

Marketing Opportunities at NEMA's  
**100<sup>th</sup> Annual Conference**  
**Museums on the Move**

November 7-9, 2018  
Hilton Stamford Hotel  
Stamford, CT

### Join us in Stamford!

You're invited to celebrate the centennial of the New England Museum Association Annual Conference. This premier event connects you and your business with the vibrant and growing audience of museums and museum professionals in our region.

If you've never been a sponsor or exhibitor before, now's your chance to introduce your product or service to the New England cultural community – the strongest anywhere in the U.S. And the best way to alert them to your business is to talk with them directly – as a sponsor, exhibitor, or advertiser at the annual conference.

If you *have* been with us before, the 2018 conference offers plenty of exciting opportunities for continued visibility. From advertising in the conference program to exclusive sponsorship of conference events, this year's conference will help give your business the star power it deserves.

As in past years, exhibit space and sponsorships are limited, so reserve your space today. And remember – NEMA business members always receive priority for booth location, significant discounts, extra promotion at the conference, and year-round benefits of being part of our organization. So please consider joining; your membership makes us all stronger.

For information and reservations, contact Scarlett Hoey at 781-641-0013 or [scarlett.hoey@nemanet.org](mailto:scarlett.hoey@nemanet.org).

See you in Stamford!

### Conference Vital Statistics

- Get the best value for your marketing budget at the country's largest regional museum conference – 900+ expected attendees!
- Museum decision-makers attending include executive directors, trustees, curators, conservators, registrars, exhibit preparators, museum shop directors, event managers, and sales/marketing supervisors.
- More than 25 special events available for sponsorship.
- 51 booths available in the exhibit area.
- 40-page conference program gives you advertising exposure – including space on the much-used Floor Plan page!

### Conference Hotel and Location

Hilton Stamford Hotel  
1 First Stamford Place  
Stamford, CT 06902

### Important Dates:

- |           |                                                        |
|-----------|--------------------------------------------------------|
| July 15:  | Advertising deadline for the Preliminary Program       |
| Aug. 1:   | Last day for the early-bird member discount for booths |
| Sept. 15: | Deadline to advertise in Final Program                 |
| Nov. 7-9: | Annual Conference                                      |
| Nov. 8-9: | Exhibit Hall Open                                      |

# SPONSORSHIP

Tell the museum world that you support it wholeheartedly. Become a NEMA conference sponsor and enjoy premier visibility with the region's most active museum professionals.

## Presentation Level: \$10,000

*Our premier sponsorship opportunity!*

Create goodwill and marketing opportunities at every turn as the Presenting Conference Sponsor. You'll receive premium-level name and logo visibility on all conference materials, including marketing, session information, program books, and evaluations. As a sponsor, you will receive name and logo signage at the opening event, plus a chance to welcome attendees personally.

*Presenting Sponsor benefits*

- Complimentary booth, based on availability
- Company logo placed prominently throughout the conference and on the map located in the final program
- Complimentary registration for 2 representatives
- 2 complimentary tickets to the welcome event
- Complimentary tickets for 2 reps to the Directors & Trustees Reception or other evening event
- Complimentary full-page ads in the preliminary and final programs
- Complimentary large ad in *New England Museums Now*
- Complimentary cycle of ads in *NEMA eNews* (3 ads)
- In addition to all of the titanium level benefits

## Titanium Level: \$2,500-\$5,000

### Directors & Trustees Reception

**\$2,500**

*(One sponsorship available)*

NEMA's signature event for museum leaders always draws rave reviews. As sponsor, you receive name and logo signage at the dinner, plus the chance to welcome attendees personally.

### Welcome to Stamford!

**\$3,000**

*(One sponsorship available)*

The only event scheduled for Wednesday evening at the Bruce Museum, all conference attendees are invited to attend. As a sponsor, you will receive name and logo signage at the event, plus a chance to welcome attendees personally.

### Keynote

**\$5,000**

*(One sponsorship available)*

A centerpiece of the NEMA conference is the Keynote Session, which all attend and appreciate. Your sponsorship puts you front and center with a high-impact event. You get name and logo signage at the event, plus the chance to welcome attendees personally.

*Titanium Sponsor Benefits*

- 50% off a booth in the Exhibit Hall, based on availability
- Complimentary registration for 2 representatives
- 2 complimentary tickets to the welcome event
- Complimentary 1/2 page ad in the final program
- Complimentary medium ad in *New England Museums Now*
- Complimentary ad in *NEMA eNews* (June or September)
- In addition to all of the platinum level benefits

## Platinum Level: \$1,500

### Directors & Trustees Lunch

**\$1,500**

*(Two sponsorships available) One left!*

This exclusive event puts you in touch with top decision makers in New England museums. You get name and logo signage at the luncheon, plus the chance to welcome attendees personally. Enjoy all other platinum-level benefits as well.

### Evening Events

**\$1,500**

*(Three sponsorships available)*

NEMA's evening events are a great mix of business and pleasure – the perfect environment for a perfect sponsorship. As the evening's host, you get name and logo signage, plus the chance to welcome attendees personally. Evening event sponsors also enjoy platinum-level recognition which includes complimentary tickets to the event, complimentary enhanced program advertising, and discounted Exhibit Hall booth space.

### Professional Affinity Group Lunches

**\$1,500**

*(Multiple sponsorships available)*

Be a part of the discussion! Sponsor one of our PAG lunches, the private sessions where professionals hear about current issues, trends, and news that affects them the most. You get exclusive name and logo signage at the lunch, plus the chance to welcome attendees personally. Enjoy all other platinum-level benefits as well.

### Registration Area

**\$1,500**

*(One sponsorship available)*

Put your company in the center of the action with a Registration Area sponsorship! Your company information and logo will be featured in signage in the registration area. Every conference attendee checks in here and returns often in this high traffic area! Enjoy all of the platinum-level benefits as well.

*Platinum Sponsor Benefits*

- 25% off a booth in the Exhibit Hall, based on availability
- Complimentary registration for 2 representatives
- Complimentary tickets for 2 reps to the sponsored event and acknowledgment at the evening event (if applicable)
- Complimentary tickets for 2 reps to the lunch (D&T Lunch Sponsor only)
- Acknowledgment & company logo in the preliminary program
- Complimentary 1/2 page ad in the final program
- Complimentary medium ad in *New England Museums Now*
- In addition to all of the gold level benefits

*(Continued on the following page.)*

### Important Sponsor Dates:

- July 15: Last day to be listed in the Preliminary Program
- Sept. 1: September *NEMA eNews* deadline
- Sept. 9: Fall *New England Museums Now* deadline
- Oct. 12: Final Program book deadline

# SPONSORSHIP

## Gold Level: \$1,000-\$1,300

### Bookstore

**\$1,000**

*(One sponsorship available)*

Put your company in the center of the action with a Bookstore sponsorship! Your company information and logo will be featured in signage at the Bookstore, next to the Registration Area. Every attendee comes through this high traffic area.

### Lanyards

**\$1,000**

*(One sponsorship available)*

Stay close to their hearts by sponsoring our conference name badge lanyards. Your organization name and logo are featured along with NEMA's lanyards worn by all attendees.

### Mobile App

**\$1,000**

*(Three sponsorships available)*

NEMA's mobile app for the conference includes the complete conference program, maps, attendee profiles, and discounts for restaurants and attractions to engage attendees. Get your company information downloaded directly to attendees' mobile phones!

### Tote Bag

**\$1,000**

*(Three sponsorships available)*

For 24/7 exposure throughout the conference (and beyond), nothing beats our tote bag sponsorship. Your organization name and logo are featured prominently on the conference tote bag, used by attendees for session literature.

### Newcomers' Reception

**\$1,200**

*(One sponsorship available)*

Welcome first-time conference attendees by sponsoring our popular Newcomers' Reception, designed especially for tomorrow's museum leaders. Your organization name and logo are featured prominently at the event, and you have the opportunity to say a few words of greeting.

### Exhibit Hall Opening Reception

**\$1,300**

*(One sponsorship available)*

Nothing gets attention like hosting a party, and the opening reception for the Exhibit Hall is definitely the place to be seen. Your organization name and logo are featured prominently at the event, and you have the opportunity to say a few words of greeting.

#### Gold Sponsor Benefits

- Complimentary registration for 2 representatives
- Complimentary 1/6 page ad in the final program book
- Complimentary small ad in *New England Museums Now*
- Logo on the NEMA website with link to sponsor's website
- Complimentary one-year listing in the NEMA Marketplace
- In addition to all of the silver level benefits

## Silver Level: \$850

### Snack Breaks

**\$850**

*(Three sponsorships available) One left!*

Charge them up with high-energy snacks and coffee during our afternoon break. Your organization name and logo are featured prominently at the afternoon's snack station.

### Exhibit Hall Closing Reception and Raffle

**\$850**

*(One sponsorship available)*

Take charge of the ever popular NEMA Raffle by hosting this reception! Your organization name and logo are featured prominently at the event, and you have the opportunity to say a few words of greeting.

### Welcome/Wake-Up Coffee

**\$850**

*(Three sponsorships available) One left!*

Get their day started off right, by hosting morning coffee and baked goods before the sessions begin. Your organization name and logo are featured prominently at the morning's wake-up station.

#### Silver Sponsor Benefits

- Complimentary registration for 2 representatives
- Acknowledgment & company logo in the preliminary program
- Company logo and 50-word company description in the final program
- Complimentary 1/6 page ad in the final program book
- 10% discount on an ad in the fall or winter issue of *New England Museums Now*
- Logo and acknowledgment in the June & September issues of *NEMA eNews*
- Registration mailing list prior or full conference registration mailing list after
- In addition to all of the bronze level benefits

## Bronze Level: \$700

*(Multiple sponsorships available)*

Our basic sponsorship level is anything but basic! Become part of the "in" crowd at conference, with signage and brochure distribution, program book recognition, complimentary registration, advertising discounts – even a link to your website from NEMA's.

#### Bronze Sponsor Benefits

- Complimentary registration for 1 representative
- Acknowledgment & company logo in the preliminary program
- Company logo and 50-word company description in the final program
- 50% discount on a 1/6 page ad in the final program
- Acknowledgment on the NEMA website
- Acknowledgment in the June & September issues of *NEMA eNews*
- Promotional materials in the registration packet given to all attendees

# EXHIBIT HALL

Put your company in the center of the action! The exhibit hall is the place to be for one-on-one interaction with conference attendees. And we make sure the exhibit hall is a lively place. Whether it's the opening reception, where attendees enjoy elegant passed hors d'oeuvres, promotion of between-session visits, the popular demonstration station, or the closing reception offering attendees great raffle prizes, we do our part to help your sales.

## Exhibit Booth Fees:

### Member Rates

Booth Size	Early-Bird By Aug. 1	Standard After Aug. 2
8' x 6' booth	\$840	\$1,000
8' x 10' booth	\$950	\$1,150

### Non-Member Rate

(Reservations accepted starting Aug. 2.  
See page 7 for membership details.)

8' x 6' booth	\$1,160
8' x 10' booth	\$1,295

### Payment Schedule:

By August 1: Reservations require a 50% deposit.  
After August 2: Reservations require payment in full.  
By September 15: Full payment due; booth may be reassigned if payment is not received.

### Cancellations:

Booth cancellations must be in writing. If received prior to August 31, there will be an 80% refund. Cancellations after this date will not be refunded unless a fully paid substitution is secured, at which point an 80% refund will be granted.

### Exhibit Hall Schedule

NEMA reserves the right to modify exhibit hall hours and events in order to meet programming and conference needs.

#### Wednesday, November 7

7:00-9:00 pm Exhibitor Set-Up

#### Thursday, November 8

7:30 am - 6:00 pm Exhibit Hall Open to Exhibitors  
8:00 am Exhibit Hall Opens  
8:00-9:00 am Coffee in Exhibit Hall\*  
10:30-11:00 am Coffee in Exhibit Hall\*  
12:30-1:30 pm Box Lunch Distributed in Exhibit Hall  
2:30-3:00 pm Coffee in Exhibit Hall\*  
4:45-5:45 pm Exhibit Hall Opening Reception\*  
6:00 pm Exhibit Hall Closes

#### Friday, November 9

8:00 am - 3:30 pm Exhibit Hall Open to Exhibitors  
8:00 am Exhibit Hall Opens  
8:00-8:45 am Coffee in Exhibit Hall\*  
10:15-10:45 am Coffee in Exhibit Hall\*  
12:15-1:00 pm Exhibit Hall Raffle Prizes & Closing Reception\*  
1:00 pm Exhibit Hall Closes  
1:30-3:30 pm Exhibit Hall Move-Out

\*No other programs or events will occur at this time.

## Exhibit Booth Fee Includes:

- Full registration for two company representatives. (Additional representatives may register at the member rate.)
- Discount on advertisements. (Business members only)
- Listing in program book (company contact information and 50-word company description).
- Listing on the official conference app.
- Company contact information listed in the winter issue of *New England Museums Now*.
- Complimentary Box Lunch on Thursday (you must register for your box lunch).
- Complimentary coffee for exhibitors during exhibit hall hours.
- A complimentary conference registration list either 2 weeks prior to conference or post-conference.
- Complimentary WiFi.
- Admission to conference sessions.

## Booth Specifications:

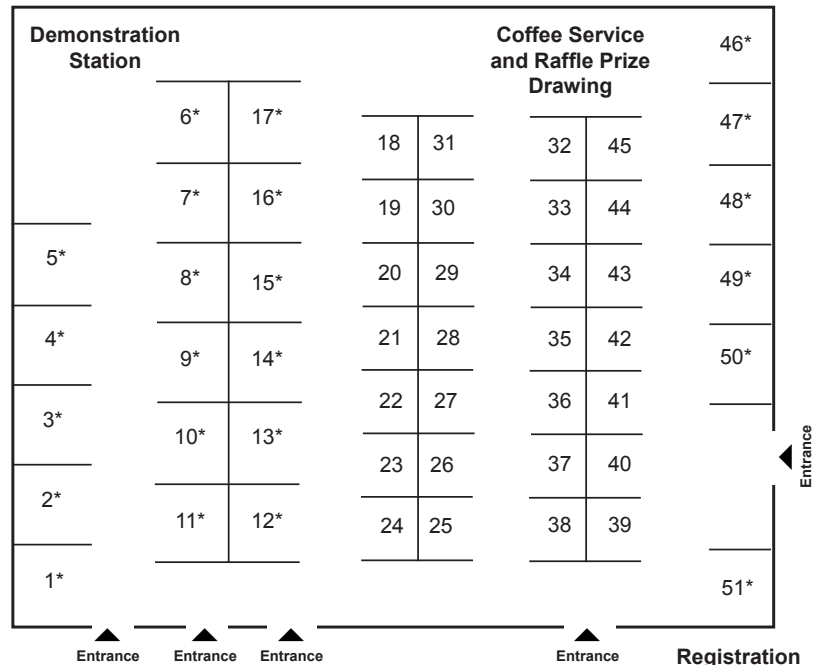
Each booth includes: 8' high back wall; 3' high side rails; 6' skirted table with 2 chairs; 1 wastebasket; 1 Exhibitor ID sign (7" x 44")

All electrical connections will be arranged with and billed by the hotel's audio/visual company. Electrical connections are \$15 per day, plus a \$50 installation fee. The Exhibit Hall is carpeted.

## Exhibit Hall Floor Plan

NEMA reserves the right to modify the exhibit hall layout in order to meet program and conference needs.

There are 51 booths in the exhibit hall:  
\*8' x 10' Booths #1-17 and 46-51  
8' x 6' Booths #18-45





# EXHIBIT HALL

## Exhibit Booth Assignment:

*NEMA Business Members Only!* Until August 1, 2018, only reservations with deposits from **current Business Members** will be processed. Beginning August 2, reservations will be processed in the order received. Every effort will be made to honor first-choice locations, but preferred booths are not guaranteed. Requests without a deposit will not be honored until payment is received.

## Exhibit Hall Set-Up and Move-Out:

Booth set-up: Wednesday, November 7, 7:00-9:00 pm

Booth move-out: Friday, November 9, 1:30-3:30 pm

*Please note: Booths must be staffed during Exhibit Hall hours. Exhibitors dismantling booths before 1:30 pm on Friday, November 9, will be charged a \$100 fee unless prior arrangements have been made.*

## Official Exhibit Hall Service Contractor:

SER Expositions Services, Inc., 35B New Street, Worcester, MA 01605;

Phone: 508-757-3397; Fax: 508-757-9136; [www.serexpo.com](http://www.serexpo.com). An exhibitor kit detailing available services and their costs will be emailed in the early fall.

## Shipping Arrangements:

All arrangements for shipping and receiving booth materials must be handled by the exhibitor. Details on shipping will be included in the exhibitor's kit from SER. All boxes/crates must be sent directly to SER by prior arrangement. All other shipments are at the exhibitor's risk.

## Hotel:

Hilton Stamford, 1 First Stamford Place, Stamford, CT 06902. Phone: 203-967-2222

Room rates begin at \$159. Reservations must be made by November 6, 2018 to guarantee conference rates. Make sure you mention that you are attending the NEMA Conference.

## Rules & Regulations:

(A complete list will be mailed when you reserve a booth.)

- Exhibits must not project beyond the space allocated or obstruct the view of other exhibitors.
- Free-standing booths must fit the dimensions of Exhibit Hall booths.
- The exhibitor must handle all necessary arrangements for shipping & receiving booth materials.
- Exhibit booths must be staffed during Exhibit Hall hours.
- Subleasing/sharing of exhibit space is not allowed.
- Exhibitors agree to indemnify and hold harmless NEMA and the Stamford Hilton from any claims of liabilities, losses, damages and expenses that may occur from accidents, injuries, fire, theft or any other cause.

## Additional Opportunities

### Demonstration Station in Exhibit Hall

Back by popular demand — the Demonstration Station. Here, conference attendees will learn the latest tips and techniques from top museum professionals in 30-minute how-to demonstrations. It's just one more reason for attendees to visit the Exhibit Hall and one more opportunity for you to make contact.

Do you have an idea for a hands-on presentation in the Demonstration Station? Let us know by contacting Scarlett Hoey at 781-641-0013 or [scarlett.hoey@nemanet.org](mailto:scarlett.hoey@nemanet.org)

### Registration Packet Inserts

NEMA Business Members Only! Include your flyer or brochure in the registration packet that is handed to each conference attendee upon arrival. The business member rate for this opportunity is \$200. Business member exhibitors receive a reduced rate of \$100. If you would like to be included, please contact the NEMA office before September 15, 2018.

### Spotlight Your Company—Be a Part of the NEMA Raffle!

Don't miss this chance to join the fun—NEMA's prize-giving ceremony at Friday's closing reception is very entertaining! Bring your company into the spotlight, raffle a company product or service, or choose a different gift that NEMA attendees will hope to win! You do not have to be an exhibitor to be a part of the raffle. Please contact NEMA for more information about donating a prize.

## Past Exhibitors and Sponsors

42 Design Fab Studio Inc.  
Action Data Systems  
Artwork Archive LLC  
Avante International Technology, Inc.  
Belfry Historic Consultants, Inc.  
Beyond Genocide  
Brad Larson Media  
Collector Systems, Inc.  
Cooperstown Graduate Program  
Conserve ART LLC  
CultureConnect  
Custom Museum Publishing, Inc.  
Donnegan Systems  
Dorfman Museum Figures  
Enhance a Colour  
Experience Design  
Gaylord Bros.  
Gowrie Group Insurance Solutions  
Harvard Extension School Museum Studies Program  
HistoryIT  
Hollinger Metal Edge  
Huntington T. Block Insurance Agency  
John Nicholas Brown Center  
Julia Balfour, LLC  
Kohler Ronan  
Lighting Services Inc.  
ListenUP Audio  
Masterpak  
Museum Rails and 10-31, Inc.  
Museum Search & Reference  
Northeast Document Conservation Center  
Novus Laurus  
Odyssey Merchant Services  
OnCell-TourSphere  
PastPerfect Software, Inc.  
Petricore, Inc.  
POW! Paul Orselli Workshop  
Qm2  
Quatrefoil Associates  
Regis College, MA in Heritage Studies  
Roger Westernman Design LLC  
Skinner, Inc.  
SmallCorp  
Thrive Payments  
The Digital Ark Corp  
The Donning Company  
Tufts University Museum Studies Program  
U.S. Art Company  
University of Massachusetts Amherst, Department of History  
University Products, Inc.  
Villanti Printers  
Virtual Pastimes  
VisitNewEngland.com  
Vista Group International, Inc.  
Winikur Productions  
Wolf Architects  
WSP

# ADVERTISING

## Final Conference Program Advertising

You don't want to miss your chance at being featured in our 100th Annual NEMA Conference Program. The program is distributed to all conference registrants—that's more than 900 museum professionals! This is a publication that colleagues keep for future reference.

	Standard	Business Members	Business Members with Exhibit Booth
Back Cover (6.875"x10.875" + .25" bleed)	\$925	\$775	\$670
Inside Front Cover (6.875"x10.875" + .25" bleed)	\$825	\$670	\$620
Full page (6.875"x10.875" + .25" bleed)	\$725	\$620	\$570
Half page (6"x5" horiz.)	\$520	\$450	\$390
One-sixth page (2.85"x4.95" vert.)	\$265	\$215	\$200

Reservations by August 1 require a 50% deposit. Full payment is due by September 15. After August 2, reservations require payment in full. Ads are due by September 28, 2018.

## Advertisement Specifications & Deadline

The program book is printed in four-color on white paper. Ads should be submitted as a .tif, .eps or .pdf file formatted for a PC. Files must be at a resolution of 300 dpi at full size.

## Preliminary Conference Program Advertising

Business members, you have the exclusive opportunity to showcase your company in the preliminary program book. The preliminary program is sent electronically to all NEMA members and past conference attendees—that's more than 3,500 museum professionals! Reservations are due by July 1. Ads are due by July 15, 2018.

	Business Members	Business Members with Exhibit Booth
Full page (8"x11" + .25" bleed)	\$620	\$570
Half page (7.5"x4.8" horiz.)	\$450	\$390
One-sixth page (2.25"x4.8" vert.)	\$215	\$200

## Additional Advertising Opportunities through NEMA

*New England Museums Now* is NEMA's premier publication. NEMA is the only organization serving all museums in the region, and the best way to reach potential customers in the six New England states. *Museums Now* is sent to more than 2,900 members. *Museums Now* is accessible to people reading it on their computer, tablet, and/or smart phone. If you would like to place an ad in *New England Museums Now*, please call the NEMA office, 781-641-0013 or email [heather.riggs@nemanet.org](mailto:heather.riggs@nemanet.org).

	Standard	Non-profit	Business/Institutional/ Academic Program Members
Small - 306 x 447 pixels (vertical)	\$160	\$110	\$80
Medium - 662 x 439 pixels (horizontal)	\$380	\$240	\$190
Large - 1218 x 840 pixels (horizontal)	\$540	\$405	\$270

Prices good thru 12/31/18, subject to change after that date.

### Submission Deadlines:

Spring/Summer Issue: May 15; Fall Issue: August 15; Winter/Spring Issue: February 15

### Save More With Our Quantity Discount!

Run three consecutive advertisements in *New England Museums Now* and get a fourth one free. You can substitute a new design at any time—just be sure to keep the same dimensions. There are only a limited number of advertising cycles available.



## ENJOY THE BENEFITS OF BUSINESS MEMBERSHIP

You can join NEMA today! Starting at just \$110, it's an investment that pays for itself many times over. Here's what you get:

- Priority booking and discount of up to 25% off your Exhibit Hall booth.
- Discounts and priority booking to advertise in the conference program.
- Great visibility through sponsorship opportunities and discounted attendance at workshops and networking events.
- Advertising discounts in our journal, *New England Museums Now* (circulation of 2,900+).
- Exclusive advertising opportunities in *NEMA eNews*, our electronic newsletter.
- Exclusive access to NEMA's mailing lists.
- Complimentary listing in the *NEMA Marketplace*, our web resource for museum professionals and the general public.
- Access to insurance, retirement plans, and more for members only.



Reserve today! Contact Scarlett Hoey at 781-641-0013 or [scarlett.hoey@nemanet.org](mailto:scarlett.hoey@nemanet.org).

# BOOTH, ADVERTISEMENT & SPONSORSHIP RESERVATION FORM

Please print information below exactly as you want it to appear in the program book and on your exhibitor sign. Is this the correct contact information you want printed in the program book? If not, please provide a separate sheet with the correct information. Registration forms for exhibitor name badges and the opportunity to sign up for meals and events will be sent to the contact name.

Contact Name	Title
Company Name	
Address	
City/State/Zip	
Phone	Fax
E-mail	Website

**Exhibit Booth** \_\_\_\_\_ **Booth Subtotal: \$** \_\_\_\_\_

**8' x 6'** (Business Members: \$840 by August 1; \$1,000 beginning August 2; Non-Members: \$1,160 after Aug. 2)

**8' x 10'** (Business Members: \$950 by August 1; \$1,150 beginning August 2; Non-Members: \$1,295 after Aug. 2)

**Booth location:** \_\_\_\_\_ 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice (Please refer to the floor plan on page 4.)

Will you need an electrical connection?  yes  no (An electrical request form will be sent to the contact listed & must be returned to the hotel.)

Are there competitors you do not want located near your booth? \_\_\_\_\_  
(NEMA will make every effort, but cannot guarantee, to honor exhibitors' preferences.)

Do you plan to bring a free-standing booth?  yes  no It **must** fit inside the dimensions of your chosen booth space.

Have you included a 50-word description of your company with contact information?  yes  no

Would you like to participate in the NEMA raffle?  yes  no

**Advertising** \_\_\_\_\_ **Advertising Subtotal: \$** \_\_\_\_\_

See page 6 for rates. Please select your preferred ad size:  Full-page  Half-page  One-sixth page Publication:  Preliminary  Final

**Sponsorship** \_\_\_\_\_ **Sponsorship Subtotal: \$** \_\_\_\_\_

See page 2-3 for opportunities. Sponsorship selection: \_\_\_\_\_

**Business Membership** \_\_\_\_\_ **Membership Subtotal: \$** \_\_\_\_\_

You must be a current NEMA business member to reserve a booth before August 1st and receive the member discount.

Not sure of your company's membership status? Call NEMA to find out.

\$110 Small Firm, 4 or fewer employees  \$260 Medium Firm, 5 to 9 employees  \$350 Large Firm, 10 or more employees

\$50 Expanded listing in the NEMA Marketplace, including company logo. For more information and an on-line submission form please see [www.nemanet.org](http://www.nemanet.org).

**Grand Total** \_\_\_\_\_ **Grand Total: \$** \_\_\_\_\_

50% deposit is required on all reservations received on or before **August 1, 2018**. Full payment due **September 15, 2018**.  
Reservations received after August 1st require payment in full. Questions? Call 781-641-0013.

## Method of Payment

Check is enclosed (payable to NEMA) Charge my  Visa  MasterCard  American Express for \_\_\_\_\_

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_ Cardholder's Name \_\_\_\_\_

Please fill out this reservation form and mail it with appropriate payment to:  
Scarlett Hoey, Manager of Membership and Development  
New England Museum Association  
22 Mill Street, Suite 409  
Arlington, MA 02476

Credit card orders may be emailed by sending this completed form to [scarlett.hey@nemanet.org](mailto:scarlett.hey@nemanet.org).

Questions? Call 781-641-0013.