

7.0 CONFERENCES

1. ARARA shall hold an Annual Meeting as determined by the Board. Members shall receive notification at least sixty (60) days in advance of the meeting.

Past Conference Locations:

1974 Farmington, New Mexico
1975 El Paso, Texas
1976 Ridgecrest, California
1977 Tempe, Arizona
1978 The Dalles, Oregon
1979 Bottle Hollow, Utah
1980 Albuquerque, New Mexico
1981 Winnipeg, Manitoba
1982 Porterville, California
1983 Price, Utah
1984 Boulder City, Nevada
1985 Santa Barbara, California
1986 Flagstaff, Arizona
1987 St. George, Utah
1988 Ridgecrest, California
1989 San Antonio, Texas
1990 Tucson, Arizona
1991 Las Vegas, Nevada
1992 Price, Utah
1993 Reno, Nevada
1994 Flagstaff, Arizona
1995 Albuquerque, New Mexico
1996 El Paso, Texas
1997 La Junta, Colorado
1998 Ridgecrest, California
1999 Ripon, Wisconsin
2000 Phoenix, Arizona
2001 Pendleton, Oregon
2002 Dubois, Wyoming
2003 San Bernardino, California
2004 Casas Grandes, Mexico
2005 Reno/Sparks, Nevada
2006 Bluff, Utah
2007 Billings, MT
2008 Farmington, NM (35th Anniversary of ARARA)

2. San Diego Museum of Man Rock Art Conference:

Conference Date: First Saturday in November

Conference Location: Museum of Man, Balboa Park, San Diego CA

7.1.1 Assistant Conference Coordinator: JOB DESCRIPTION

Duties:

1. Provide the artwork design and logo for the T-shirts. Participate in decisions concerning many aspects of the Conference (food for auction, location of dinner, preparation of food lists, etc.). The ARARA President should serve in this position if no one is available for this position.

7.1.3 Registrar: JOB DESCRIPTION

Duties:

Receives and enters registration information into an MS Excel spreadsheet and deposits checks into the ARARA account. Spreadsheets need to be designed in coordination with the Conference Coordinator to ensure that information is recorded that will assist in Conference planning and provide necessary counts and the ability to generate custom lists such as reception attendance, banquet tickets, T-shirts, etc.

7.1.4 Field Trip Chairs: JOB DESCRIPTION

Duties:

Identify sites for field trips, approve Field Trip Form, write up field trip summaries, secure trip leaders, organize logistics for field trips, receive field trip forms from membership, and equitably assigned field trips. Provide list of local self-guided sites for members to visit before and after the Conference.

ARARA Conference 2008 Field Trip Check-Off List

The **Pre-Field Trip Meeting** is a requirement for participation in all of the field trips. Upon completion of the meeting, field trip participants will receive field trip logistics: directions and cell phone numbers of field trip leaders. Orientation will be held the following times:

Friday's Trips:

5:00 - 7:00 p.m. Thursday May 23, at the Evening Social Gathering in Garden Café/Atrium at the Best Western Inn & Suites, Farmington.

Monday's Trips:

Saturday & Sunday: Times will be posted in ARARA Conference Schedule and at the Registration Table.

Liability Release and Medical Consent Forms:

Liability Release and Medical Consent Forms will be completed during Orientation and handed to ARARA Field Trip Coordinators or Co-Leaders.

Participants: Complete the Liability Release and Medical Consent Form. The Liability Release form must be completed before participating on an ARARA Field Trip. The Medical Consent Form provides important information that will assist field trip leaders if medical attention is needed and the participant is not able to provide consent or other pertinent medical information.

ARARA Field Trip Co-Leaders: Collect all Liability Release and Medical Consent Forms from each participant of the field trip. Make sure both sides have been filled out. Place a check mark next to the person's name on the Field Trip Roster. At the end of the trip, turn the forms in to the Field Trip Committee (Gary Hein or Terry Moody).

No one is permitted to be on the trip that is not on the trip roster.

First Aid Kits

The ARARA Field Trip Co-Leader will have a Field Trip First Aid Kit to handle minor scrapes and scratches. If a participant is on special medication that might need to be administered during a field trip, and in the event that the person may not be able to administer the medication, and is not with a significant other, then he/she should inform the ARARA Co-Leader of the location of the medication and how to administer.

ARARA Field Trip Co-Leaders Check-Off List

- Field Trip Roster
- Directions and contact number
- Liability Release and Medical Consent Forms
- First Aid Kit
- Receptacles for trash

General Information

Carpool if at all possible. Those who are willing to drive, arrive with a full tank of gas. Drivers must have a valid driver's license and automobile insurance. Passengers please help driver with gasoline expense.

What to Bring and Wear

Water: Each person should bring one to two gallons of water.

Lunch and Snacks: Participant's provide your own.

Sunscreen, sunglasses, hats, and light colored clothing is recommended.

Appropriate hiking or walking shoes--sandals are not recommended. Hiking sticks.

Cameras and binoculars

Drivers: Cell phone with contact number to give to ARARA Field Trip Co-Leader

Field Trip Guidelines and Etiquette

No Pets

Be Prompt: Arrive at the Meeting Place on time and with enough gas for the trip with all supplies purchased, as there will not be any unnecessary stops along the way. The tour will leave when scheduled.

Carpooling and traveling in a caravan. Directions and contact numbers will be provided to each vehicle in the caravan. The Local Field Trip Leader will lead the caravan with the ARARA Co-leader at the end of the caravan. Drive the speed limit. Know people and cars in your caravan. Make sure you can see the car behind you in your rear view mirror at all times, if not slow down. Count heads; make sure you have with you, those who came with you. If after the field trip you do not plan to follow the group back to the original meeting place, be sure you have informed the trip leaders.

Visiting the Site

Stay with your group--do not wander off. If you need to return to the vehicle let the ARARA Co-leader know of your plans.

Respect the site and the pictographs and petroglyphs:

Stay off ALL rock art and the immediate surrounding area.

Do not disturb the setting, which is part of the rock art site.

Do not touch the rock art.

Do not remove anything from the rock art panels.

Do not deface the rock art panels.

Report any site damage to guide.

Remove trash.

Take photographs, make notes or drawings. Remember you are with a group. Move back from the panels to have conversations in order to allow others the opportunity to photograph the rock art. If the site is not open to the public, do not give out site-location information. Rather provide the person with a contact in order to set-up a visit.

7.1.5 Reception Committee: JOB DESCRIPTION

Duties:

Responsible for the Reception, including Program and refreshments.

7.1.6 Vendor Chair: JOB DESCRIPTION

Duties:

Approves vendor form, accepts vendor applications, coordinates the Vendor Room, collects minimum fee of \$25 or 10% of receipts (whichever is greater), and transmits these funds to the Treasurer.

7.1.6a CONFERENCE VENDOR ROOM

All participants in the vendor room shall be treated the same regardless of race, creed, or color, and thus, there will be no fees waived for participants based on these conditions. The vendor room is designed not just to make money for vendors but as a fund raiser for ARARA.

Vendor regulations are summarized below.

The Vendor Area will be secured at all times.

Space for the Vendor Area is provided to further the educational goals of ARARA and to promote distinguished use of rock art imagery in arts and crafts. The Vendor Committee manages a juried process of allocating vendor space. In reviewing vendor applications, the committee will strive to meet the tangible points of the criteria listed below and the intangible goal of artistic excellence. The decision of the committee is final.

Criteria for the allocation of vendor space:

1. All items in the Vendor Area must be related to rock art.
2. Members of ARARA will be given priority in the vending area.
3. First preference will be given to non-profit organizations whose goals are consistent with those of ARARA, provided their materials are related to rock art.
4. Priority will be given to those vendors selling educational materials, i.e., books, monographs, research reports, videos, CDs, software, and related educational materials.
5. Arts and crafts spaces will be allocated based on a juried competition that considers the type of product, the range of prices, the quality and artistic merit of the work, and the ethical or appropriate use of rock art imagery.

ARARA Operating Procedures Manual

6. Vendor table fee is the higher of \$25 per table or 10% of their gross sales to help defray the costs of providing the vendor space.
7. Vendors are expected to follow the rules as established by the Vendor Committee. These include observing the posted times when vending is permitted and ensuring the security of the Vendor Area.
8. ARARA may choose to provide complimentary vendor space for informational purposes to companies introducing new products and technologies that are deemed to be of interest to the membership.
9. Late applications will be evaluated only if space remains available following the initial review and award process.

The American Rock Art Research Association encourages artists to take ethical responsibility when rock art images are incorporated into their work. ARARA encourages artists to show respect for the cultures of Native Peoples. Artists are encouraged to sign, date, and label their works incorporating rock art images. ARARA encourages artists to accompany their work with educational material and general provenience whenever it is exhibited or vended.

Information for First-time Vendors. If you have not been an ARARA vendor since 1996, please submit a product portfolio (clear photographs, product brochures, or other supporting material) and any additional supporting documentation you think will help the Vendor Committee reach its decision. Please include a stamped, self-addressed envelope if you want your materials returned.

Previous Vendors. Previous vendors please indicate that your portfolio was reviewed and accepted in 1996 or later.

Vendor form for 2008 (to be used as sample for future years).

VENDOR FORM
ARARA 2008 Conference
Farmington, New Mexico
May 22-26, 2008

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
HOME PHONE: _____ OFFICE PHONE: _____
E-MAIL: _____ FAX: _____

I am a member of ARARA (circle): Yes No
Nonprofit (circle): Yes No

of Tables: _____ # of Chairs: _____ # of Electrical Outlets: _____

Other requests: _____

(All requests beyond minimum requirements subject to equipment and space availability)

Media (circle as many as appropriate). Submit portfolio if you are a new Vendor.

photography	glass	wood
posters/prints	metal/jewelry	software
clay	books	rock
cards	paintings	fiber
sculpture	other (describe below)	

Additional Information (including price range of items offered): _____

Submit Application with Check or Money Order for \$25 Payable to ARARA to:

ARARA — Vendor Chairs
Box 210026
Tucson, AZ 85721-0026

VENDOR APPLICATION DEADLINE: May 12, 2008

7.1.7 Auction Chair: JOB DESCRIPTION

Duties:

Coordinate the Auction, which is usually held on Saturday evening. Find auctioneer. Coordinate food in conjunction with Conference Coordinator.

7.1.8 Audio Visual Chair: JOB DESCRIPTION

Duties:

Responsible for AV needs during the Conference. Make sure needed equipment is available and know how to operate it. Coordinate with the Program Chair to communicate with the presenters and to arrange the placement of their Power Point presentations on the ARARA computer.