

Kentucky Library Association/Kentucky Association of School Librarians

2017 Joint Conference and Exhibition

Galt House Hotel • Louisville, Kentucky

September 21-23, 2017

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.

I will exhibit Thursday and Friday ONLY I will exhibit, Thursday, Friday, and Saturday

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
5932 Timber Ridge Drive
Suite 101
Louisville, Kentucky 40059
(502) 223-5322
support@kylibasn.org

Or Charge - _____MC _____ Visa _____ AMEX

Name: _____

Card # _____

Exp. Date: _____ Security Code: _____

Billing Address: _____

City, State, Zip _____

Email: _____

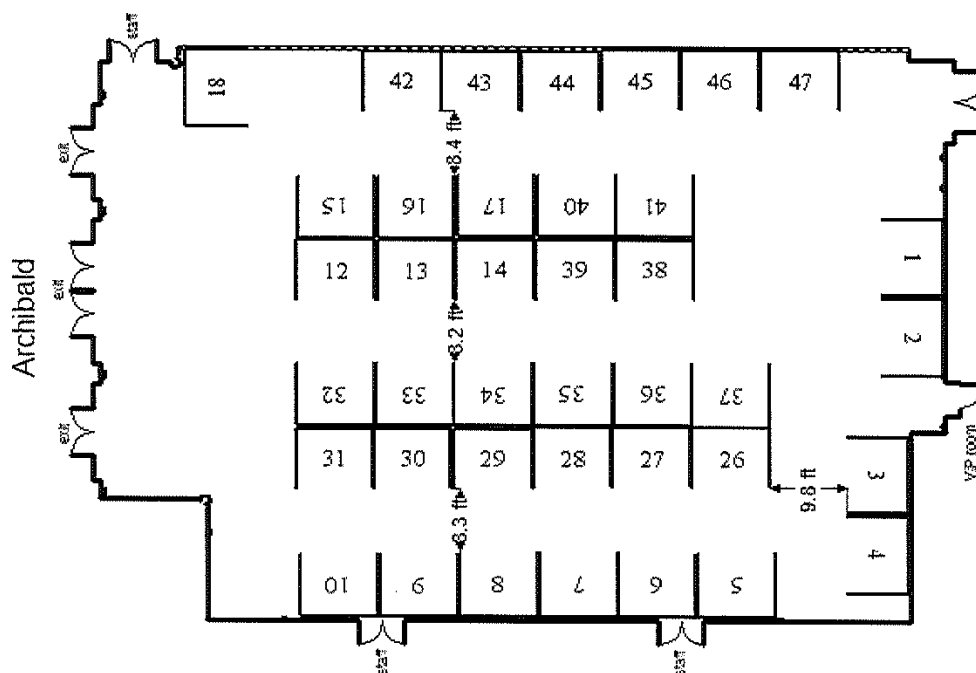
Signature: _____

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

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KENTUCKY LIBRARY ASSOCIATION ~ SEPTEMBER 21-23, 2017



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 2:00 p.m. September 20, 2017. Exhibits must be set-up by 1:00 p.m. September 21, 2017.
- 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 2:00 p.m. to 5:00 p.m. September 21; and 8:00 a.m. to 5:00 p.m. September 22; School related vendors will be open from 8:00 a.m. to 12:00 p.m. Saturday, September 23. 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 **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, 2017.**