



## ARCHIVES AND HISTORY DAY CELEBRATION SATURDAY, OCTOBER 14, 2017 SIGN UP FORM

Yes, we would like to participate in the Archives Week celebration at the Monmouth County Library, Manalapan, New Jersey. Please reserve a table for our organization. **A nonrefundable donation for \$20 payable to *Monmouth County Clerk* to reserve a table is requested.**

**We agree to abide by the following tentative schedule:**

- 8:45 a.m. Set-up (refreshments provided in part by NJSAA)
- 9-11:15 a.m. Exhibits open (except Pledge of Allegiance about 10am)
- 11:15-12 p.m. Plenary session (exhibits closed)
- 12 -1 p.m Exhibits open
- 1-2 p.m. Keynote (exhibits closed)
- 2:15-2:45 p.m. Exhibits open
- 2:45-3 p.m. Exhibits removed

**Guidelines:**

- ☺ Two complimentary lunches will be provided; please donate \$10.00 for each extra lunch.
- ☺ Publications and materials produced by your organization may be sold from the table.
- ☺ The table must be staffed during the *entire* exhibition period, 9 a.m.- 2:45 p.m.
- ☺ Materials and exhibits will be removed from the Library by 3 p.m.
- ☺ ***Exhibitors should publicize the event to its staff, volunteers, members, and visitors.***
- ☺ You are welcome to place the Monmouth County Archives on your mailing list.

Organization Name ( <i>for your table sign that Archives will provide</i> )	
Representative (Please print name)	
Title	
Address	
<b>E-mail (please print)</b>	
Email (please repeat to ensure accuracy)	
Telephone	
FAX	
Contact Person (if other than above)	
Contact Telephone (if other than above)	
Contact FAX (if other than above)	
Please provide wall space if possible	
Please provide easel space if possible	
Table with electrical power preferred	
We are willing to share an 8 foot table with another organization.	

**Send check payable to Monmouth County Clerk to Monmouth County Archives, 125 Symmes Drive, Manalapan, NJ 07726**