

MLA '19 Exhibitor Lunch & Learn Application



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

MLA is offering a limited number of Lunch & Learn opportunities for exhibitors to provide lunch to MLA '19 attendees while conducting a professional education presentation.

Lunch & Learns:

- Offered Sunday, Monday and Tuesday, starting at 12 noon
- Include a room with banquet seating
- Promoted in the MLA '19 Official Program
- \$1,199 per seminar
- Exhibitors are encouraged to promote your Lunch & Learn to MLA '19 attendees by using the [Pre-Registration Email Blast Service](#), or the [conference mailing list](#).
- 22" x 28" 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 '19 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.

Lunch & Learn Information: *(all fields required)

Lunch & Learn 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 Lunch & Learn

Schedule Options:

Indicate first and second choice. 1st choice: _____ 2nd choice: _____

Sunday, May 5, 2019

12:00 noon start time

Monday, May 6, 2019

12:00 noon start time

Tuesday, May 7, 2019

12:00 noon start time

Requested length of lunch:

55 minutes long 85 minutes long 115 minutes long

Number of Attendees: _____

Invitation Only Open to All Attendees

Post 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.

Food & Beverage Requirements:

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

Payment Information: \$1,199 per seminar

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 "Lunch & Learn".

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.