

# 2019 KLA CONFERENCE EXHIBITOR & SPONSOR DETAILS

<b>Location</b>	Bowling Green, KY, Sloan Convention Center, Prefunction Area
<b>Cost</b>	\$400/booth for member companies; \$450/booth for non-member companies
<b>Setup</b>	Exhibitors may setup 2:00 - 8:00pm, CDT on Wednesday, October 23 and 5:00-7:00am, CDT on Thursday, October 24. Exhibits must be set by 7:00am, CDT on Thursday, October 24.
<b>Hours</b>	Exhibits will be open from 7:00am-5:00pm, CDT on Thursday, October 24. All materials <b>MUST</b> be removed from the exhibit area by 11:00pm, CDT on Thursday, October 24.
<b>Size</b>	Booths are 8'x10' wide and consist of 8' back drapery with matching 3' pipe and drape divisions. Each booth comes with 1 skirted table, 2 chairs, and a wastebasket. Show colors will be determined in Summer 2019. The exhibit space is carpeted.
<b>Space Assignment</b>	Exhibit space will be assigned with sponsors receiving first choice. Thereafter, space will be assigned on a first-come, first-served basis. Every effort is made to not put competitors near each other if possible. Please be sure to list on the exhibitor contract any companies that you <b>DO NOT</b> want to be located near.
<b>Exhibition Company</b>	Arrangements may be made with Angela Price at the Sloan Convention Center (270-745-0088) for supplemental items such as electric or phone access, trash cans, additional tables, and special decorations. Furniture rental forms will be sent to all exhibitors prior to setup.
<b>Labor</b>	Skilled labor is also available for the unpacking, installation, and recreating of displays through the Convention Center.
<b>Shipments</b>	Advance shipment information will be sent in August.
<b>Liability</b>	The <b>Kentucky Library Association</b> and <b>Sloan Convention Center</b> are not 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 judgement of the show management.
<b>Cancellation</b>	Refunds, less a \$75 administrative fee, will be processed after the meeting for cancellations received in writing by August 30. No refunds are available for cancellations received after August 30, 2019.

## ***KLA makes promoting your brand easy!***

Thursday morning, the Sloan Convention Center will be flooded with **over 300** librarians from across Kentucky. *This is your opportunity to extend the reach of your brand by becoming a sponsor!*

### ***Sponsorship Package \$1,000***

Benefits:

- 1<sup>st</sup> choice of exhibit space if committed by August 1, 2019, on first-come, first-served basis.
- Your Logo listed as a sponsor on the KLA conference website (with linkback).
- Your Logo featured on sponsorship recognition signage onsite at the registration area.
- At least 3 dedicated social media (FB or Twitter) mentions prior to the Conference.

### **Alternative Sponsorship Packages \$500 *Limited Number Available***

Put your company in the hands of every attendee!

- **Registration bag sponsor** - Your company provides up to 400 non-plastic, registration bags branded with your logo/slogan with any promotional materials / branded materials already inside bags (bag & inserts must be approved by KLA office) for the librarian attendees. *Your company will also receive all benefits listed above.*
- **Lanyard Sponsor** - Your company provides up to 400 branded lanyards (design must be approved by KLA office) for the librarian attendees. *Your company will also receive all benefits listed above.*
- **Support Sponsor – *Can't make it to the Conference?*** Your company can provide up to 400 sets of promotional materials for distribution to librarian attendees. Promotional materials must be approved by KLA. *Your company will also receive all benefits listed above.*

# 2019 Kentucky Library Association Conference

October 24 Holiday Inn University Plaza/Sloan Convention Center Bowling Green, KY

## **EXHIBITOR REGISTRATION FORM**

*(Full payment must accompany exhibitor application in order to reserve space.)*

Please reserve \_\_\_\_\_ Exhibit booth(s) @ member rate (\$400) \_\_\_\_\_ Exhibit booth(s) @ non-member rate (\$450)

I will also sponsor the Conference. (\$1,000)

**TOTAL DUE \$ \_\_\_\_\_**

### **Please print**

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone \_\_\_\_\_

Companies we do NOT want to be near \_\_\_\_\_

### **50 word or less description of products or services to be displayed**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Check payable to KLA is enclosed for \$ \_\_\_\_\_

\_\_\_\_\_ Charge \$ \_\_\_\_\_ to my  MC  Visa  Amex

Card # \_\_\_\_\_ Exp \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

Billing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Email for receipt \_\_\_\_\_

*\*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.*

**Return this form with payment to:** KLA, 5932 Timber Ridge Dr, Ste 101, Prospect, KY 40059  
or fax to 502-223-4937

**Questions?** Please see the enclosed page for exhibit and sponsorship details or contact the KLA Office at 502-223-5322 or [michelle@klaonline.org](mailto:michelle@klaonline.org)