

Kentucky Library Association/Kentucky School Media Association

2007 Joint Conference and Exhibition

Louisville Marriott Downtown • 304 West Liberty • Louisville, Kentucky
September 20-22, 2007

CONTRACT FOR EXHIBIT SPACE

Please return entire contract, confirmation will be mailed to you.

Date: _____

We wish to reserve and contract for the following exhibit space(s) at **\$500.00** for **members** or **\$575.00** for **non-members** each. Enclosed is our payment for \$_____. All applications for space must be accompanied by a payment for the full amount for the space(s) desired. Booths may be reserved on-line at www.kylibasn.org with full credit card payment.

Choices for Exhibit Location:

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Show management reserves the right to assign the best available space in the event preferences are committed, or for the benefit of the exhibitor and the overall betterment of the exposition.

We would like our 7" x 42" sign to read as follows:

1st Line _____
(Limited to Name of Firm-No Advertising Copy)

2nd Line _____
(City and State)

PLEASE TYPE OR PRINT LEGIBLY - FOR PROGRAM USE

Firm Name: _____ Contact Name: _____

Representative(s) Name(s): _____

Address: _____
(Street) (city) (State) (Zip)

Telephone(_____) _____ Fax (_____) _____

Email: _____

Brief Description of Products or Services to be displayed: _____

Authorized By: _____ Signature: _____

(Please Print)

Make Checks payable to:

KLA
1501 Twilight Trail
Frankfort, Kentucky 40601
(502) 223-5322
info@kylibasn.org

Or Charge - _____ MC _____ Visa _____ AMEX

Name: _____

Card # _____

Exp. Date: _____ Security Code: _____

Billing Address: _____

City, State, Zip _____

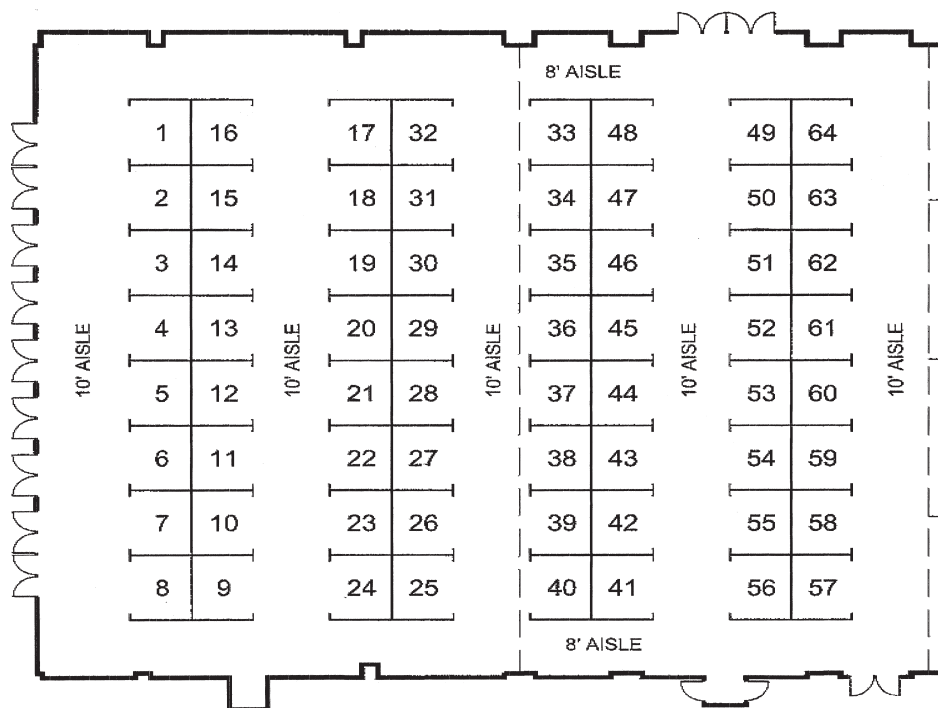
Signature: _____

Association Confirmation Space(s) assigned _____ Date _____ by _____

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Louisville Marriott Downtown - Marriott Ballroom - Louisville, Kentucky

KENTUCKY LIBRARY ASSOCIATION ~ SEPTEMBER 20-22, 2007



BOOTH SIZE 8' x 10'

RULES AND REGULATIONS GOVERNING ALL EXHIBITS

- Location of Exhibits:** Marriott Ballroom
- Installation Hours:** Exhibitors may set their exhibits up after 7:00 p.m. September 19, 2007. Exhibits must be set-up by 10:00 a.m. September 20, 2007.
- Description of Exhibit:** Booths are 8' x 10' wide and consists of 8' high background drapery with matching 36" height division curtains of flameproof fabric suspended from aluminum framework. One standard 7" x 42" two-line identification sign, 1 draped table and 2 chairs are furnished with each space. Show will be draped in gold and white. The exhibit hall is carpeted.
- Arrangements for Special Equipment:** May be made with our exhibit contractor, Event Design and Installation, Inc. (502) 495-1105, for supplemental equipment such as display chairs, tables, carpets, smoking stands and special decorations. Furniture rental order forms will be sent to all exhibitors prior to the exhibit set up. For internet or phone access contact the hotel directly at (502) 671-4266.
- Labor:** Skilled labor is available for the unpacking and installation prior to the dismantling and recreating of displays from Event Design and Installation, Inc.
- Shipments:** Advance shipment information will be sent to you in an exhibitor kit from **Event Design and Installation, Inc.**
- Hours of Exhibition:** Exhibits will be open from 10:00 a.m. to 5:30 p.m. September 20; 8:30 a.m. to 4:00 p.m. September 21; and 8:00 a.m. to 12:00 noon September 22. All materials **MUST** be removed from the exhibit area by Saturday, September 23, at 3:00 p.m.
- Liability for Losses:** The **Kentucky Library Association** and **Event Design and Installation, Inc.** will not be responsible for loss or carnage which might ensue from any cause in connection with transfer, installation, maintenance, storage or removal of exhibits or management of the Conference. The site will exert reasonable diligence and safeguards conforming to conference standards, but will not be responsible for damage, loss or theft. All points not covered by these rules are subject to the judgment of the show management.
- Cancellation:** No cancellations will be accepted after **August 22, 2007.**