



# INDEPENDENT PUBLISHERS CAUCUS

# PUBWEST

## Indie Press Pavilion at ALA | Exhibitor Information

As a participant in the Indie Press Pavilion at ALA, the pavilion area will include:

- Table and chairs for small meetings in pavilion
- Shared space for Author Autographing
- Pavilion carpeting
- Pavilion overhead identity sign
- Exhibitor Badges

Those who have reserved a **kiosk** receive:

- Velcro receptive back panel, suitable for 22x28 sign (not included)
- 1 padded stool
- Header graphic with company identity
- Listing in Exhibits Directory



Those who have reserved a **shelving unit** receive:

- Full shelving unit: Each side includes unit with 4 shelves holding approximately 20 face out books
- Half shelving unit: Half of a single sided unit with 2 shelves holding approximately 10 face out books
- Sign with Company logo
- Listing in Exhibits Directory



### To-Dos:

If attending in-person, **register for Exhibitor Badges** through the [Exhibitor Registration](#) site: CompuSystems has sent login credentials to each company's main contact. Use the "Forgot password" link on the site if you have misplaced your password. If your email is not recognized on the registration platform, please email [ala@heexpo.com](mailto:ala@heexpo.com).

If attending in-person, **secure Exhibitor Housing**: onPeak is the only hotel provider endorsed by the 2023 ALA Annual Conference & Exhibition, and we request that you to book through them early for the best selection and price.

**Company Logo for signage** – send logo to [info@indiepubs.org](mailto:info@indiepubs.org).

### Additional Sign Orders

Kiosks include a Velcro receptive back panel, suitable for 22x28 sign (not included). If you want to order a sign for your kiosk, refer to the [Graphics and Signage](#) section of the GES Exhibitor Manual. Note: order by Wednesday, May 31 for best pricing.

## Shipping

Refer to the [Shipping, Drayage and Material Handling](#) section of the [GES Exhibitor Manual](#) for details on shipping to the **Advance Warehouse between May 22 – June 14**, or **directly to McCormick Place on June 21 – 23**.

## Exhibit Directory & Exhibit Floor Activity Guide, and Online Exhibitor List Listings

*Deadline to edit company listing for publication in Exhibit Directory & Exhibit Floor Activity Guide: **March 31, 2023***

To submit your 200-character company description, company logo and select the product/service categories that best fit your company, please follow these instructions:

Select or enter this link:

<https://hallerickson.ungerboeck.com/prod/app85.cshtml?aat=1w4fGFZ%2b3wVkSWV4j3Ww016jazOjuISGuoqLu1A8jl0%3d>

Sign In with the email address of record for the booth and the password. If you enter any email address other than the one on file, you will not be able to access the Profile Editor.

If you do not know the password, please enter the email address on file and click on the Forget your password? link. This will email instructions on how to reset your password. Please note, password emails will come from [helpiebms@heexpo.com](mailto:helpiebms@heexpo.com). After resetting your password, return to Sign In with the email address of record and the new password.

Select Profile Editor and enter your company information as you wish it to appear. Company descriptions are limited to 200 characters, including spaces. Acceptable file formats for logo graphic are .jpg or .png.

When you are finished, click Save & Complete to submit your listing information.

Please update your listing by **March 31, 2023**.

If you have any questions, or need assistance, please contact us at [ala@heexpo.com](mailto:ala@heexpo.com).

## Other Resources:

- [Annual Conference Exhibitor Website](#) | [Exhibitor Resources](#)
- Bookmark [exhibitors.ala.org](http://exhibitors.ala.org), the official exhibitor website, to stay up to date on all things ALA exhibits.
- Bookmark and subscribe to our new [ALA Exhibitor Blog](#) page for breaking news, important deadlines, and more.

**Questions?** Contact us at [ala@heexpo.com](mailto:ala@heexpo.com) with any questions about your participation. See [this page](#) for additional contacts.