

# APPLICATION AND CONTRACT FOR EXHIBIT SPACE

WISCONSIN LIBRARY ASSOCIATION ANNUAL CONFERENCE

MIDDLETON, WISCONSIN

OCTOBER 30 - OCTOBER 31, 2002

<b>Please reserve:</b>	<b>Reserved by June 1</b>	<b>Reserved by August 1</b>
8'x10' Commercial Booth (non-members)	\$500.00	\$525.00
8'x10' Commercial Booth (members)	\$475.00	\$500.00
additional Commercial Booth(s)	\$350.00	\$350.00
8'x10' Not-for-Profit Booth	\$250.00	\$250.00
additional Not-for-Profit Booth(s)	\$150.00	\$150.00
8'x10' Tables for WLA Units Only	\$ 75.00	\$ 75.00

Payment of \$ \_\_\_\_\_ is enclosed.

**PAYMENT DEADLINE: JUNE 1, 2002** for early bird; **August 1, 2002** for all others.

## Make check payable to WISCONSIN LIBRARY ASSOCIATION

Mail Check and Completed Application to: Ed Van Gemert  
c/o Wisconsin Library Association  
5250 East Terrace Drive, Suite A1  
Madison, WI 53718-8345  
evangemert@library.wisc.edu

No refunds will be made for cancellations received after Friday, September 20, 2002. Booths will be assigned on a first-come, first-served basis.

WLA is hereby authorized to reserve space for our use in the exhibit hall, Wednesday and Thursday, October 30 and 31, 2002. We agree to be set up for opening no later than 10:00 AM on Wednesday and will not shut down before 4:30 PM on Thursday.

(Please type)

Company \_\_\_\_\_

Address \_\_\_\_\_

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

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

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

In 25 words or less, describe your company for our program book:

Name(s) of Representative(s) who will attend conference: (Name badge(s) will be provided)

Each 8'x10' booth includes dividers, two chairs, an 8' skirted table, 1-110 electrical outlet and a 9"x44" ID sign to read:

Using the enclosed exhibit hall floor plan, please indicate your preferred booth location.

1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_ 4th choice \_\_\_\_\_ 5th choice \_\_\_\_\_

**An exhibitor kit will be provided once booth assignments have been made. Please contact Andrea Clausen, Marriott West, at (608) 824-2717, if you require phone or Internet service; these are available at an added cost.**

\_\_\_ Visa \_\_\_ MasterCard # \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Office Use Only:**

Payment Received \_\_\_\_\_ Booth Number \_\_\_\_\_ Authorized by \_\_\_\_\_

**RETURN WHITE AND YELLOW COPIES TO WLA; RETAIN PINK COPY FOR YOUR RECORDS**