



**California Library Association  
110<sup>th</sup> Annual Conference & Exhibition  
San Jose McEnergy Convention Center**

**Conference Dates: November 14 - 17, 2008 • Exhibition Dates: November 14 - 16, 2008**

**Portfolio Service Order Form**

Exhibitors are invited to include product literature in the conference tote bag. An insertion should weigh no more than one ounce. Reservations should be made before October 20, and material should be shipped to the conference decorator.

**Orders must be prepaid.** Exhibitors are responsible for producing inserts, and for shipping and drayage charges. All inserts must be approved by CLA in advance.

**Investment:**

Exhibitors, CLA Business Members,  
CLA Institution Members \$ 300 per insert  
Non-Members, Non-Exhibitors \$ 600 per insert

**Shipping Information:**

Shipping information will follow at a later date.

**Portfolio Service Insertion Order**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you a CLA Member? Yes  (member # \_\_\_\_\_) No

# of inserts (please include sample or description of each insert): \_\_\_\_\_ Total investment: \$ \_\_\_\_\_

Payment enclosed:

Check  Visa/MasterCard Credit Card # \_\_\_\_\_

Name on card \_\_\_\_\_ Expiration date: \_\_\_\_\_

Billing address of credit card \_\_\_\_\_

Signed \_\_\_\_\_

**Send form, a sample or description of your insert, and pre-payment to:**

**California Library Association • 717 20<sup>th</sup> Street, Suite 200 • Sacramento, CA 95811 •  
fax: 916/447-8394**