

Connect – collaborate, educate, listen, share, and support.

Lead – be an example for others to follow, proactively address issues in the present, and develop opportunities for the future.

Thrive – keep ourselves, our communities, our organizations, and ARLIS/NA balanced, healthy, and sustainable.

# HOTEL INFORMATION

All meeting sessions will take place at the Omni William Penn Hotel. The historic Omni William Penn Hotel is the ideal choice for the ARLIS/NA conference. One of the most sought-after downtown Pittsburgh hotels, it is near The Andy Warhol Museum, Heinz Hall for the Performing Arts, and other downtown attractions. The exhibit hall will be located in the hotel's elegant Urban Room on the hotel's 17th floor along with the conference registration desk and most session rooms.

## Omni William Penn Hotel

530 William Penn Place  
Pittsburgh, PA 15219

[Hotel website](#)

A block of rooms is being held at the following rate per night:

**\$189.00** – Standard (single or double)

*\*Rate does not include applicable state and local taxes, fees, and assessments, currently at 14% and are subject to change without notice.*

To make your reservations, please [click here](#).

Be sure to make your reservation by **Monday, March 11, 2024 at 5:00 PM ET** to secure these rates. These rates are available 3 days prior and 3 days after the conference dates, subject to availability.

All reservations must be guaranteed by a valid credit card to be supplied at the time of reservation. Any guaranteed reservation not canceled 72 hours prior to arrival will be subject to a cancellation fee of one night room rate plus tax.

Check-in time is 3:00 pm; check-out time is noon. All guests arriving before 3:00 pm will be accommodated as rooms become available.



# EXHIBIT INFORMATION

## Exhibit Hall Schedule: Set Up

**Wednesday, April 3, 2024:**

8:00 AM – 12:00 PM

## Exhibit Hours and Events

**Wednesday, April 3, 2024:**

Hours: 1:30 PM - 5:00 PM

Scheduled Break: 12:00 PM - 1:30 PM

Exhibits Reception: 5:00 PM - 6:00 PM

**Thursday, April 4, 2024:**

Hours: 8:45 AM - 5:00 PM

Scheduled Break: 12:00 PM - 1:30 PM

**Friday, April 5, 2024:**

Hours: 8:45 AM - 12:00 PM

## Take Down

**Friday, April 5, 2024:**

1:30 PM – 5:00 PM

*\*Times subject to change*

## Exhibit Package - \$1,200

- One 6' draped table, two chairs, and a wastebasket
- Two conference registrations
- A listing in the conference program (Sched)
- A listing on the conference website
- 25% off broadcast email to attendees
- Opt-in attendee list sent one week prior to conference and final list one week after conclusion of conference
- Admission to the Welcome Party and Convocation Reception for two exhibitors

## First Time Exhibitor Table - \$800

This offer is for first-time exhibitors only.

- One 6' draped table, two chairs, and a wastebasket
- Two conference registrations
- A listing in the conference program (Sched)
- A listing on the conference website
- 25% off broadcast email to attendees
- Opt-in attendee list sent one week prior to conference and final list one week after conclusion of conference
- Admission to the Welcome Party and Convocation Reception for two exhibitors

## Additional Exhibitor Personnel

Additional representatives can be added at \$250 for each person beyond those included in the Exhibit Package described above.

## Exhibitor Service Kit

Approximately three months prior to the start of the conference, exhibitors will receive a service kit that will contain the following information:

- Important dates and deadlines
- Freight shipping and handling
- Labor regulations and rates
- Furniture display and other decorating rentals
- Electrical hook-up
- A/V, wi-fi, and computer rental

## Exhibitor Pop-Ups

To bring some local color to our already bustling Exhibit Hall, we are inviting local vendors to join us for an exhibitor pop-up. More details will be announced closer to April.

# EXHIBIT INFORMATION

## Deadlines

Exhibit registrations are considered on a first-come, first-served basis. The final exhibit registration deadline is **March 5, 2024**.

## Conference Registrations

Online registration must be completed to confirm your sponsorship and/or exhibit commitment. An email will be sent with additional instructions on how to obtain any complimentary registrations that may be included with your commitment or exhibitor package.

## Location Assignments

Assignments will be made in the order they are received and paid in full. Every effort will be made to separate exhibitors from competitors when requested. Exhibitors who have submitted their form and payment prior to **March 5, 2024** will be advised of their table assignment in advance of the conference. The final assignment of exhibit space is at the discretion of the conference planners.

## Exhibitor Code of Conduct

Displays shall not be placed in such a manner as to interfere with other exhibits. ARLIS/NA reserves the right to restrict exhibits that, because of noise, method of operation, or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of ARLIS/NA as a whole. ARLIS/NA will not approve unsafe exhibit construction or any construction which obstructs the visibility of other exhibitors, or encroaches upon the aisles or other exhibit areas.

## Floor Plan

A floor plan of the exhibit hall will be distributed to all confirmed exhibitors when the plan becomes available (two weeks prior to conference) and is subject to change.

## Security

The exhibit hall will be locked or attended by a security guard and/or conference staff during the evening hours and exhibitor lunch break.

## Loss or Damage

When the exhibit area is open to meeting attendees, ARLIS/NA, the exhibit space contractor, and the meeting venue shall not be held responsible for any loss or damage to exhibitor property.

## Payment and Cancellation

Full payment is required for reservations. Cancellations made in writing prior to **March 5, 2024** will receive a refund, less a \$150 processing fee. No refunds will be processed on cancellations received on or after **March 5, 2024**.

## Distribution of Marketing Materials

Canvassing or distribution of advertising material outside of an exhibitor's booth is prohibited. Should an exhibitor like to distribute materials, please see the Conference Advertising section (Page 11) for available opportunities.

## ARLIS/NA Right of Refusal

In order to support our valued exhibitors and the significant investment they have made to participate as a partner of the society and this conference, ARLIS/NA reserves the right and absolute discretion to not assign exhibit space to an individual or company for any reason.

## Workshops, Tours, and Other Ticketed Events

Exhibitors who wish to participate in ticketed events such as workshops and tours must register in advance and pay any related fees. Please visit the conference website (<https://www.arlisna.org/events/2024-annual-conference>) for more information and to register for these events.

## Labor Regulations and Related Charges

Exhibitors are required to conform to all local labor regulations in the installation/dismantlement of their booth fixtures and moving of booth materials. More information on the specific labor regulations and charges will be included in the Exhibitor Service Kit, if applicable.

## Badge Pick-up

Badges will be distributed to exhibit personnel at the conference registration desk. Representatives must pick up their badges. Badges are non-transferable and must be worn at all times in the Exhibit Hall.

# EXHIBIT INFORMATION

## Exhibitor Responsibility Clause

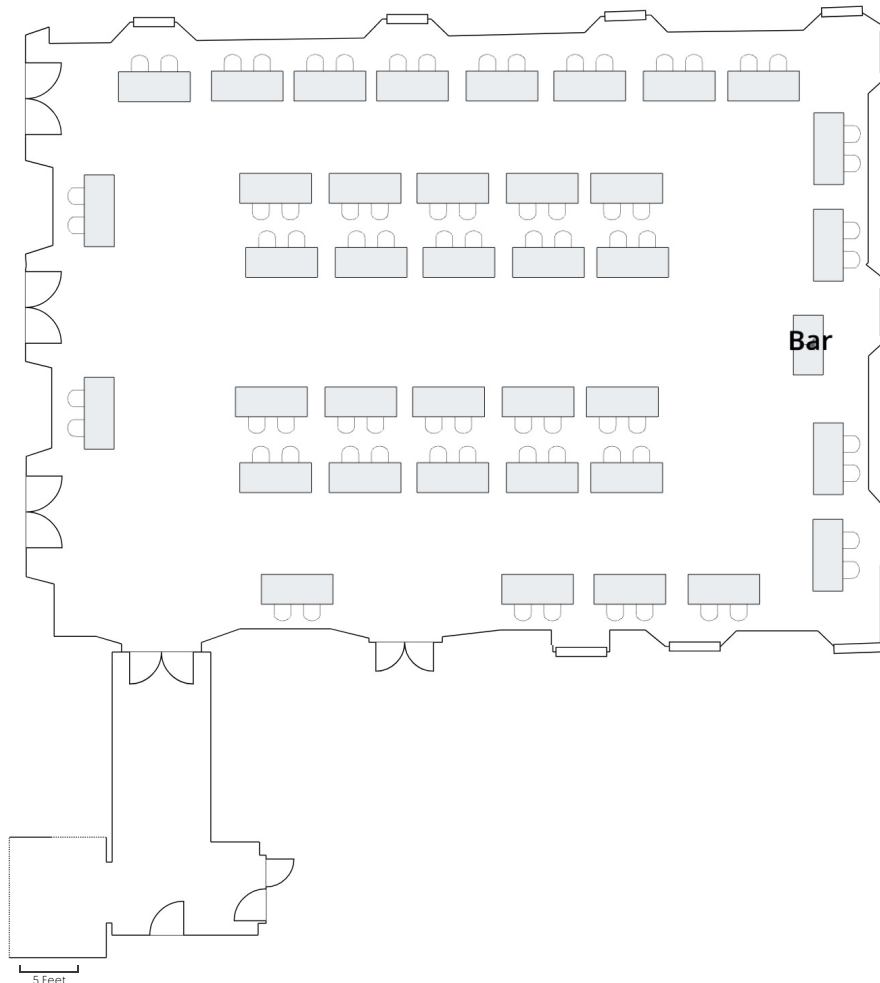
To the fullest extent permitted by law, the person/legal entity described as “Exhibitor” in the exhibitor contract hereby assumes full responsibility and agrees to indemnify, defend and hold harmless The Omni William Penn (“Hotel”), Hotel’s owner The Omni William Penn (“Owner”), and each of their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, “Hotel Parties”), as well as Art Libraries Society of North America (ARLIS/NA) (“Group”), from and against any and all claims or expenses arising out of Exhibitor’s use of the Hotel’s exhibition premises. Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor’s indemnity obligations in this clause. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage. The Hotel Parties and Group shall be named as additional insureds on such

policy, and Exhibitor shall supply ARLIS/NA with a Certificate of Insurance at least 30 days prior to the use of the exhibition premises. The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance. In registering for the conference, exhibitors shall indemnify and hold harmless the hotel and its servicing agents from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of exhibits.

## Indemnity Clause

I understand at the time of registration I will agree to the following terms: “Exhibitors shall indemnify and hold harmless hotel and its servicing agents from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of exhibits.”

# FLOOR PLAN





# SPONSORSHIP OPPORTUNITIES

**Sponsorship Opportunities** may be purchased à la carte or combined to achieve your desired **Sponsorship Level (Silver, Gold, or Platinum)**.

**Sponsorship Opportunities** may be combined with your **Exhibit Package** to achieve those same **Sponsorship Levels**.

## Sponsorship Levels

Conference sponsorships are available to showcase your brand and products to a host of art information professionals throughout the society. Depending upon your goals, you can reach a broad or targeted group of attendees. Not sure which one to select? Contact Jon Evans at [jevans@mfah.org](mailto:jevans@mfah.org) to discuss your goals and effectively deliver your message, while supporting ARLIS/NA and its mission.

## Benefit

	Silver \$2,000 - \$4,499	Gold \$4,500 - \$7,499	Platinum \$7,500 or higher
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Recognition on the conference website with your support level	●	●	●
Name displayed on sponsorship signage at the conference	●	●	●
Premier Location in Exhibit Hall (if applicable)		●	●
Verbal recognition at ceremonies during the conference		●	●
Pre-registration attendee list for attendees who opt in (distributed by March 20)	●	●	●
Company logo in 1 marketing email blast to entire database to recognize your company as Platinum Sponsor			●
Company recognition in social media post prior to conference		●	●
Final attendee list of all attendees who opt in (provided electronically after the conference)	●	●	●
Number of additional complimentary conference registrations	<b>1</b>	<b>2</b>	<b>3</b>

Each sponsorship opportunity listed below comes with the following benefits:

- Your company announced as the sponsor at the beginning of the session, workshop, tour, event with speakers.
- Company logo and listing on the conference schedule next to selected session/workshop/tour/event. Listings in the conference schedule can link to your company's website.

# SPONSORSHIP OPPORTUNITIES (CONT.)

## Leadership Institute.....\$2,500

*(sole sponsorship)*

Approximately 75 individuals serving in a leadership role within ARLIS/NA will be invited to attend this event.

Logo in the schedule can link to company homepage

## Sessions.....\$500

*(multiple sponsorships available; session selection to be determined at a later date)*

Opportunities to sponsor specific topic areas presented during the conference demonstrate your support of the field.

## Convocation Speaker.....\$2,500

*(sole sponsorship)*

A keynote speaker to address all attendees. Topic and speaker TBD

Company provides introduction of the speaker

Thursday, April 4

450+ attendees

Logo in the schedule can link to company homepage

## Tours.....\$500

*(multiple sponsorships available, tour selection to be determined at a later date)*

Opportunities to sponsor pre- and post-conference tours that enhance attendees' knowledge of local artists, special collections, and architecture.

## Poster Session.....\$1,000

*(shared sponsorship)*

Over 30 participants showcase a wide range of professional and research projects in a creative and interactive environment. Colleagues learn directly from each other.

Your sponsorship will go towards refreshments during this interactive session.

Logo in the schedule can link to company homepage

## Video Session.....\$1,500

*(four sponsorships available)*

Four sessions are selected to be recorded and made available in the online open access ARLIS/NA Learning Portal to provide an opportunity for attendees to participate in a wider selection of sessions and for those not able to attend. Your company logo will be displayed at the beginning of the recording.

Logo in the schedule can link to company homepage

## Workshops.....\$750

*(limited workshops available; selection to be determined at a later date)*

While the number of workshops is limited, they can provide an ideal opportunity for sponsors to align their interest with specialized content to provide new skills and new ideas to the profession.

## Plenary Speaker.....\$2,500

*(sole sponsorship)*

A keynote speaker to address all attendees. Topic and speaker TBD

Company provides introduction of the speaker

400+ attendees

Logo in the schedule can link to company homepage

## Diversity Forum.....\$500

*(multiple sponsorships available)*

A session organized by the Diversity and Inclusion Committee which centers historically marginalized people, voices, and narratives through the lens of equity and justice.

## President's Choice.....\$500

*(multiple sponsorships available)*

A keynote speaker(s) to address attendees. Topic and speaker TBD

## New Voices Session.....\$1,000

*(sole sponsorship)*

Logo in the schedule can link to company homepage

## BIPOC Luncheon.....\$1,000

*(sole sponsorship)*

After great success last year, this will be a second time event! A luncheon for our BIPOC members to share a meal, experiences, and develop professional networks during a dedicated time and space.

Approximately 70 people

Logo in the schedule can link to company homepage

# SPONSORSHIP OPPORTUNITIES (CONT.)

## Networking, Receptions, Breaks and other Opportunities

### First-time and International Attendees Reception ..... \$1,000

*(shared sponsorship)*

First-time conference attendees and international attendees are invited to mingle with members of the ARLIS/NA Executive Board and other leaders over wine and hors d'oeuvres.

Tuesday, April 2  
100+ attendees

### Exhibit Hall Breaks ..... \$2,500

*(sole sponsorship- 4 Available)*

There are multiple refreshment breaks scheduled in the exhibit hall promoting interaction among exhibitors and attendees.

450+ attendees

### Childcare ..... \$750

*(shared sponsorship)*

Company logo on conference agenda next to childcare

Company recognized to all participants of the childcare program

### Convocation Reception ..... \$2,500

*(shared sponsorship)*

An off-site reception to follow the convocation speaker and awards.

Podium time to greet and thank guests at the Convocation Ceremony preceding the reception.

Badges for 2 additional attendees for this reception only

Location: TBD  
Thursday, April 4  
450+ attendees

### Welcome Reception ..... \$2,500

*(shared sponsorship)*

An off-site reception to welcome conference attendees. Podium time to greet and thank guests.

Badges for 2 additional attendees for this reception only

Location: TBD  
Tuesday, April 2  
450+ attendees

## Conference Advertising and Ancillary Meetings

### Broadcast Email ..... \$500

*(exhibitors receive a 25% discount)*

One broadcast email sent to conference attendees. This is an opportunity to reach attendees before or during the conference. You can use this opportunity to encourage attendees to visit your exhibit, present them with a promotion, or invite them to network with you. The content must be received by March 12, 2024. Exhibitors may select a date for the email to be sent. Emails and date selection should be sent to Emily Clifford at [e.clifford@arlisna.org](mailto:e.clifford@arlisna.org).

### Social Media Post ..... \$250

A social media post will be sent out via ARLIS/NA's Facebook, X (former known as Twitter) and Instagram accounts. You can use this opportunity to encourage attendees to visit your exhibit, present them with a promotion, or invite them to network with you. The content must be short and concise to meet change to social media word limits. The content must be received by March 12, 2024. Exhibitors may select a date for the email to be sent. Post content and date selection should be sent to Emily Clifford at [e.clifford@arlisna.org](mailto:e.clifford@arlisna.org).

### Ancillary Meeting ..... \$500

*(only available to 2023 exhibitors or sponsors)*

Request a meeting room at the Omni William Penn Hotel to host or meet with ARLIS/NA attendees over conference dates (1.5 hours)

Cost of audiovisual and food and beverage are on your own

Marketing the event is on your own. Will send opt-in attendee list 2 weeks prior to conference.

Ability to place your meeting/event in Sched, the society's platform for session registration and attendance management.

Meeting Planner will provide you with introductions and instructions on usage of room and assign you the space based on availability. The timing of the event cannot conflict with other conference sessions.

# ARLIS/NA ORDER DETAILS

Register online [here](#).

or contact Emily Clifford, ARLIS/NA Logistics Manager & Coordinator at [e.clifford@arlisna.org](mailto:e.clifford@arlisna.org) or phone: 978-674-6211 for assistance.

Cancellation Policy: Full payment is required for reservations. Cancellations, in writing, made prior to **March 5, 2024** will receive a refund, less a \$150 processing fee. No refunds will be processed on cancellations received on or after **March 5, 2024**.

**Make a copy for your records and send checks (payable to ARLIS/NA) to:**

ARLIS/NA  
Attn: Emily Clifford  
4 Lan Drive, Suite 100  
Westford, MA 01886

## Past Exhibitors (2019-2023)

23 Sandy Gallery	DLSG at Image Access	Ken Sanders Rare Books	The Scholar's Choice, ISD
A&AePortal   Yale University Press	Duke University Press	Laurence McGilvery	The University of Chicago Press
Abecedarian Artists' Books	East View Information Services	Le Bookiniste	Tinta Taller
ACLS Humanities E-Book	EBSCO Information Services	M. Moleiro Editor S.A.	University of Denver, University Libraries
Amalivre	Ediciones Hungría	Malulu Editions	University of Utah, J. Willard Marriott Library
Ars Libri Ltd.	Erasmus Amsterdam - Paris	Marquand Editions	Utah Museum of Fine Arts (UMFA)
Artbook   D.A.P.	Eric Chaim Kline Bookseller	McGill Library	Vamp & Tramp, Booksellers, LLC
Arthur Fournier Fine & Rare, LLC	ESPACE	Michael R. Weintraub, Inc.	Veritas Editions
Artifex Press	Exmolino	MIT Press	Visionaire
Art Metropole	Facsimile Finder	New Documents	White Fox Rare Books and Antiques
ArtPrice	Flyover Zone, Inc.	Oxford University Press	Worldwide Books
Artstor	Fugitive Materials	POLVOH PRESS	WSU Stewart Library
Atelier-Galerie A. Piroir	Gale	Princeton University Press	Ziereis Facsimiles
Bernett Penka Rare Books	Getty Publications	ProQuest	Zubal Books
Bloomsbury Digital Resources	Getty Research Institute	Quartex	
Boo-Hooray	HARRASSOWITZ	Rowman & Littlefield	
Boston Book Company	Hat & Beard Press	Salt Lake City Public Library (SLCPL)	
Brigham Young University (BYU)	HMCT/ArtCenter College Archive	Shogakukan Inc.	
Brill	Howard Karno Books, Inc.	SONNENZIMMER	
Bronze Horseman Literary Agency	H.W. Wilson Foundation	TASCHEN	
Casalini Libri	i2S - LIMB Gallery	Terentia	
Cash 4 Your Books	Intellect	Textile Hive	
Christie's	Iron Mountain	The CODEX Foundation w/ CODEX Mexico	
CollectionSpace	ITHAKA	The Donohue Group, Inc.	
Division Leap	JSTOR	The Global Library Photographic Project	
		The MediaPreserve	