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

___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________

4 Kiosk Rate

COST: $1,150

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

INCLUDED: Velcro back panel, pavilion carpet, one 10amp electrical outlet, 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
1. PAYMENT AND REFUNDS: To be included in the first round of space assignments this application must be received by September 11, 2020 with the appropriate deposit. Space and total booth costs must be paid 30 days from the time contract submitted or invoiced. The balance of the space rental charge will be due and payable January 31, 2021. Application submitted after January 22, 2021 must be accompanied by payment in full in the space rental charges. Applications received without such payment will not be processed or the space accepted.

2. SPACE RENTAL AND ASSIGNMENT OF LOCATION: The ALA Exhibits are designed to provide a showcase for goods and services either specifically designed or for customarily used by the library community to exhibit the goods and services of the industries. The ALA reserves the right to refuse rental of space to any company whose display of goods or services is not, in the opinion of the ALA, likely consistent with the general character and objectives of the exposition. Small Press/Product exhibitors may only apply for the use of one table space. Complete table rules appear in the Exhibitor Website.

3. USE OF SPACE, SUBLETTING OF SPACE: No exhibitor shall assign, sublet, or share the exhibit allotted with, or distribute materials on behalf of, any other company or organization that is not assigned space in the exhibit hall. In case the exhibitor 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, Exposition Management will have the right to reassign the booth location shown on the face of the contract or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. All space rental must be paid in full prior to move-in of the exhibition. In the event of a default by the exhibitor, as set forth in the previous sub-section, the remaining balance shall, in the event of non-payment as liquidated damages, the amount paid by him for his space rental, regardless of whether or not the Exposition Management enters into a further lease for the space in question. Such case the exhibitor shall not be held for any reason whatsoever, then and thereupon the rental and lease of space to the exhibitor shall be terminated. In such case the exhibitor shall not be entitled to any claim or compensation by the exhibitor or the right to be returned to the exhibitor the amount already paid for space for this specific event.

4. EXHIBITORS AUTHORIZED REPRESENTATIVE: Each exhibitor agrees that he/she will be his/her representative in connection with installation, operation and removal of the firm’s exhibit. Such representative shall be authorized to enter into all contracts and obligations and for which the exhibitor shall be responsible. Each exhibitor agrees that such representative be insured with adequate liability insurance and for which the exhibitor shall be responsible. Exhibit shall assume responsibility for such representative being in attendance throughout the entire period of the contract.

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 scheduled opening of the exposition or dismantle his/her exhibit immediately after the exposition’s close. No exhibitor will be allowed to dismantle or unpack any part of his/her exhibit prior to the scheduled closing of the exposition. Exhibitors who dismantle early will forfeit all seniority rights. All display materials which are not removed from the exhibit floor prior to the scheduled closing of the exposition or as arranged by Exposition Management will be discarded.

10. LIABILITY AND INSURANCE: All property of the exhibitor remains under his/her custody and control when not on exhibit space, and while it is in the confines of the exhibit hall. Neither the ALA, its service contractors, the owners of the exhibit facilities, nor any agents, servants, employees, contractors, partners, patrons, guests, licensees or invitees of any such firm, organization, or entity, shall be responsible for or liable for or in any way or other way arise from or out of the occupancy or use by Exhibitor, its agents, servants, employees, contractors, partners, guests, licensees or invitees of this or any other property or injuries and damage to person or property resulting from or in any way arising from the use or occupancy of the property so damaged. In such case any part of the exhibit hall becomes damaged or unusable so as to prevent an Exhibitor from occupying an assigned space during a part or all of the exposition period, the Exhibitor will be charged for the use of the space for the period only for the period the space was or could have been occupied and Exhibitor waives any claim against Exposition Management for losses or damage which may arise from such inability to occupy assigned space. These regulations are a part of the contract for space, which does not become effective until countersigned by the duly authorized officer of the exhibitor. As a condition precedent to receipt of a contract for space, the exhibitor agrees to secure its own insurance or otherwise protect himself and his property from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. The exhibitor shall obtain insurance coverage for the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance in an amount equal to or in excess of the amount of the property damage set forth in an amount not less than that $250,000 Combined Single Limit for personal injury and property damage. Exhibitors shall provide evidence of insurance or other evidence of the insurance policy or rider which provides such coverage and which names the ALA as an additional insured.

11. INFIDENIFICATION: Exhibit agrees that it will indemnify and hold and save Exposition Management whole and harmless from and against all claims, demands, actions, suits, costs, expenses or losses or liabilities however arising, and are subject to the approval of Exposition Management.

14. 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, fire and strikes, rendering the exhibit area unful or unavailable for use, or causing the exhibit to be canceled, this contract will not be binding upon the exhibitor and will be refunded. In case any part of the exhibit hall becomes damaged or unusable so as to prevent an Exhibitor from occupying an assigned space during a part or all of the exposition period, the Exhibitor will be charged for the use of the space for the period only for the period the space was or could have been occupied and Exhibitor waives any claim against Exposition Management for losses or damage which may arise from such inability to occupy assigned space. These regulations are a part of the contract for space, which does not become effective until countersigned by the duly authorized officer of the exhibitor. As a condition precedent to receipt of a contract for space, the exhibitor agrees to secure its own insurance or otherwise protect himself and his property from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. The exhibitor shall obtain insurance coverage for the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance in an amount equal to or in excess of the amount of the property damage set forth in an amount not less than that $250,000 Combined Single Limit for personal injury and property damage. Exhibitors shall provide evidence of insurance or other evidence of the insurance policy or rider which provides such coverage and which names the ALA as an additional insured.

16. OTHER REGULATIONS: Any and all matters concerning rules and regulations and amendments to them shall be subject solely to the decision of Exposition Management. THE EXECUTION MANAGEMENT RESERVES THE POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED ANY AMENDMENTS, WHEN MADE, ARE BROUGHT TO THE NOTICE OF EXHIBITORS.