



# EXHIBIT SPACE APPLICATION AND CONTRACT

## CALIFORNIA LIBRARY ASSOCIATION 110<sup>th</sup> Annual Conference & Exhibits

Exhibit Dates: November 14-16, 2008 - San Jose McEnery Convention Center - San Jose, CA

**INSTRUCTIONS:** Type this application completing all sections. Mail the application with a check (made payable to the California Library Association) or credit card information to CLA Exhibits, 717 20th Street, Suite 200, Sacramento, CA 95811-1713. **Applications received must include full payment.**

Exhibitors will be receiving instructions with their booth confirmation on how to place their listing online. This information will also be utilized for the Official Program.

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

Key Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Website \_\_\_\_\_

**1** Exhibit space rental is **\$950 per 10' x 10' booth**. There is a **\$50 charge for each open corner**. Table exhibits are **\$475**. **Full payment** must be enclosed. CLA business members may deduct **\$50** from total.

Companies will be invoiced for any additional rental charges. Balance due payments must be received before April 21, 2008. There will be a \$200 per exhibit space charge for cancellations made prior to April 21, 2008.

**Cancellations MUST be made in writing.** NO REFUNDS will be made after April 21, 2008.

Have you exhibited with CLA before?  Yes  No

What type of booth are you requesting?

In-Line  Island  Table Top  Recruitment Pavilion

Please specify booth numbers for your choices of exhibit space in order of preference.

1. \_\_\_\_\_ 3. \_\_\_\_\_ 5. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_ 6. \_\_\_\_\_

NUMBER OF BOOTHS <b>X \$950.00</b>	AMOUNT \$ _____
NUMBER OF CORNERS <b>X \$50.00</b>	AMOUNT \$ _____
TABLE EXHIBIT <b>\$475.00</b>	AMOUNT \$ _____
Business members may deduct <b>\$50</b> from total.	TOTAL AMOUNT \$ _____

**2** Locate our exhibit NEAR (list company names):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3** Locate our exhibit AWAY from:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4 PAYMENT:**  Check (payable to California Library Association) in the amount of \$ \_\_\_\_\_

Credit Card:  MasterCard  Visa

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

**5 WE AGREE TO ABIDE BY ALL RULES AND REGULATIONS GOVERNING THE EXPOSITION AS PRINTED ON THE REVERSE SIDE HEREOF AND WHICH ARE PART OF THIS APPLICATION. ACCEPTANCE OF THIS APPLICATION BY THE CALIFORNIA LIBRARY ASSOCIATION CONSTITUTES A CONTRACT.**

Authorized Signature (Exhibitor) \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature (CLA) \_\_\_\_\_

**APPLICATIONS RECEIVED WITHOUT AN AUTHORIZED SIGNATURE AND/OR PAYMENT WILL NOT BE PROCESSED**

**6** Mail this application to:  
CLA Exhibits, 717 20th Street, Suite 200  
Sacramento, CA 95811-1713

**FOR OFFICE USE ONLY**

Date Received _____	Member <input type="checkbox"/> Yes <input type="checkbox"/> No
Deposit _____	Ck/Chg _____
Space Assigned _____	
Total Due _____	Balance Due _____

# CLA Annual Conference General Rules and Regulations

The California Library Association (CLA), Hall-Erickson, Inc. and their authorized representatives are hereinafter referred to as "Show Management."

## BOOTH EXHIBITS

Booth spaces are 10' x 10'. Booth rental includes a standard back-wall drape 8' high and 3' high side rails, standard 7" x 44" booth sign showing firm name and booth number, draped 6' table and two chairs. Additional furniture, electrical, etc., may be rented from GES at additional charges.

## TABLE EXHIBITS

All table exhibits are provided with a 6' foot draped table and one chair. All display materials must be confined to the top of the table and may not exceed three feet in height from the top of the table. Exact placement of tables may vary from floor plan. No table exhibitor may change the location of the assigned table.

## DISPLAY HEIGHTS

All booth arrangement shall conform in all respects to dimensional and height requirements. Booth backwall height is 8' including side with 3' dividing rails. Exhibitors will not erect nor maintain a backwall higher than 8', and all sidewalls 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 applicants 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. These limitations are intended to provide a clear view of the neighboring exhibits.

## SPACE ASSIGNMENT

Space assignments will be solely at the discretion of Show Management; however, Show Management will consider the exhibitor's request on this application along with date received, CLA Business Membership and seniority. Show Management reserves the right to change location assignments at any time, as it may deem necessary.

## INSTALLATION AND DISMANTLING

All property is to be shipped to GES Exposition Services for delivery to the exhibition hall. Any space not claimed or occupied one hour before official opening may be reassigned without refund of rental paid. No exhibits will be dismantled and no packing permitted prior to the official closing time.

In order to conform to union contract rules and regulations, it will be necessary that all exhibitors use qualified union personnel for the installation and dismantling of exhibits and for material handling within the show. The handling, placement or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor.

The installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative.

GES Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. All exhibitors should clear all movements of exhibit materials through this department. Union jurisdiction allows hand carried items only and will not permit exhibitors' use of dollies, hand trucks or pushcarts. Electrical installation must conform to Union rules and regulations and to all national state and local codes.

## AGREEMENT FOR EXHIBIT SPACE

The agreement for exhibit space, the formal notice of space assignment by Show Management, and the payment of rental charges constitute a contract for the right to use the space allotted subject to the rules and regulations promulgated by Show Management.

No firm or organization not assigned space in the exhibit area will be permitted to solicit business within the exhibit area, nor in any public spaces controlled by the Association during the course of this conference, unless such demonstration or solicitation is expressly approved by Show Management as a part of conference program activities.

## PAYMENT FOR EXHIBIT SPACE

Any person, partnership, or corporation engaging a space who shall fail to make payment as herein provided shall thereby and thereupon forfeit all rights in and to the use of assigned space, and Show Management shall have the right to dispose of such space in such manner

as it may consider to its interests without any liability on the part of Show Management.

## EXHIBITOR REGULATIONS

The rights reserved by the California Library Association shall be exercised in good faith for reasons that include, but are not limited to: the protection of the exhibition and attendance privileges of other exhibitors and attendees; and the maintenance of peace, order and decorum at the conference.

Show Management reserves the right to refuse to sell space, to exclude, or restrict exhibits that may be objectionable or to order the removal of any portion of an exhibit which in the judgment of the Association is detrimental to or detracts from the general order of the exhibits.

At any time and for any reason, the Show Management may, at its sole discretion and without prior notice, rescind and cancel any contract, arrangement or agreement with any Exhibitor, or any other person concerning exhibit space or attendance at the Conference or both, upon refund of monies received from the exhibitor or person. This applies to persons advertising or soliciting, or anything of a similar nature.

All exhibitors and other persons expressly agree to waive any rights to damages or other forms of relief related to such decision and cancellation by the Association as consideration for the conditional privilege to exhibit at, and/or attend, the conference.

## SUBLETTING SPACE

No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted.

## SAFETY REGULATIONS

Fire hose cabinets and electrical switch panels must be left accessible and in full view at all times. All decorations must be of non-flammable material or treated for fire prevention by an approved method. All exit areas and established aisle spaces must be kept clear.

The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health.

## SECURITY

Show Management shall provide security service to the exhibition area during the closed hours. However, Show Management shall not be liable for damage or loss to exhibitor's properties through theft, fire, accident or any destructive cause, whether the result of negligence or otherwise.

## SALES

Exhibitors will conduct their business activities in an exemplary professional manner and shall be solely responsible for possession of a valid California Seller's Permit if taxable sales will occur. Exhibitor shall collect and remit any sales or other taxes imposed on them by virtue of their use of the space hereunder.

## SOLICITATION OF BUSINESS

Distribution of materials from booth to booth or in the aisles is forbidden and exhibitors must confine their activities within the spaces for which they have contracted. All such materials must be related strictly to the products and/or services on display or directly available from the exhibitor.

## LIABILITY

The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment, and other property brought upon the premises, and shall indemnify and hold harmless the California Library Association, the San Jose McEnery Convention Center, Hall-Erickson and any authorized representative, agent or employee of the foregoing of any and all losses, damages and claims. Every precaution will be taken to safeguard exhibitors' property and security guards will be posted both during exhibit hours and when the exhibit area is closed.

## AMENDMENTS

Show Management shall have full power in the interpretation and enforcement of all rules contained herein and the power to make such reasonable amendments thereto and such further rules and regulations as it shall consider necessary for the proper conduct of the conference, provided same do not materially alter or change the contractual rights of the exhibitor.