

PUZZLED? LOUISIANA LIBRARIES HAVE THE ANSWERS!

LOUISIANA LIBRARY ASSOCIATION 2012 ANNUAL CONFERENCE

The Louisiana Library Association's 2012 Annual Conference is fast approaching with Louisiana's academic, public, school and special librarians in attendance.

NOW IS THE TIME TO MAKE PLANS TO JOIN US AS A CONFERENCE EXHIBITOR OR SPONSOR!

WHEN: WEDNESDAY, MARCH 21 - FRIDAY, MARCH 23, 2012

WHERE: SHREVEPORT CONVENTION CENTER, SHREVEPORT, LA

BOOTH SIZE: 8' x 10'

[includes one 2'x6' topped and skirted table, two chairs, wastebasket, one line ID Sign]

BOOTH COST: \$500 for vendors and \$150 for qualified non-profit organizations

ADDITIONAL SERVICES: Electrical and Internet are available directly through the Shreveport Convention Center.

BOOTHS WILL BE ASSIGNED ON A FIRST-COME [AGREEMENT + PAYMENT], FIRST-ASSIGNED BASIS

SPONSORSHIPS

CONSIDER SPONSORING TO INCREASE YOUR EXPOSURE!

PLATINUM [\$3,000 AND UP]

GOLD [\$1,500 - \$2,999]

SILVER [\$1,000 - \$1,499]

BRONZE [\$750 - \$999]

THERE ARE ALSO OPPORTUNITIES TO HELP SPONSOR SPECIAL EVENTS SUCH AS THE LLA BOOK DINNER, CONFERENCE BOOK BAGS, MEAL EVENTS AND SPECIAL PROGRAMMING. SEE THE ATTACHED FORM OR GO ONLINE FOR MORE INFORMATION ON HOW YOU CAN BENEFIT FROM SPONSORING LLA!

EXHIBIT SCHEDULE

EXHIBIT SET-UP

WEDNESDAY, MARCH 21, 2012
12:00 PM - 4:00 PM

EXHIBITS OPEN

THURSDAY, MARCH 22, 2012

8:45 AM - 5:00 PM

AND

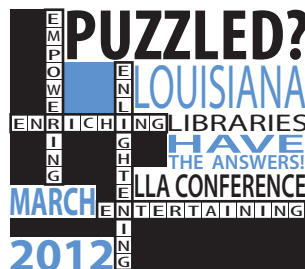
FRIDAY, MARCH 23, 2012

8:00 AM - 1:00 PM

EXHIBIT BREAKDOWN

FRIDAY, MARCH 23, 2012

1:00 PM - 2:00 PM



SIGN UP ONLINE!

www.llaonline.org

OR

COMPLETE AND RETURN ATTACHED EXHIBIT AND/OR SPONSOR AGREEMENT WITH PAYMENT TO:

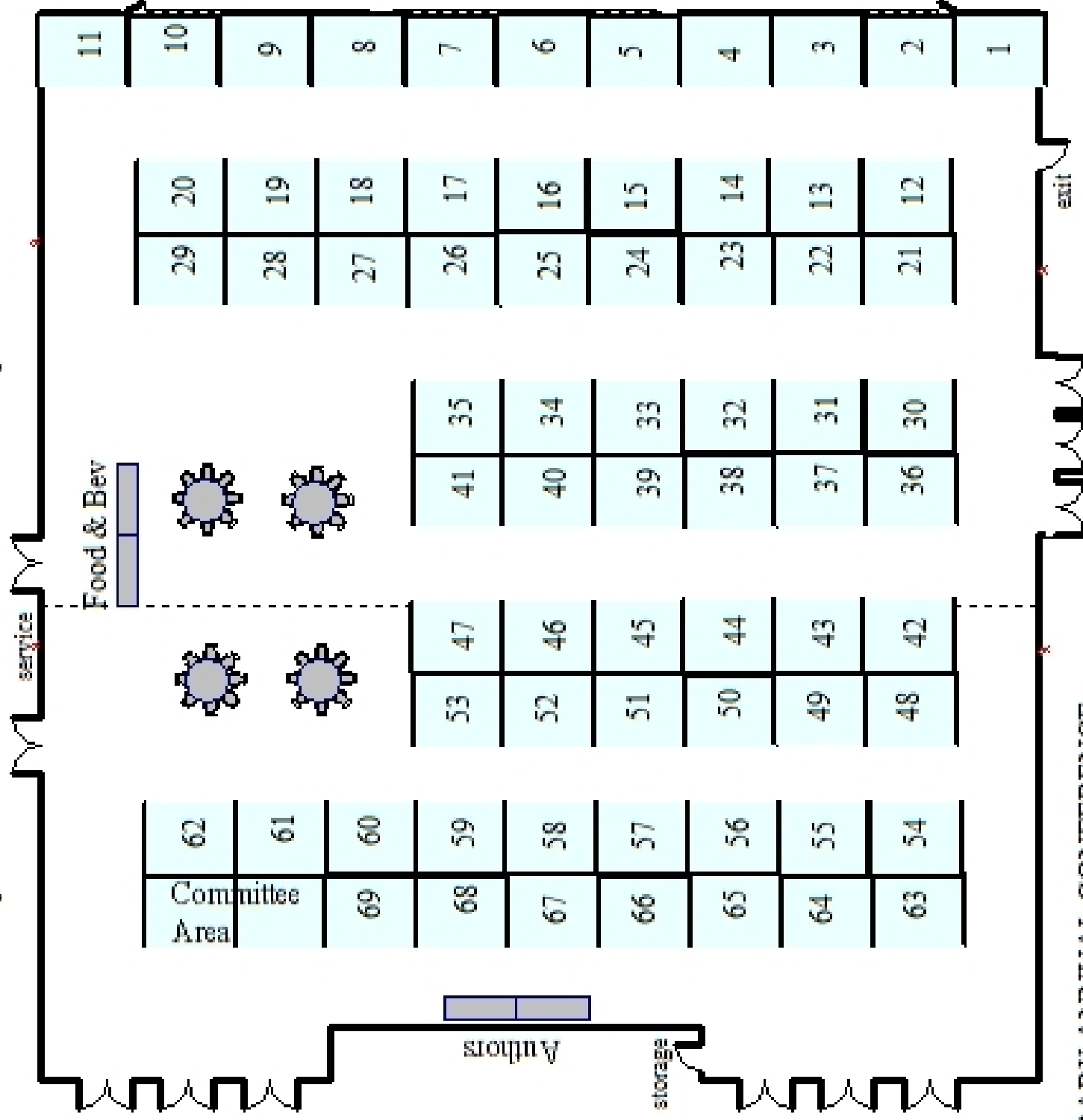
[For security of your data, do not email credit card information. If faxing, confirm receipt of your fax by telephoning or emailing the LLA Office.]

LLA; 8550 UNITED PLAZA BLVD., STE. 1001; BATON ROUGE, LA 70809 FAX: [225]408-4422

CONTACT US: [225] 922-4642, [877] 550-7890, office@llaonline.org VISIT US ONLINE: www.llaonline.org

Captain Shreve A

Captain Shreve B



LOUISIANA LIBRARY ANNUAL CONFERENCE

March 22-23, 2012

Shreveport Convention Center

**LLA 2012 ANNUAL CONFERENCE
VENDOR AND NON-PROFIT EXHIBIT AGREEMENT**

Company or Organization Name _____

Contact Person _____ Name on Badge _____

Address _____
Street City State Zip

Telephone () _____ Fax () _____ E-mail _____

Representatives **attending** conference if different from contact person listed above:

1. Name _____ Name on Badge _____

_____ E-mail _____

Representative Address (if different from above)

2. Name _____ Name on Badge _____

_____ E-mail _____

Representative Address (if different from above)

Product or service to be exhibited _____ **Preferred Booth Assignment** _____

Tentative Exhibit Schedule:

Exhibit Setup: Wednesday, March 21, 2012, 12:00 PM - 4:00 PM

Exhibits Open: Thursday, March 22, 2012, 8:45 AM - 5:00 PM and Friday, March 23, 2012, 8:00 AM - 1:00 PM

Exhibits Breakdown: Friday, March 23, 2012, 1:00 - 2:00 PM

Exhibit Fee: Please select the appropriate exhibit fee: Vendor \$500.00 per booth Qualified Non-Profit Organization \$150.00 per booth
The exhibit fee covers up to two representatives. Additional badges are available for \$20.00 each. Please print the additional names here:

Exhibit Services Contractor: Wireless and electrical services are to be arranged directly through the Shreveport Convention Center. Forms included in exhibit packet.

Does your company need a free booth identification-by-name sign? Yes No

Company name for free sign _____

Please Reserve _____ Exhibit Booths for my company, plus _____ extra name badges at \$20.00 each.

By execution of this agreement, Exhibitor agrees to lease space at the 2012 LLA annual conference. This contract is subject to terms and conditions stated above. LLA will make every effort to make booth assignments according to your stated preference, however we cannot guarantee preferred booth assignment. By signature on this contract, Exhibitor agrees to abide by the contract terms and conditions and LLA Rules and Regulations.

Signature _____ Printed Name and Position _____ Date _____

Please sign and return this form, with payment or credit card information, to:

Louisiana Library Association
8550 United Plaza Blvd., Ste. 1001
Baton Rouge, LA 70809
Phone (225) 922-4642 or (877) 550-7890
Fax: (225) 408-4422 Email: office@llaonline.org
Make Checks Payable to the Louisiana Library Association.

Payment Method: _____ Check Enclosed _____ Visa _____ MasterCard

Credit Card No. _____ **Exp. Date** _____ **Amount to be charged: \$** _____

Print name on Credit Card : _____ **Signature:** _____

***For security of your data, please do not email credit card information. If faxing, please confirm receipt of your fax by contacting LLA by telephone or email, please do not rely on your own printed fax confirmation.**

OFFICE USE ONLY: Received: _____ Date Processed: _____ Check #: _____ Amount: _____ CC auth: _____

Exhibit Information, Terms and Conditions

BOOTH ASSIGNMENT

Space is available on a first-come, first served basis. Booths will be assigned on a first request basis, or randomly if no request is made. If you wish to be assigned a specific booth, or have a company from which you wish to be separated, please indicate on the exhibitor form or call the LLA Headquarters at (225) 922-4642 or (877) 550-7890.

EXHIBIT FEE

Exhibit fee includes a 8' x 10' booth with linens and skirting, one 2'x6' topped and skirted table, two chairs, wastebasket, and one line identification sign. No additional furnishings are included in the exhibit fee. Electrical services and internet connectivity are available directly through the Shreveport Convention Center. Forms can be located online at www.llaonline.org.

PAYMENT POLICIES

Payments should accompany signed Exhibit Agreement. If registering online or paying by check after faxing or emailing a completed form, payments are due within two weeks of agreement submission. For security of your data, please do not email credit card information. If faxing, please confirm receipt of your fax by contacting the LLA Office by telephone or email. Please do not rely on your own printed fax confirmation. Payments received after March 1, 2012 will not guarantee exhibitors a listing in the meeting program. No one will be allowed to exhibit unless the exhibit fee is paid. Refund policy is stated below.

CANCELLATION OF EXHIBIT SPACE

All booth cancellations must be submitted in writing to LLA. Prior to February 1, 2012, the entire fee will be refunded. Cancellation after February 1st and prior to March 15, 2012 will result in a 50% refund of the fee. Exhibitor hereby agrees to forfeit, and the LLA agrees to withhold the above respective sums from any refund due.

USE OF EXHIBIT SPACE

Exhibit space is assigned on the express understanding that it is to be used solely for the display of the Exhibitor's products and services that the Exhibitor offers for sale to the library industry. Exhibitors are not permitted to sublet any part of their space, or to display merchandise of other manufacturers or dealers where no direct business conditions exist between them. No exhibit material may extend beyond the boundaries of the exhibit space or exceed the height restrictions for that type of booth. Should there be any question as to the obstruction or interference of any exhibit with other exhibits in the area; the LLA Executive Director will make the final judgment.

INSURANCE AND LIABILITY

Exhibitors wishing to insure their property must do so at their own expense. It is recommended that all exhibitors have representatives in attendance at all times when the exhibits are open, especially when exhibits are being set-up or dismantled, to protect them against loss.

It is expressly understood and agreed, and the Exhibitor agrees by accepting this contract, that he/she will make no claim of any kind against the Louisiana Library Association or its employees for any loss, damage to or destruction of goods while at the Shreveport Convention Center, or for any damage of any nature or character whatsoever. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Shreveport Convention Center premises and will indemnify, defend, and hold harmless the hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. It is further agreed that LLA shall not be liable for any claims or damages of every kind, for injury to or death of any person or persons and for damage to or loss of property, arising out of or attributed directly or indirectly to the operations or performance of Exhibitor, Exhibitor's agents and employees under this agreement. Should any eventuality cause cancellation of the exhibition, LLA shall not be liable for any expenses incurred by the exhibitor other than the rental cost of exhibit space less decorating cost. Refund of said rent should be the maximum limit of LLA's liability to the exhibitor.

CONDITIONS OF CONTRACT

The Louisiana Library Association retains the right to refuse or reject exhibitors at its sole discretion. The Louisiana Library Association reserves the right to alter locations of exhibitors or booths shown on the floor plan or dimensions of the booths, if deemed to be in the best interest of the exhibition. The contract is subject to all rules and regulations of the Association and to all conditions under which space at the Shreveport Convention Center, has made available to the Louisiana Library Association. Exhibitor agrees to abide by all applicable fire, utility, and building codes.

This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed, except as otherwise provided in this instrument. The laws of the State of Louisiana shall govern this agreement.



ELECTRICAL SERVICES ORDER FORM

P O Box 1774 · Shreveport, Louisiana 71166
318/841-4000 Phone · 318/841-4246 Fax

PAYMENT FOR ADVANCE ORDERS MUST BE RECEIVED IN OUR OFFICE 14 DAYS PRIOR TO MOVE-IN DATE.
STANDARD RATES APPLY TO ALL ORDERS RECEIVED AFTER THE 14-DAY CUT OFF DATE.

NAME OF EVENT _____ DATE OF EVENT _____
 COMPANY NAME _____ BOOTH NUMBER(S) _____
 CONTACT NAME _____ ADDRESS _____
 TELEPHONE # _____ CITY _____ STATE _____ ZIP _____

PAYMENT METHOD: CHECK CASH VISA / MASTERCARD AMEX

CARDHOLDER NAME _____ CARD # _____ EXP. _____
 SIGNATURE _____ SECURITY CODE (Code on back of credit card) _____

I also authorize SCC to charge any outstanding balances at the time of move-out to my credit card.

Terms and Conditions

- A standard electrical outlet consists of one single female plug. Quoted service rates include delivery to booth and does not include labor charges for special wiring, or connecting to your equipment. Exhibitors should ensure surge protection for their equipment.
- All exhibitors are required to sign in at the Service Desk for delivery of service, and for pick-up & return of all equipment.
- Wall, column and permanent building outlets are not part of the booth space and are not to be used by exhibitors. Unauthorized use will be terminated or exhibitor must pay electrical service charges.
- Under no circumstances shall anyone other than Shreveport Convention Center employees make connections or disconnections.
- Exhibitors are not permitted to share electrical service. All orders must be placed individually.
- The Electrical Supervisor is obligated to refuse connection when wiring is not in compliance with federal, state & local safety codes.
- All furnished materials and equipment remains the property of the Shreveport Convention Center or its assigned agent. All materials that are removed from the premises or damaged will be billed accordingly.
- Equipment problems must be reported immediately. Claims will not be considered unless filed by the exhibitor prior to close of show.
- Refunds will be computed as follows: After installation: No Refund; < 6 days prior to move-in: 85%; > 6 days prior to move-in: Full Refund.
- No credit will be issued for outlets installed but not used.

ELECTRICAL SERVICE

(Rates applicable for up to 3 days of service. \$20.00 each additional day)

Quantity	Description	Advance Rate	Standard Rate	Total
_____	120V 20 amp	\$65.00	\$85.00	_____
_____	208V 30 amp 3 Phase	\$150.00	\$200.00	_____
_____	208V 100 amp 3 Phase	\$300.00	\$350.00	_____
_____	240V 3 Phase	Quoted based on Event		_____
_____	480V 3 Phase	Quoted based on Event		_____

For other services, please contact your Event Services Manager for a quote.

FLOOD LIGHTING

_____	150 Watt Flood	\$20.00	\$30.00	_____
_____	300 Watt Flood	\$30.00	\$40.00	_____

SERVICE ACCESSORIES

_____	25' Extension Cord	\$16.29	\$21.72	_____
_____	50' Extension Cord	\$21.72	\$27.15	_____
_____	Power Strip	\$16.29	\$21.72	_____

LABOR

Labor will be billed in 1 hour increments at \$45.00 per hour (Holiday Rates apply.)

TOTAL CHARGES _____



TELECOMMUNICATIONS ORDER FORM

P O Box 1774 · Shreveport, Louisiana 71166
318/841-4000 Phone · 318/841-4246 Fax

**PAYMENT FOR ADVANCE ORDERS MUST BE RECEIVED IN OUR OFFICE 14 DAYS PRIOR TO MOVE-IN DATE.
STANDARD RATES APPLY TO ALL ORDERS RECEIVED AFTER THE 14-DAY CUT OFF DATE.**

NAME OF EVENT _____ DATE OF EVENT _____
 COMPANY NAME _____ BOOTH NUMBER(S) _____
 CONTACT NAME _____ ADDRESS _____
 TELEPHONE # _____ CITY _____ STATE _____ ZIP _____

PAYMENT METHOD: CHECK CASH VISA / MASTERCARD AMEX

CARDHOLDER NAME _____ CARD # _____ EXP. _____
 SIGNATURE _____ SECURITY CODE (Code on back of credit card) _____

I also authorize SCC to charge any outstanding balances at the time of move-out to my credit card.

Terms and Conditions

- All furnished material and equipment shall remain the property of the Shreveport Convention Center.
- The Shreveport Convention Center is not responsible for networking exhibitor computers or setting up IP addresses.
- Refunds will be computed as follows: After installation: No Refund; < 6 days prior to move-in: 85%; > 6 days prior to move-in: Full Refund.
- Credit will not be given for service installed and not used.
- Claims will not be considered unless filed by the exhibitor prior to the close of the show.
- The internet is a shared environment and as such actual speed will vary. SCC shall not be liable for any damage resulting from events beyond our control, including but not limited to lost data or monies, service interruption, etc.
- Customers participating in any fraudulent, illegal or illicit behavior will forfeit service and monies paid for said services.
- **NOTICE: If you are ordering a phone line for credit card machine access, your machine must be programmed to dial 9 for an outside line or it will not connect to your service."**

Quantity	Description	Advance Rate	Standard Rate	Total
VOICE SERVICES				
_____	Standard House Extension No Phone (Outgoing Calls Only)	\$115.00	\$160.00	_____
_____	Standard House Extension With Phone (Outgoing Calls Only)	\$130.00	\$175.00	_____
_____	Direct Line Includes a Phone and Direct Dial Phone Number	\$175.00	\$215.00	_____
_____	Conference Phone	\$50.00	\$75.00	_____
_____	Long Distance Access	\$25.00	\$30.00	_____
_____	Long Distance Security Deposit	\$30.00	\$30.00	_____

For other services, please contact your Event Services Manager for a quote.

DATA SERVICES

RJ-45 Port/WIRED

_____	Single User- 1 st Day	\$125.00	\$150.00	_____
_____	Single User—3 Days	\$300.00	\$350.00	_____
_____	(Each Additional Day after 3 days)	\$25.00	\$50.00	_____
_____	Up to 6 Users – 1 st Day	\$400.00	\$500.00	_____
_____	(Each Additional Day)	\$100.00	\$150.00	_____
_____	Power Strip	\$16.29	\$21.72	_____

WIRELESS

_____	Single User- 1 st Day		\$10.00	_____
_____	Single User—3 Days		\$25.00	_____
_____	(Each Additional Day after 3 days)		\$5.00	_____
_____	Technical Support for connecting wireless network		\$10.00	_____

LOUISIANA LIBRARY ASSOCIATION 2012 CONFERENCE SPONSOR OPPORTUNITIES

PLATINUM
[\$3,000 and up]

BENEFITS INCLUDE: First choice of preferred sponsorship event, 1 exhibit booth, first choice of exhibit booth location, organization announced and representatives introduced at sponsored event, organization name on sponsor board in registration area, organization named in all print materials, organization name outside of sponsored event, sponsorship ribbon, four representative badges.

GOLD
[\$1,500 - \$2,999]

BENEFITS INCLUDE: Organization announced and representatives introduced during sponsored event, organization named on sponsor board in registration area, organization named in all program materials, organization name outside of sponsored event, sponsorship ribbon, three representative badges.

SILVER
[\$1,000 - \$1,499]

BENEFITS INCLUDE: Organization announced and representatives introduced during sponsored event, organization named on sponsor board in registration area, organization named in all program materials, organization named outside of sponsored event, sponsorship ribbon.

BRONZE
[\$750 - \$999]

BENEFITS INCLUDE: Organization announced and representatives introduced during sponsored event, organization named on sponsor board in registration area, organization named in all program materials, organization named outside of sponsored event, sponsorship ribbon.

**INCREASE
EXPOSURE**

SPONSOR +

LLA appreciates vendors who support our association's mission and activities through exhibiting at our annual conference. In addition to the opportunity to exhibit at the 2012 conference, the association invites you to consider becoming a sponsor as a way of showing your appreciation for Louisiana Libraries and Librarians. Extend your message beyond your exhibit booth and stand out from your competition!

**SPONSOR
FORM
LLA**

SPONSORING COMPANY: _____

CONTACT PERSON: _____ EMAIL: _____

ADDRESS: _____

PHONE: _____ FAX: _____ DATE: _____

SIGNATURE: _____

I CERTIFY THAT I AM AUTHORIZED TO BIND MY COMPANY FOR THE SPONSORSHIP INDICATED ON THIS FORM AND UNDERSTAND THAT SUBMISSION OF THIS FORM TO LLA CONSTITUTES A BINDING OBLIGATION TO MY COMPANY UNLESS EXPRESSLY RELEASED OR REFUSED BY LLA IN WRITING.

PLEASE INDICATE YOUR PREFERRED SPONSORSHIP LEVEL

PLATINUM GOLD SILVER BRONZE

PLEASE INDICATE YOUR PREFERRED SPONSORSHIP ACTIVITY

BOOK DINNER \$6000 CONFERENCE BOOK BAGS \$3000

PRESIDENT'S PROGRAM \$2000 COFFEE BREAK \$1000

PAYMENT METHOD: CHECK ENCLOSED VISA MASTERCARD

CARD NUMBER: _____ EXP. DATE: _____

NAME ON CARD: _____ AMOUNT: _____

SIGNATURE: _____

RETURN COMPLETED FORMS WITH PAYMENT TO: LLA, 8550 UNITED PLAZA BLVD. STE. 1001, BATON ROUGE, LA, 70809
FAX: [225] 408-4422 IF FAXING, CALL THE LLA OFFICE TO CONFIRM RECEIPT. DO NOT EMAIL CREDIT CARD INFORMATION.
QUESTIONS? CONTACT LLA AT: [225] 922-4642, [877] 550-7890, office@llaonline.org