

# LLA 2010 ANNUAL CONFERENCE 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 10, 12 Noon–5:00 PM

Exhibits Open: Thursday, March 11, 2010, 7:45 AM—5:00 PM and Friday, March 12, 2010, 8:00 AM—3:00 PM

Exhibits Breakdown: Friday, March 12, 3:00-5:00 PM

**Exhibit Fee:** The cost of one booth is \$150.00. The exhibit fee covers up to two representatives, additional representatives and guests are welcome for an additional \$50.00 per person. Please note that we cannot guarantee preferred booth assignment.

**Exhibit Services Contractor:** Wireless and electrical services may be ordered at a later date, we will notify you when the form is available.

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

Company name for free sign \_\_\_\_\_

**Please Reserve \_\_\_\_\_ Exhibit Booths for my company at \$150.00 each**

By execution of this agreement, Exhibitor agrees to lease space at the 2010 LLA annual conference. This contract is subject to terms and conditions as stated above. By signature on this contract, Exhibitor agrees to abide by the contract terms and conditions and LLA Rules and Regulations.

\_\_\_\_\_  
Signature Typed Name and Position Date

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

Louisiana Library Association

Attn: Conference Exhibits

8550 United Plaza Blvd., Suite 1001, Baton Rouge, LA 70809

Phone (225) 922-4642 or (877) 550-7890; Fax (225) 408-4422

**Payment Method:** ☐ Check Enclosed ☐ American Express ☐ Visa ☐ MasterCard

Make Check Payable to the Louisiana Library Association.

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

**Name on Credit Card (Please print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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