

Louisiana Library Association Conference

March 4-6, 2008

Shreveport Convention Center



We invite you to join Louisiana professionals March 4-6, 2008, at the Shreveport Convention Center for the Louisiana Library Association Conference. Professionals from across the state will convene to learn of new products, technologies, resources, and ideas and you, as an exhibitor, play a very important role in this! If your company offers solutions or products, library related or personal, you will not want to miss this opportunity.

The new Shreveport Convention Center and Hilton Hotel will be the location of the 2008 Louisiana Library Association Conference. The Exhibit Hall will be open 13 hours, allowing ample time for attendees to view all of the booths, including several “no conflict” times.

Listed below are important dates and times:

Pipe and Drape	Tuesday, March 4	8:00 am – 8:00pm
Exhibitors Set-up	Tuesday, March 4	12:00 pm – 6:00 pm
	Wednesday, March 5	7:00 am – 10:00 am
Exhibits Open	Wednesday, March 5	10:00am – 4:00 pm
	Thursday, March 6	9:00 am – 4:00 pm
Dismantling	Thursday, March 6	4:00 pm – 6:30 pm

Contact Information:

Kay Gammill & Cathy Smith, Exhibits Co-Chair
Caddo Parish Schools
Professional Library
3809 Joplin
Shreveport, LA 71108
318 603-6374 wk
318 603-6471 fax

lkgammill@caddo.k12.la.us csmith@caddo.k12.la.us

Rental Fees:

Complete the following Exhibit Application and Contract. Mail completed contract with payment of \$450 per booth to

LLA Exhibits Chair
c/o Cathy Smith
Professional Library
2809 Joplin
Shreveport, LA 71108

Booths

The price for LLA booths is \$450. The Booths are 8' X 10' and will be furnished with an identification sign, an 8' draped table, 2 chairs and a trashcan. Booth fees can be paid by check or money order made out to the Louisiana Library Association. Visa or MasterCard may also be used for payment. **Deadline for booth reservations is February 1, 2008.**

Exhibitors will receive a packet from Terry Matthews, (318) 455-2001, of A & A Productions, the contractor for Pipe and Drape, which will give the instructions for ordering additional furniture, booth accessories, internet connections, and telephone. Electrical and Internet connections will be provided upon request for an additional fee. A/V equipment needs should be addressed by individual vendors. If additional equipment is needed, please contact J&S Audio Visual, Inc. at (318) 841-4214 with specific requests.

Space rental fees for booths and tables include badges for your company representatives who will work in the booth. This badge permits free admission to the exhibit hall and one complimentary conference program admission and conference program per booth.

Space Assignments

Space assignments will begin February 1, 2008. All assignments will be made as closely as possible to the requests of the exhibitors. Booth assignments are made on the basis of the date of receipt of the application with payment, as well as past LLA conference participation. LLA reserves the right to determine the eligibility of any company or product for exhibit, as well as the right to determine all booth assignments. Confirmation of exhibit space will be sent to exhibitors.

Storage

Shipping and storage arrangements will also be clarified in the information packet from Terry Matthews of A & A Productions that each vendor will receive once a paid contract has been finalized. The Convention Center asks that all items be shipped so that they are received no sooner than Wed., Feb. 27, 2008. Our contact at the Convention Center is Marla at (318) 841-4211.

We look forward to hearing from you soon and working with you in March!

Kay Gammill & Cathy Smith
Exhibits Co-Chair

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Contract for Exhibit Space

Name of Company_____

Address_____

Phone_____ Fax_____ email_____

We will exhibit the following:_____

Number of years your company has exhibited at LLA_____

If you would like a free sign, sign should read: (limited to 1 line)

Will electricity be needed?_____ Telephone?_____

Internet connection?_____ wired or wireless?_____

(Convention Center order forms will be sent when booth space is confirmed)

Preference of booth number (not guaranteed)_____

Exhibitors or types of exhibits we would rather NOT be near_____

Exhibitors of types of exhibits we WISH to be near_____

Representative name(s) for listing in Conference program_____

Contact Information:

Name_____ phone/fax_____

Address_____

_____ email_____

Local representative & phone #_____

PLEASE RESERVE _____ EXHIBIT BOOTH(S) AT \$450.00 each

_____ check payable to Louisiana Library Association for _____

_____ VISA or Mastercard only _____ card number

Expiration date_____ 3digit safety code_____

Please send payment and one copy of this form to: LLA Exhibits Chair

c/o Professional Library

2809 Joplin

Shreveport, LA 71108

Remember.....Reservation deadline is February 1, 2008!!!!!!