2021 ALA Midwinter Meeting & Exhibits
Exhibit Space Application
January 22–25, 2021 • Indiana Convention Center • Indianapolis, IN

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, 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, return application with appropriate box and fax to 630-434-1216. Upon receipt of the space application an acknowledgment and invoice/receipt will be sent to you. NO ASSIGNMENTS WILL BE MADE UNTIL A DEPOSIT PAYMENT IS MADE.

Space Payment
A deposit of 50% of total booth cost must be paid 30 days from the time contract submitted or invoiced. The balance of your payment is due in full by August 7, 2020.

Space Size: _______________ Corners: _______________

Booth(s): ___________________ Number: _______________

FOR OFFICE USE ONLY

For booth assignment purposes, please indicate your main product category:

☐ Books/Periodicals ☐ Audio Visual Equipment & Materials
☐ Reference Books ☐ Furniture/Shelving/Equipment/Supplies
☐ Automation ☐ Services
☐ Children’s Books

We agree to abide by all the rules and regulations governing the exhibition as printed on the reverse side hereof and which are part of this application. Acceptance of this application by the ALA constitutes a contract.

Signature—This line must be signed for acceptance of contract.

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.

Information regarding program listing will be sent at a later date.
GENERAL RULES AND REGULATIONS 2021
MIDWINTER MEETING & EXHIBITS
The American Library Association (ALA) and its authorized representatives are hereafter referred to as Exposition Management.

1. PAYMENT & REFUNDS: To be included in the first round of space assignments this application must be received by March 5, 2020. Payment is due within 30 days of the period the space was or could have been used by the exhibitor. A deposit of 50% of total booth costs must be paid 30 days from the date contract submitted or invoiced. The balance of the space rental charge will become due and payable August 1, 2020.

Applications submitted after August 7, 2020 must be accompanied by payment in full of the space rental charges. Applications received within 30 days of the due date will not be included in this round of space assignments. Cancellations of space rentals made prior to July 24, 2020 will receive a refund of payments made, less 25% USD cancellation fee per sq. ft. of exhibit space. No refunds will be made after July 24, 2020.

After November 13, 2020 all payments must be made by cashier’s check.

It is expressly agreed by the exhibitor that in the event he fails to pay the space rental at the time specified, and this represents for such representative being in attendance to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. Exhibitor shall assume responsibility for any loss or damage to any property of the other party hereon, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, vandalism, or willful misconduct of Exposition Management, and Exhibitor expressly waive all claim for liability against the other party hereto with respect to any such loss or damage. It shall be the responsibility of Exposition Management and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such liability.

12. LABOR: Exhibitors are required to observe all contracts in effect between Exposition Management, service contractors, hall and the labor organization, and shall be bound by the same.

13. CARE OF BUILDING AND EQUIPMENT: Exhibitors or their agents shall not injure or deface any part of the exhibit building; the booths, or booth contents; or the area unlet or unoccupied.

When such damage appears, the exhibitor is liable to the owner of the property so damaged.

14. CONTRACT FOR SPACE: CONFIRMATION: The contract for space is in effect from the time 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, government order of any kind, or when any litigation commenced by or against Exhibitor or willful misconduct of Exposition Management, Exhibitor and Exhibitor expressly waive all claim for liability against the other party hereto with respect to any such loss or damage, it shall be the responsibility of Exposition Management and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such liability.

15. SALES TAX STATUS: Vendors are responsible for compliance with the state sales tax authority and collection and payment of any applicable sales taxes. Non-compliance may result in immediate shutdown of your booth by local authorities.

16. OTHER REGULATIONS: Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the discretion of the ALA. GENERAL: EXPOSITION MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE ANY AND ALL REGULATIONS, RULES AND REGULATIONS PROVIDED ANY AMENDMENTS, WHEN MADE, ARE BROUGHT TO THE NOTICE OF EXHIBITORS. EACH EXHIBITOR, FOR HIMSELF AND HIS AGENTS, SHALL BE RESPONSIBLE FOR ANY AND ALL FORFEITURES, RULES AND REGULATIONS AND ANY AMENDMENTS ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE.