Please fill out the application completing all sections. Mail original, if paying by check, application will full payment to American Library Association Exhibits, 98 E. Chicago Avenue, Suite 201, Westmont, IL 60559. (Make a copy of this application for your files AND fax a copy to 630-434-1216.) If paying by credit card, fax to 630-434-1216. Application must include payment. Upon assignment of space, acknowledgement and invoice/receipt will be sent to you.

1 Company Information (published in show directory)

Company Name

Street Address

City/State/Zip/Country

Web site

2 Contact (person handling logistics/operations)

Name

Title

Phone    Fax

E-mail

3 30-Word Directory Listing


4 Kiosk Rate

COST: $900

SIZE: One-meter wide, eight-foot high kiosk

INCLUDED: Velcro back panel, pavilion carpet, one 10amp electrical outlet, one stool, header, listing in interactive exhibits directory and print directory

5 Payment Information

Make check payable to: American Library Association

☐ Check Enclosed

☐ Credit Card

Check here to have invoice sent with online credit card payment information.

6 Acceptance

The Undersigned Company is hereinafter called “Exhibitor”, and the American Library Association is hereinafter called “Exposition Management” or “ALA.” Exhibitor agrees to the Exhibit Terms and Conditions as printed on the reverse hereof, and agrees that they are a part of this contract and hereby further agrees to abide by them and any additional rules deemed necessary by ALA. The undersigned hereby makes application for space which when accepted by ALA becomes a contract. Application must be dated and include exhibitor signature:

Exhibitor’s Signature   Date

By signing this contract, the exhibitor agrees to receive materials by email, and U.S. Mail from ALA and its representatives and agents.

OFFICE USE ONLY

Accepted by (or agent for) ALA

Signature

Date Received   Check #

Pavilion Assignment

Date Entered   Entered by
GENERAL RULES AND REGULATIONS ALA MIDWINTER MEETING

The American Library Association (ALA) and its authorized representatives are hereafter referred to as “Show Management”. The authorized representatives are hereafter referred to as “Exhibitor.”

1. PAYMENT AND REFUNDS: Full payment of $900 is due with application. It is expressly agreed by the exhibitor that in the event he fails to pay the space rental at the times specified, or fails to comply with any other provisions contained in these rules and regulations concerning use of exhibit space, Show Management shall have the right to reassign the booth location shown on the face of the contract or to take possession of said exhibit space at the expense of the exhibitor and any or all of the payments made therefor, whether in cash, check, credit card, or to the extent title or interest in any other property involved. In case the exposition shall not be held effective unless such damage or injury may result from any cause, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and Show Management and Exhibitor expressly waive any and all liability against the other party hereto with respect to any such loss or damage. Accordingly, it shall be the responsibility of Show Management and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

2. SPACE RENTAL AND ASSIGNMENT OF LOCATION: The ALA Exhibits are designed to provide a showcase for goods and services either specifically designed for or commonly purchased by the library and information services segments of the industry. The ALA reserves the right to refuse rental of display space to any company whose display of goods or services is not, in the opinion of the ALA, likely to be compatible with the general character and objectives of the exposition. Small Press/Product exhibitors may only apply for use of one table space. Complete table rules appear in the online Exhibitor Manual. Whenever possible, space assignments will be made by the ALA in keeping with the preferences as shown in the application for space, submitted to the ALA, and from the advance payment of said space rental. As space rentals are not held for any reason whatsoever, then and thereafter the rental and lease of space to the exhibitor shall be terminated. In such case the claimant for damage and/or compensation by the exhibitor shall be returned to the exhibitor of the amount already paid for space for this specific event.

3. USE OF SPACE, SUBLETTING OF SPACE: No exhibitor shall assign, sublet, or share the space allotted with another business or firm unless authorized by the show management. All炸von devices, decorations, and decor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

4. CONTRACT FOR SPACE/CONFIRMATION: The contract for space confirmation will be forwarded to the exhibitor at the time of space assignment. In the event of fire, strike, or other uncontrollable circumstances such as, but not limited to, war, terrorism resulting in the closure of the lease area, fire, an act of God, public enemy, riot, civil commotion or other insurable casualty, and Show Management expressly waive any and all liability against the other party hereto with respect to any such loss or damage.

10. LIABILITY AND INSURANCE: All property of the exhibitor remains under his/ her custody and control in transit to and from the exhibit hall and while it is in the exhibitor’s exhibit hall. Exhibitor is solely responsible for its service contractors, the management of the exhibit hall or any of the officers, staff members, or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage caused by the exhibitor, variance from the regulations should be directed to ALA, Show Management 630-434-7779. Exhibition Management reserves the right to require an exhibitor to alter the exhibit before the show or on site. Necessary changes are to be made at the exhibitor’s expense and are subject to the approval of Show Management.

8. OPERATION OF EXHIBITS: Exhibits which include mechanical, electrical, electronic, radio, sound projection equipment, public address systems or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors. Exhibitor is responsible for causing the noise to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. All demonstrations or other activities must be conducted in such a manner as to be conducted within the exhibit space. Distribution of circulars may be made only when the executive in charge of the exhibitor presenting such materials. No advertising circulars, catalogs, folders, or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges, or other areas in the hall. No firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit area, nor in any public spaces controlled by the Association during the course of the exposition.

9. INSTALLATION AND REMOVAL: It is mutually agreed that it is the duty and responsibility of each exhibitor to install his/her exhibit before the opening of the exhibit and to dismantle his/her exhibit immediately after the close. No exhibitor will be allowed to dismantle or unpack any portion of exhibit until after forth hour following closing. Exhibitors who dismantle early will forfeit all seniority rights. All display materials which are not removed from the exhibit floor prior to the date of cut-off as announced by Show Management shall be discarded.

11. INDEMNIFICATION: Exhibitor agrees that he will indemnify and hold Show Management harmless from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or asserted against Show Management on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of Exhibitor or any of its agents, servants, employees, contractors, Exhibitors, guests, licensees or invitees of or any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of Exhibitor, or when any such damage or injury arises in the execution of the contract, remote, of the violation by Exhibitor, or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law; ordinance or governmental order of any kind, or when any such damage or injury may in some way arise from or out of the occupancy or use by Exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises leased hereunder. Such indemnification of Show Management by the Exhibitor shall be effective unless such damage or injury may result from the sole negligence, gross negligence or wilful misconduct of Show Management. Exhibitor covenants and agrees that in case Show Management shall be made a party to any litigation commenced by or against Exhibitor or related thereto, and in case losses are imposed upon Exhibitor hereunder, then Exhibitor shall and will pay all costs and expenses, including reasonable attorney’s fees and court costs, incurred by or arising in connection with Show Management by virtue of any litigation.

12. LABOR: Exhibitors are required to observe all contracts in effect between Show Management, exhibitors, and hall and the labor organizations involved.

13. CARE OF BUILDING AND EQUIPMENT: Exhibitors or their agents shall not injure or deface any part of the exhibit building, damage or deface any exhibit space or equipment and decor. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

14. DUTY FOR SPACE/CONFIRMATION: The contract for space confirmation will be forwarded to the exhibitor at the time of space assignment. In the event of fire, strike, or other uncontrollable circumstances such as, but not limited to, war, terrorism resulting in the closure of the lease area, fire, an act of God, public enemy, riot, civil commotion or other insurable casualty, and Show Management expressly waive any and all liability against the other party hereto with respect to any such loss or damage.

16. OTHER REGULATIONS: Any and all matters not specifically covered by the preceding rules and regulations shall be subject to the decision of Show Management. The SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED ANY AMENDMENTS, DEDUCTIONS, OR RESTRICTIONS ARE BROUGHT TO THE NOTICE OF EXHIBITORS. EACH EXHIBITOR, FOR HIMSELF AND HIS EMPLOYEES, AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS, AND ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMITY WITH THE PRECEDING SENTENCE.