INSTRUCTIONS—Complete this application. Fill in all sections. Incomplete applications will not be accepted. Mail original, if paying by check made payable to the American Library Association, mail to Hall-Erickson, Inc. 98 E Chicago Ave. Ste 201, Westmont, IL 60559-1559. Make a copy of this application for your files. If paying by credit card check appropriate box and fax to 630-434-1216. Upon receipt of the space application an acknowledgement and invoice/receipt will be sent to you. FULL PAYMENT IS DUE WITH APPLICATION. NO ASSIGNMENTS WILL BE MADE UNTIL PAYMENT IS MADE.

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

________________________________________________________________________

________________________________________________________________________

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4 Kiosk Rate

COST: $1,150

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

INCLUDED: Velcro back panel (suitable for up to a 22x28 sign without using shelves, signage cost extra), pavilion carpet, storage cabinet, one stool, header, listing in print and interactive exhibits directory

5 Payment

☐ Check payable to: American Library Association
☐ Credit Card. Check here to have invoice sent with online credit card payment information

Full payment is due with application. NO ASSIGNMENTS WILL BE MADE UNTIL PAYMENT IS MADE.

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

If full payment is not received by due dates outlined in this contract, your signature authorizes ALA to charge the payments to your credit card on file.

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

FOR OFFICE USE ONLY
Accepted by (or agent for) ALA

Signature

Date Received Check #

Pavilion Assignment

Date Entered
GENERAL RULES AND REGULATIONS 2021
ANNUAL CONFERENCE AND EXPOSITION
THE AMERICAN LAW ASSOCIATION (ALA) and its authorized representatives are hereafter referred to as Exposition Management.

1. PAYMENT AND REFUNDS: To be included in the first round of space assignments an exhibitor must be accepted and paid in full immediately. Once paid, the space may not be reassigned to another exhibitor. In the event of a change of plans, and if an exhibitor is unable to participate in the exposition, the exhibitor shall promptly notify Exposition Management of such cancellation. If a space is canceled prior to the exposition, the exhibitor shall be permitted to reassign the space to another exhibitor by written request. If a space is not canceled in writing, a 50% refund will be applied to the exhibitor’s future participation in the exposition.

2. CANCELLATION: Written notice must be received no later than January 12, 2021. All cancellations prior to January 12, 2021 will receive a refund of payments made, less a $100 cancellation fee per 10’x10’ booth. Cancellations or reductions of space made between January 22, 2021 and February 12, 2021 will receive a refund of payments made, less the deposit of 50% of total booth cost. No refunds will be given for cancellations after February 12, 2021. After April 16, 2021 all payments must be made by credit card. It is expressly agreed by the exhibitor that in the event he fails to pay the space rental at the time specified, or fails to comply with any other provisions contained in these rules and regulations concerning use of exhibit space, Exposition Management shall have the right to refuse to allow such exhibitor to remain in the space allotted with, or distribute materials on the premises for this specific event.

3. USE OF SPACE, SUBLETTING OF SPACE: An exhibitor’s display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned space in the exhibit will be permitted to advertise within a 250’ area, nor in any public spaces controlled by the Association during this conference. Exhibits must cease the distribution of samples of any kind, regardless of size, and/or any exhibit booth, or in any way handicap nearby exhibitors. The distribution of promotional materials in the form of balloons, cans, games or other advertising material which may be distributed is restricted. The exhibitor must refrain from any display of goods or services which is not, in result from the demonstration will not annoy the public, offend local, city and state ordinances and regulations concerning the use of display space, entertainment, and regulations concerning use of exhibit space, Exposition Management shall have the right to refuse to allow such exhibitor to remain in the space allotted with, or distribute materials on the premises for this specific event.

4. EXHIBITORS AUTHORIZED REPRESENTATIVES: Each exhibitor must name one person to be his representative in connection with installation and dismantlement of exhibit space. Such representative may be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. Such representative shall have authority to commit the exhibitor to the extent necessary to protect the exhibitor’s interests with respect to the professional and educational purposes of the exposition is prohibited. In addition, no promotional adhesive backed decoration shall be pasted on the walls or anywhere inside the hall. The serving of any food and/or beverages (including alcoholic beverages) from any exhibitor booths must be approved in advance by Exposition Management. If not approved, all service must be ordered from the officially designated provider. (Wrapped candy or other small items are exempt from this requirement. Models, demonstrators, or actors in costume must be properly and modestly clothed. No excessively revealing attire will be permitted. Models or demonstrators, or actors in costume must remain in their own exhibit throughout the Exposition. They are not permitted in other exhibitor’s booths, in the aisles, or in public areas. Exhibitor shall be responsible for the safety of products or services which are created through the solicitation of other exhibitors. Drawings, lottery, or other contests where prizes or premiums may be distributed) must be approved in advance by Exposition Management. No live animals permitted.

5. FIRE, SAFETY AND HEALTH: The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations concerning the use of exhibit space, installation and use of the exhibit premises, the prevention of fire dangers. All materials and fluids which are flammable are to be kept in safety containers.

6. ARRANGEMENT OF EXHIBITS: Each exhibitor shall provide the space allotted with, or distribute materials on the premises for this specific event. The exhibitor agrees that no exhibitor’s display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned space in the exhibit will be permitted to advertise within a 250’ area, nor in any public spaces controlled by the Association during this conference. Exhibits must cease the distribution of samples of any kind, regardless of size, and/or any exhibit booth, or in any way handicap nearby exhibitors. The distribution of promotional materials in the form of balloons, cans, games or other advertising material which may be distributed is restricted. The exhibitor must refrain from any display of goods or services which is not, in