

Iowa Library Association

2009 Annual Conference * October 21, 22

Polk County Convention Complex
 5th & Grand
 Des Moines, IA 50309
 Phone : 515-564-8000

Return this form to:
 Iowa Library Association
 3636 Westown Pkwy, Suite 202
 West Des Moines, IA 50266
 Phone: 515/273-5322

Application for Exhibit Space

Company Name: _____
 (State your company's name and address, as you would like them to appear in the program – particularly if you have a local representative location.)

Address: _____ Type of Business _____

(City) _____ (State) _____ (Zip) _____ (email address) _____
 Telephone No: (____) _____ Number of Booths Needed __1__ __2__ __3__ __4__

Official Representative for our exhibit at the conference will be:
 (Please list name(s) and city as you would like them to appear on your name badge(s).)

 (Name) _____ (Phone number) _____

 (Address) _____ (City) _____ (State) _____ (Zip) _____

Please list other representatives who will also be exhibiting at your booth(s).

List the person who is to receive shipping and decorating information:

 (Name) _____ (Phone number) _____

 (Address) _____ (City) _____ (State) _____ (Zip) _____

**** Application Deadline: September 1, 2009 ****

We agree to abide by the exhibit specifications outlined by the Iowa Library Association and to all conditions under which the exhibit area is leased to the Association. Said exhibit specifications and conditions become a part of this contract. FULL PAYMENT OF \$500.00 OR DISCOUNTED AMOUNT IS ENCLOSED. Refund cannot be made after September 15, 2009 unless your booth can be sold to another buyer. A refund for cancellation of booth space will not be allowed after September 30, 2009.

 (Authorized Signature) _____ (Print Authorized Signature) _____ (Date) _____

\$500 per booth _____

Corporate Membership Discount (if any) _____

- Select appropriate discount below
- Patron 100% \$500.00
 - Supporting 50% \$250.00
 - Associate 25% \$125.00
 - Affiliate 0% -0-

Make checks payable to:
Iowa Library Association

To pay with Visa or MC, please call the ILA office

Total Amount Enclosed _____
 Check Number _____

I do NOT wish my booth to be located adjacent to: _____

- Please review the following and check appropriate boxes
- _____ I do need a sign
 - _____ I do not need a sign
 - _____ I have an oversized display
 - _____ I need Conference sponsorship information
 - _____ I need Corporate Membership information
 - _____ I need Conference Program advertising information
 - _____ I will donate an item to the Iowa Library Association Foundation Auction

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EXHIBIT INFORMATION AND RULES

You will be provided a 10' by 10' booth space with back and side drapes, a skirted 8 ft. table, and two chairs. An online furnishings and equipment rental list will be provided to you in September.

For pre-shipment of convention materials follow these guidelines:

- -Shipments must be sent to arrive **after** October 12, 2009
 - Send shipments to: **Freeman Exhibition Services,
2000 Easton Blvd, Des Moines, IA 50317**
- -All shipments must be clearly marked "Iowa Library Association" and your company name. (Multiple boxes should be labeled such as: 1 of 3, 2 of 3, etc.)
- -All shipments must be prepaid

Staff will be available in the exhibit area during the designated set-up times to assist in both your decorating and shipping needs and to assure a smooth operation of the exhibits.

The exhibit area will be open to all persons registered. No representatives other than those employed by authorized exhibitors will be permitted in the exhibit area and then only when properly registered.

An exhibitor shall not infringe upon the rights and privileges of any other exhibitor. The Association reserves the right to restrict exhibits that may be objectionable or to order the removal of any portion of an exhibit which in the judgement of the Association is detrimental to or detracts from the general order of the exhibits. This applies to persons advertising or soliciting, or anything of a similar nature.

Any person, partnership, or corporation engaging space who shall fail to make payment as herein provided shall thereby and thereupon forfeit all rights in and to the use of assigned space, and the Iowa Library Association shall have the right to dispose of such space in such manner as it may consider to its interests without any liability on the part of the Association.

No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, nor exhibit therein, nor permit any other person or party to exhibit therein, any other goods, apparatus, etc., not manufactured or distributed by the exhibitor in the regular course of business without the consent of the Iowa Library Association. If it is necessary to use the equipment of another manufacturer whose equipment should be displayed separately, no advertising of that equipment may be in evidence.

Fire hose cabinets and electrical switch panels must be left accessible and in full view at all times. All decorations must be of non-flammable material or treated for fire prevention by an approved method.

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment, and other property brought upon the premises of the Grand River Center, and shall indemnify and hold harmless the Iowa Library Association, Grand River Center, and any authorized representative, agent or employee of the foregoing of any and all losses, damages and claims. Every reasonable precaution will be taken to safeguard exhibitor's property.

The Iowa Library Association shall have full power in the interpretation and enforcement of all rules contained herein and the power to make such reasonable amendments thereto and such further rules and regulations as it shall consider necessary for the proper conduct of the Conference, provided same do not materially alter or change the contractual rights of the exhibitor.

Future Conference Dates

October 13-14, 2010, Coralville
October 12-13, 2011, Council Bluffs
October 2012, Dubuque