

# APPLICATION FOR EXHIBIT SPACE

Pennsylvania Library Association • 2014 Annual Conference  
Lancaster County Convention Center • Lancaster, PA  
September 28 – October 1, 2014 • Show dates: September 29 – 30, 2014

Please sign and return this copy. You may wish to retain a photocopy of this application for your records. Notification will be sent to you when your booth is assigned.

## PROGRAM LISTING

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Website \_\_\_\_\_

Product(s)/Service(s) to be exhibited (30 word limit) \_\_\_\_\_

## KEY CONTACT INFORMATION (Individual to receive all future correspondence in reference to the exhibit.)

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

## SPACE SELECTION AND PAYMENT (Please rate the priorities for your booth placement. (1 – highest priority to 6 – lowest priority)

Open Corner (additional fee)  Front of Hall  Mid-Aisle  Perimeter  Near Food/Beverage  Best Available

Firms we do not wish as neighbors \_\_\_\_\_

Firms we do wish as neighbors \_\_\_\_\_

A 50% deposit is required at time of application submission. Balance is due PaLA by July 28, 2014 or contract may be deemed cancelled and space reassigned. Deadline for cancellation is July 28, 2014. A \$100/booth cancellation fee will be assessed for all cancellations. No refunds will be made after July 28, 2014. **Booths with open corners are subject to an additional fee of \$35.**

Size	Price	Quantity	Open Corner (\$35)	Amount Due
10' W x 8' D	\$725	_____	_____	\$ _____

Your booth includes an 8' table, 2 chairs and a company sign.

### Vendor Showcase @ \$250/presentation. Indicate preferred presentation time:

Monday, 9/29  12:45 – 1:15 p.m.  1:15 – 1:45 p.m.  3:45 – 4:15 p.m.  
Tuesday, 9/30  10:15 – 10:45 a.m.  12:45 – 1:15 p.m.  1:15 – 1:45 p.m. \$ \_\_\_\_\_

Less discount (commercial members: 10% discount; or early bird: \$25 savings, register by 7/28/14) \$ (\_\_\_\_\_)

**Total Due** \$ \_\_\_\_\_

Check Number \_\_\_\_\_ for \$ \_\_\_\_\_ is enclosed.

Charge my  VISA  MasterCard Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Card Verification # (located on the back of card) \_\_\_\_\_ Signature \_\_\_\_\_

**Make checks payable to "Pennsylvania Library Association." Mail checks and contracts to:  
Exhibits, Pennsylvania Library Association, 220 Cumberland Parkway, Suite 10, Mechanicsburg, PA 17055.**

**Or, fax with payment information to 717-766-5440. Thank you!**

Please reserve space as indicated above. We agree to abide by the rules and regulations governing the exposition as outlined on the reverse and to all conditions under which the exhibit area is leased to PaLA. Acceptance of this application by PaLA constitutes a contract. PaLA will provide every reasonable precaution for protection of the exhibit and its contents.

Authorized by \_\_\_\_\_ Company \_\_\_\_\_ Date \_\_\_\_\_

## For Office Use Only

Date Contract/Payment Received \_\_\_\_\_ Check #(s) \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Paid in Full \$ \_\_\_\_\_

Booth #(s) \_\_\_\_\_ Date Notified \_\_\_\_\_ Date Service Kit Sent \_\_\_\_\_

# Exhibitors

## RULES, REGULATIONS AND REQUIREMENTS FOR EXHIBITORS

**A.** No Exhibitor shall exhibit or permit to be exhibited in the space allotted to him/her any goods other than those specified in the *Application for Exhibit Space*.

**B. Space Assignments.** The Pennsylvania Library Association (PaLA) shall use its best efforts to assign booths according to the preferences specified by the exhibitor on the front side hereof. Notwithstanding the above, PaLA reserves the right to change the location assignments at any time, as it may in its sole discretion deem necessary. PaLA makes space assignments based on the date the application is received, exhibitor seniority and commercial membership status. Notification of booth assignments will be sent at least 60 days prior exhibits opening day.

**C.** All booth arrangements shall conform in all respects to the dimensional and height requirements as indicated in the space diagram. Booth back wall height is 8', with 36" dividing rails. Exhibitors will not erect nor maintain a back wall higher than 8'. All side-walls over 42" in height and all solid opaque structures more than 12" wide shall be confined to within 3' of the back line of the exhibitor's space. Any portion of the exhibit extending above the booth equipment or any open or unfinished sides of the exhibit must be draped at exhibitor's expense, so as not to appear objectionable.

**D.** The rights and privileges of an exhibitor shall not be infringed by another exhibitor. Exhibitor agrees not to install any spot or floodlight fixtures that results in the light shining into other exhibits or in the aisles or that is objectionable to other exhibitors. Management reserves the right to remove such objectionable fixtures.

**E.** Booth space rental includes a drape aluminum pipe background 8' in height with draped side rails, a 30" high skirted table in an appropriate size to fit the booth, 2 chairs, vendor sign, waste basket and admittance of up to three exhibitor representatives to conference sessions. Additional furniture may be rented from the Decorator at an additional fee. Management will provide sweeping and cleaning of the hall once daily, but exhibitors must, at their own expense, keep their booth space neatly arranged and in good order at all times. All coverings of exhibits must be removed by show opening each day. Exhibitors will be responsible for making arrangements with the host property for electrical and phone installation at an additional cost to the exhibitor. Information regarding the purchase of additional furnishings, electrical and phone installation will be included in the *Exhibit Service Kit*.

**F. Deadline for inclusion in the listing of exhibitors in the official PaLA Conference Program is August 15, 2014.** Exhibitors who purchase space after this date will be included in an addenda listing.

**G.** Admittance to the exhibits will be by badge or exhibit passes only. Identification badges are not transferable.

**H. Security.** PaLA shall secure the Exhibit Hall throughout the closed hours of installation and show, and exercise reasonable care for the protection of the Exhibitor's materials and display. Beyond this, PaLA, the exposition facility, or any officer or staff member thereof will not be responsible for the safety of the property of the Exhibitor, his agents, or employees from theft, damage by fire, accident, or any other cause. No items may be removed from the exhibit area before the close of the exposition each day.

**I. Show Schedule.** Hours and dates for installing, showing and dismantling exhibits shall be those specified in the *Exhibitors Prospectus*.

**J. Staffing.** Complimentary admittance to conference sessions will be available for up to two (2) representatives per booth. Exhibits-Only passes for additional booth representatives will be provided by Show Management. Exhibit booths must be staffed at all times when exhibits are open.

**K.** Exhibitors acknowledge and accept full and total responsibility for any and all business, privilege, amusement or other taxes which may be due under state, federal or local law as a result of their participation in the PaLA exhibition listed on this Application for Exhibit Space.

**L.** No Exhibitor shall have the right prior to the closing of the Show to pack or remove articles on exhibit without permission by Show Management. Violators may be subject to the loss of priority placement at future PaLA exhibits.

**M.** The interpretation of these rules by PaLA is final and controlling.

**N.** PaLA shall not be financially obligated or otherwise committed in the event of the Show being cancelled or deferred on account of strikes, fires, casualties, acts of God, acts of war or terrorism or causes beyond their control.

**O.** Furthermore, it is mutually agreed that PaLA, their agents, their officers and/or employees; the convention site, their agents; shall not be liable to an Exhibitor for any damage to or for the loss or destruction of the property of the exhibitor, all claims for any such loss, damage or injury being expressly waived by the Exhibitor. **If insurance is desired, it must be purchased by**

**the exhibitor at his/her own expense** and no Exhibitor may allow any article to be brought into or any act done upon the premises that will void or increase the premiums on the policies of insurance held by the owner of the building, nor injure any part of the building, nor permit anything to be done by employees by which the premises may in any manner be injured, marred or defaced. Violations of this rule will annul the rental agreement and the Exhibitor will forfeit to PaLA any monies which may have been paid for rental of exhibit space, and hereby agree to reimburse the convention site for the cost of repairing such damage.

**P.** No firm or organization that has not been assigned space in the exhibit hall will be permitted to solicit business within the exhibit area, nor in any public spaces controlled by PaLA during the course of the conference, unless such demonstration or solicitation is expressly approved as part of the conference program activities.

**Q. Hold Harmless Clause.** The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to the Exhibitor's displays, equipment and other property brought upon the exposition premises and shall indemnify and hold harmless the exposition site and PaLA, their agents, servants and employees from any and all such losses, damages and claims.

**R.** Upon acceptance of this application by PaLA it shall be a legally binding contract between the Exhibitor and PaLA; provided that either party may cancel this contract on condition that written notice of such cancellation is received by the remaining party at least 60 days prior to the scheduled opening day of the Show as provided herein; and further provided that the amount of rental paid will be refunded only on the condition that such cancellation is made under these provisions, subject to a \$100.00 service charge per booth.

**S.** If any term or provision of this agreement or the application thereof to any person or circumstances shall, to any extent be invalid or unenforceable, the remainder of this agreement to the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of this agreement shall be valid and enforceable to the fullest extent permitted by law. It is hereby agreed that this writing constitutes the entire agreement between the parties and the same may not be changed, limited, enlarged upon, terminated, other than by written agreement between the parties, except as otherwise expressly provided for herein.