American Library Association
2008 Midwinter Meeting and Exhibits
January 11 - 14, 2008 - Pennsylvania Convention Center, Philadelphia, PA
Contract for Exhibitor Conference Room Rental

EXHIBITOR'S CONTRACT
The undersigned (hereinafter, called the "Exhibitor") hereby applies for an Exhibitor Conference Room during the American Library Association 2008 Midwinter Exhibits, sponsored by the American Library Association (hereinafter called "Sponsor.")

_____
Company Name

_____
Street Address

_____
For Overnight Express

_____
City/State/Zip/Country

_____
Contact

_____
Title

_____
*Telephone Fax

_____
E-mail

_____
Web
*Non-U.S. companies list country and city telephone/fax codes.

EXHIBITOR CONFERENCE ROOMS: A limited number of Exhibitor Conference Rooms are available on a rental basis for companies interested in private meetings. Conference Rooms are carpeted 10' x 20' hardwall structures (no ceiling), and include 1 conference table and 6 conference chairs. (All other furnishings, electrical, etc. are the responsibility of the exhibitor.) The cost of an Exhibitor Conference Room is $1,750. These conference rooms will be available for use from 5:30pm on Friday, January 11 through 2:00pm on Monday, January 14, during open exhibit hall hours ONLY.

Please indicate # of rooms desired: _____

EXHIBITOR CONFERENCE ROOM REGULATIONS
To rent an Exhibitor Conference Room, your company must be an Exhibitor with at least a 20' x 20' booth in the 2008 ALA Midwinter Exhibits. Show Management reserves the right to decline applications for Exhibitor Conference Rooms if, in the sole discretion of Show Management, it is determined that such room assignments would create a confict with the purpose of the 2008 ALA Midwinter Exhibits.

PAYMENT SCHEDULE:
Full payment of total cost of Conference Room due at time of reservation.

Make check payable to: American Library Association
Mail checks to: American Library Association, Midwinter Exhibits, 50 E. Huron St., Chicago, IL 60611
Mail contract to:
ALA Exhibits
c/o: Hall-Erickson, Inc.
98 E. Naperville Road
Westmont, IL 60559
630/434-7779, fax: 630/434-1216
ala@heiexpo.com

Credit Card Information:
☐Visa ☐MasterCard ☐American Express
Credit card number:
_____

Expiration date: _____
Name on credit card: _____
Cardholder's Signature: _____

ACCEPTANCE OF CONTRACT
Exhibitor warrants that he has the authority to enter into this Contract on behalf of his/her company/organization and agrees to pay rental for the Conference Room and to adhere to the payment schedule outlined above. Exhibitor agrees to be bound by each and every condition, rule and regulation of this contract as included in the exhibitor manual, that are made a part hereof and fully incorporated herein.

_____
Exhibitor authorizing

_____
Title Date

_____
City /State/Zip/Country

_____
Authorizing Signature

_____
Telephone Fax

_____
E-mail

FOR SHOW MANAGEMENT ONLY Phone: 630-434-7779, Fax: 630-434-1216
This Exhibitor's Contract shall not be accepted, and shall not be binding upon the Sponsors, until executed by the authorized representative(s) of the Sponsors, if ever, at which time it shall become a binding Contract between the parties hereto.

_____
Sponsor Signature Date

Exhibitor Conference Room: _____