



California Library Association
110th Annual Conference & Exhibition
San Jose McEnergy Convention Center

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

Lunch Session Application

On Sunday, November 16 from 11:45am – 1:15pm, a limited number of meeting rooms will be available to exhibitors for conducting professional and educational presentations. There is no set format for the sessions. They can be audiovisual presentations, panel discussions, individual speaker presentations, or demonstrations. Sessions are to be conducted over lunch, which is the responsibility of the exhibitor.

All sessions will be assigned on a first-come, first-served basis. Each room will be arranged in theater style seating and an easel for your company sign at the door will be provided upon request. For a small fee, CLA will provide a company sign for you. **No changes in room setups can be accommodated.** CLA will provide information on the rental of audiovisual equipment and catering for the session, which are all at your expense.

A description of your Lunch Session will appear in the CLA 2008 *Official Program*, or program addendum, depending on submission date.

For paid CLA exhibitors only -- please use one sheet per session request.

Cost

The cost for reserving a room and a program description in the Official Program is \$500. For exhibitors who order an equivalent amount of food and beverage service, a \$400 credit will be applied. For current CLA Business Members, the entire \$500 fee will be waived. **Payment must be received prior to the conference.**

Signage

- Yes, we need a company sign from CLA. (Cost \$45) No, we will provide our own sign.
If signage is required, our sign should read (five-word limit):
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Program Description

Our 50-word description for the program follows exactly as we would like it to appear (please type or print; attach an additional sheet if necessary):

Food & Beverage

Menus and ordering information will be sent upon confirmation of session. This cost is the responsibility of the exhibitor.

(continued on next page)

Audiovisual (AV) Requirements

To allow us to properly assign space, please indicate what type of AV will be required. Ordering information and prices will be sent upon confirmation of session. This cost is the responsibility of the exhibitor.

- No AV needed
- Bringing own: _____

We plan to rent the following:

- LCD projector
- Screen
- Internet access
- Other: _____

Although the above information is required in advance for proper room assignment, all final ordering will be done by the exhibitor, directly with the vendor.

Confirmation

Confirmation of session day, date, time and room, along with AV and menu ordering and pricing information will be supplied to each seminar contact person by e-mail in September.

Company Information

Title of Lunch Session (to be published in all future promotions)

Company name

Contact person/Title

Address

City, State/Province, Zip/Postal code

_____ Telephone	_____ Fax	_____ E-mail
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Payment

- Check (Payable to California Library Association)
- Credit Card: Visa Mastercard
- Credit Card # _____ Exp. Date _____
- Name on Card _____
- Signature _____

Payment Due:	
Lunch Session Fee.....	\$500
Sign from CLA (\$45).....	_____
Less Food Order Credit.....	_____
Less CLA Business Member Credit.....	_____
(CLA Member ID _____)	
TOTAL ENCLOSED.....	_____

Return this form with payment as needed no later than **September 8, 2008** to be included in the on-site program book to:

California Library Association • 717 20th Street, Ste. 200 • Sacramento, CA 95811 • Fax 916/447-8394

Questions? Contact Tina Vickery at +1.800.752.6312; e-mail: tvickery@heexpo.com