

# Kentucky Library Association/Kentucky Association of School Librarians

## 2016 Joint Conference and Exhibition

Galt House Hotel • Louisville, Kentucky

September 21-24, 2016

### 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 **\$700.00** for **members** or **\$750.00** 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.

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**  
**support@kylibasn.org**

**Or Charge -** \_\_\_\_\_MC \_\_\_\_\_ Visa \_\_\_\_\_ AMEX

Name: \_\_\_\_\_

Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

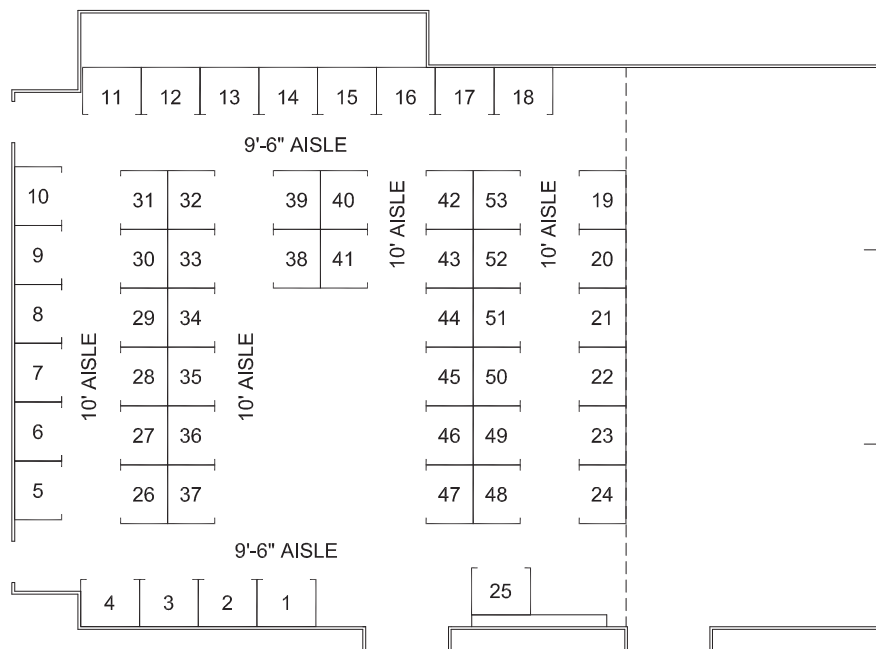
Signature: \_\_\_\_\_

Association Confirmation Space(s) assigned \_\_\_\_\_ Date \_\_\_\_\_ by \_\_\_\_\_

# Kentucky Library Association/Kentucky Association of School Librarians 2016 Joint Conference and Exhibition

**Galt House Hotel - Louisville, Kentucky**

KENTUCKY LIBRARY ASSOCIATION ~ SEPTEMBER 21-24, 2016



## BOOTH SIZE 8' x 10'

### RULES AND REGULATIONS GOVERNING ALL EXHIBITS

- Location of Exhibits:** Galt House Hotel, Rivue Tower, Archibald Ballroom
- Installation Hours:** Exhibitors may set their exhibits up after 5:00 p.m. September 21, 2016. Exhibits must be set-up by 10:00 a.m. September 22, 2016.
- 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 purple and white. The exhibit hall is carpeted.
- Arrangements for Special Equipment:** May be made with our exhibit contractor, A.G. Exhibitions (502) 969-8588, for supplemental equipment such as trash cans, display chairs, tables, carpets, and special decorations. Furniture rental order forms will be sent to all exhibitors prior to the exhibit set up. For electric or phone access contact the hotel directly at (502) 589-5200. Complimentary wireless internet will be provided by KLA for exhibitors.
- Labor:** Skilled labor is available for the unpacking and installation prior to the dismantling and recreating of displays from A.G. Exhibitions.
- Shipments:** Advance shipment information will be sent to you in an exhibitor kit from **A.G. Exhibitions.**
- Hours of Exhibition:** Exhibits will be open from 10:00 a.m. to 5:00 p.m. September 22; and 8:30 a.m. to 5:00 p.m. September 23; All materials **MUST** be removed from the exhibit area by Friday, September 23, at 10:00 p.m.
- Liability for Losses:** The **Kentucky Library Association** and **A.G. Exhibitions** 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 1, 2016.**