

MLA '19 Exhibitor Social Event Request Form



DEADLINE: January 25, 2019 (for inclusion in Official Program)

MLA is offering a limited number of Exhibitor Social Event opportunities at the Hyatt Regency Chicago for exhibitors during MLA '19.

Exhibitor Social Events:

- Offered Saturday, Sunday and Monday after MLA programming is over each day. Times are available beginning at 7:30pm each night.
- Promoted in the MLA '19 Official Program
- \$1,199 per seminar
- Exhibitors are encouraged to promote your Exhibitor Social Event to MLA '19 attendees by using the Pre-Registration Email Blast Service, or the [conference mailing list](#).
- Door sign listing event title

To reserve your spot, complete the information below with payment by **January 25, 2019** to be included in the MLA Official Program. Slots are filled on a first-come, first-served basis. After January 25, additional requests can be submitted based on space availability. In February, a confirmation will be emailed to the contact person with details for ordering catering and audiovisual.

Social Event Details: *(all fields required)

Social Event Title* (*limit to 8 words, this will be used on all promotion*):

Exhibiting Company Name*: _____ Booth#: _____

Contact Name*: _____

Contact Phone*: _____

Contact Email*: _____

Pricing: \$1,199 per event

Schedule Options:

Date of Event*: Saturday, May 4, 2019 Sunday, May 5, 2019 Monday, May 6, 2019

Start Time* (Start time of 7:30pm or later): _____ End Time*: _____

Number of attendees*: _____

Invitation Only or Open to All Attendees?* Invitation Only Open to All Attendees

Do you want this event posted in program materials?* Post this event Do not post

Description:

Limit to 50 words. MLA reserves the right to edit for style and length. Applications received by January 25, 2019 will have description included in the MLA Official Program. Applications received after January 25 will be in the Official Addendum.

Audiovisual/Food & Beverage Requirements:

Menu and ordering information will be sent with your confirmation based on your selection above. It is the responsibility of the exhibitor to order and pay for services on your own.

Payment Information: \$1,199 per event

Payment type: Form will not be processed until payment is received.

Check (payable to Medical Library Association)

Note: Send checks to Medical Library Association, Department 4627, Carol Stream, IL 60132-4627. Indicate on the check "Exhibitor Social Event".

Credit card payment – check here to be invoiced.

Cancellation Policy:

Cancel in writing to Tina Vickery (tvickery@heexpo.com) by March 8, 2019 to receive a full refund less a \$50 processing fee. No refunds will be given after March 8, 2019.

Submit form to Tina Vickery, Meeting Manager, fax: 630-434-1216, email: tvickery@heexpo.com.

Questions? Please email Tina Vickery, Meeting Manager, at tvickery@heexpo.com or call 800-752-6312 with any questions.