INSTRUCTIONS—Complete this application. Fill in all sections. Incomplete applications will not be accepted. Submit to email: ala@heiexpo.com. Upon receipt of the space application an acknowledgment and invoice/receipt will be sent to you.

1 Company Information (published in show listings)

___________________________________________________________
Company Name
___________________________________________________________
Street Address
___________________________________________________________
City, State, Zip Country
___________________________________________________________
Web site

2 Contact (person handling logistics/operations)

___________________________________________________________
Name

___________________________________________________________
Title

___________________________________________________________
Phone       Mobile

___________________________________________________________
E-mail

3 30-Word Listing Description

___________________________________________________________
___________________________________________________________
___________________________________________________________

4 Exhibit Options

______ Pavilion Kiosk COST: $1,385
SIZE: One-meter wide, eight-foot high kiosk
INCLUDES: Velcro receptive back panel, suitable for 22×28 sign (not included), 2 shelves, 1 padded stool, Header graphic with company identity, Listing in Exhibits Directory, Exhibitor Badges

Shelving Unit COST: _______ Single Sided: $500
______ Double Sided: $965

EACH SIDE INCLUDES: unit with 4 shelves holding approximately 20 face out books, Sign with company logo, Listing in Exhibits Directory

______ Half Shelving Unit COST: $250
INCLUDES: Half of a single sided unit with 2 shelves holding approximately 10 face out books, Sign with company logo, Listing in Exhibits Directory

5 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, exhibitor agrees to be contacted by email, mail, and phone number on file from ALA and its representatives and agents.

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

Date Received

Pavilion Assignment        Date Entered
The American Library Association (ALA) and its authorized representatives are hereafter referred to as Exposition Management.

1. PAYMENT AND REFUNDS:

1.1. All applications for space must be accompanied by a 50% deposit of the total cost of the space requested by the exhibitor. ALA, in its sole discretion, may require full payment of the space rental prior to the Exposition. Payments may be made by check or credit card. Checks should be made payable to Exposition Management. Payment of a partial space rental may be made, less a $100 cancellation fee per 10’ x 10’ booth.

1.2. Applications received without such payment will not be processed nor will space assignments be made. All applications, less a $100 cancellation fee per 10’ x 10’ booth, which are received after the date of publication or March 16, 2024, will receive a refund of payments made, less a $100 cancellation fee per 10’ x 10’ booth. Imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space may solicit business within the Exhibit Areas.

4. EXHIBITORS AUTHORIZED RECEIVING THE SPACE: The Exhibitor must name one person to be his representative in connection with the installation, operation, maintenance, and removal of the exhibit. This representative shall be authorized to enter into contracts of all kinds, in any and all matters necessary and for which the exhibitor shall be responsible. Exhibitor shall assume all financial risk and liability for such contracts. In addition, the exhibiting company, name and booth number, inclusive in the Exhibits Lease Agreement.

6. ARRANGEMENT OF EXHIBITS: ALA will provide each booth exhibitor with an 8’ high, 10’ wide, and 10’ deep enclosed booth. All exhibit space, both inside and outside is exclusive to the exhibitor for use during the exposition. If the exhibitor elects to sublet the space without the approval of Exposition Management, the exhibitor may be required to pay an additional fee.

7. DISPLAY RULES AND REGULATIONS:

7.1. Exhibition Plan Review: First time exhibitors must submit booth construction plans and layout arrangements for peninsula or island booths, or for exhibits involving other unusually shaped booths, to Exposition Management at least sixty (60) days prior to the opening of the exposition. All materials and fluids which are flammable behind displays. All muslin, velvet, silken or other flammable decorations must be fire proof as prescribed by fire ordinances. All materials and fluids which are flammable must be properly stored and regularly checked for spillage or other leakage. No firm or organization not assigned exhibit space may solicit business within the Exhibit Areas.

8. OPERATIONS OF DISPLAYS: Exhibitors are responsible for the proper care and maintenance of all equipment. All equipment must be under the control of the exhibitor and must be in proper working order. All equipment must be approved by Exposition Management. Exhibitor is responsible for the operation of all equipment.

10. LIABILITY AND INSURANCE: All exhibits are subject to best judgment and discretion of Exposition Management and Exhibitor is responsible for all loss or damage to its property to the extent that any such damage is occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion, inability to secure labor, strike, lockout, or to the extent that any such additional loss or damage is caused by the Exhibitor’s or any of its agents, servants, employees, licensees or invitees of the exhibitor, or in any way arising out of the use of the facility. The Exhibitor shall hold the American Library Association harmless of and against all claims for damage to property or injury to persons arising out of or in connection with the exhibits, or in the use of any space or exhibit by Exhibitor, or its agents, servants, employees, licensees or invitees of the exhibitor, or in any way arising out of the use of the facility. The Exhibitor shall hold the American Library Association harmless of and against all claims for damage to property or injury to persons arising out of or in connection with the exhibits, or in the use of any space or exhibit by Exhibitor, or its agents, servants, employees, licensees or invitees of the exhibitor, or in any way arising out of the use of the facility. The Exhibitor shall hold the American Library Association harmless of and against all claims for damage to property or injury to persons arising out of or in connection with the exhibits, or in the use of any space or exhibit by Exhibitor, or its agents, servants, employees, licensees or invitees of the exhibitor, or in any way arising out of the use of the facility.