



Oklahoma Library Association

107th Annual Conference

March 31-April 2, 2014

Marriott Southern Hills Hotel

1902 East 71st Street, Tulsa

Regular Booth Equipment and Cost:

8' x 10' booth includes 8' back wall, 3' side walls, one 6' skirted table, 2 chairs and one 7" x 44" identification sign.
Cost: \$450.00 per booth (includes free WiFi).

Exhibit Set-up Hours: 12 Noon to 6 P.M., Monday, March 31, 2014

Exhibit Days & Hours: Tuesday, April 1, 2014 - 7:30 a.m. to 6:00 p.m.
Wednesday, April 2, 2014 - 7:30 a.m. to 1:00 p.m.
(Complimentary Continental Breakfast on Tuesday and Wednesday)
(Complimentary Snack Break on Tuesday Afternoon)

No Conflict Hours: Tuesday- 10:00 -11:00 a.m. and 3:45 p.m. - 4:30 p.m.
Wednesday- 9:45 a.m. - 10:45 a.m.

Incoming-Outgoing Freight: (Mail, UPS, Fed EX, etc) Handled by Midwest Decorating
1510 South Memorial Drive, Tulsa, OK 74112
Ph: 918-584-0988 FAX: 918-585-9157
(mark all shipments Attn: Oklahoma Library Association—March 31-April 2, 2014)
DO NOT SHIP TO HOTEL

Electrical, Internet and Telephone Hook-ups: See Agreement for Electrical and Internet. Contact hotel for Telephone Connection.

Hotel Sleeping Room Reservations: The Oklahoma Library Association has negotiated a special conference rate of \$89 for a single or double room at the Southern Hills Marriott Hotel. When making room reservations, identify yourself as an exhibitor of the Oklahoma Library Association conference. For room reservations call 1-866-530-3760. THE DEADLINE TO RECEIVE THE GUARANTEED RATE OF \$89.00 IS MARCH 9, 2014. Any difficulties, contact Kay Boies, OLA Executive Director.

Security: OLA will provide security for all booths from 6 pm Monday to 7:30 am Tuesday and 6 pm Tuesday to 7:30 am Wednesday.

Exhibitor Move-Out: The Exhibits close at 1:00 pm on Wednesday. Early move-outs will be penalized on the 2014 booth selection.

All Conference Event: You are invited to attend or participate in the **All Conference Event** on Tuesday evening. See the web page for more information. This is an additional opportunity to mingle with attendees. There is no admission fee for this event. Proceeds go to the OLA Endowment Fund.

More Information: Kay Boies, Executive Director
Oklahoma Library Association
PO BOX 6550
Edmond, OK 73083
Phone: 405-525-5100
FAX: 405-525-5103
E-mail: kboies@sbcglobal.net



Agreement
Oklahoma Library Association 107th Annual Conference
Marriott Southern Hills Hotel
1902 East 71st Street, Tulsa, OK
March 31-April 2, 2014

Move-In—Mon, March 31, 12 Noon –6 pm
Show - Tues.-Wed, April 1-2, 2014
Move-Out - Wed, April 2, 1 P.M.

Application for Exhibit Space Name of Company _____

Phone () _____ E-Mail _____

Mailing Address _____ Zip Code _____

Official representative(s) for the exhibit will be: This is for program listing and for special conference mailings. Please give name and address for representative who will be in charge of the exhibits, adding names for all other representatives.

Representative (In Charge) Name _____ Phone _____ Fax _____

Address _____ E-mail _____

Names of Other Representatives _____

We will exhibit the following material: _____

Firms you do not wish to be located beside _____

Firms you do wish to be located beside _____

Booth Preference: (Please indicate choices by giving Booth numbers as shown on enclosed plan.) 1st _____ 2nd _____ 3rd _____ 4th _____

NOTE: Booth prices are \$450.00 (includes WiFi). NO REFUNDS can be made after March 10, 2014. There will be a \$75.00 charge for cancellations. BOOTH ASSIGNMENTS will be sent in early March along with the Decorator Kits.

Please reserve the following: _____ Booth(s) @ \$450.00
_____ Electricity @ \$25.00
_____ Broadband Internet @ \$75.00 TOTAL _____

Method of Payment () Check (payable to OLA); Purchase Order # _____
Visa () Master Card () Credit Card # _____ Expiration Date _____

Mail Agreement and Payment to:: Oklahoma Library Association., PO Box 6550, Edmond, OK 73083. Phone: 405-525-5100
FAX: 405-525-5103 E-mail: kboies@sbcglobal.net

DO NOT MAIL AGREEMENT TO CONFERENCE CENTER

We agree to abide by the exhibit specifications outlined by the 2014 OLA Conference and to all conditions under which the exhibit area is leased to the Association. OLA will provide every reasonable precaution for protection of the exhibit and its contents. Furthermore, it is mutually agreed that the Association, 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 an exhibit or for the property of an exhibitor, all claims for any such loss, damage or injury being expressly waived by the Exhibitor.

Authorized By (Signature)

Company Name

Date

DECORATOR INFORMATION: Name and address of person to receive Decorator Kit:

IDENTIFICATION SIGN SHOULD READ: _____

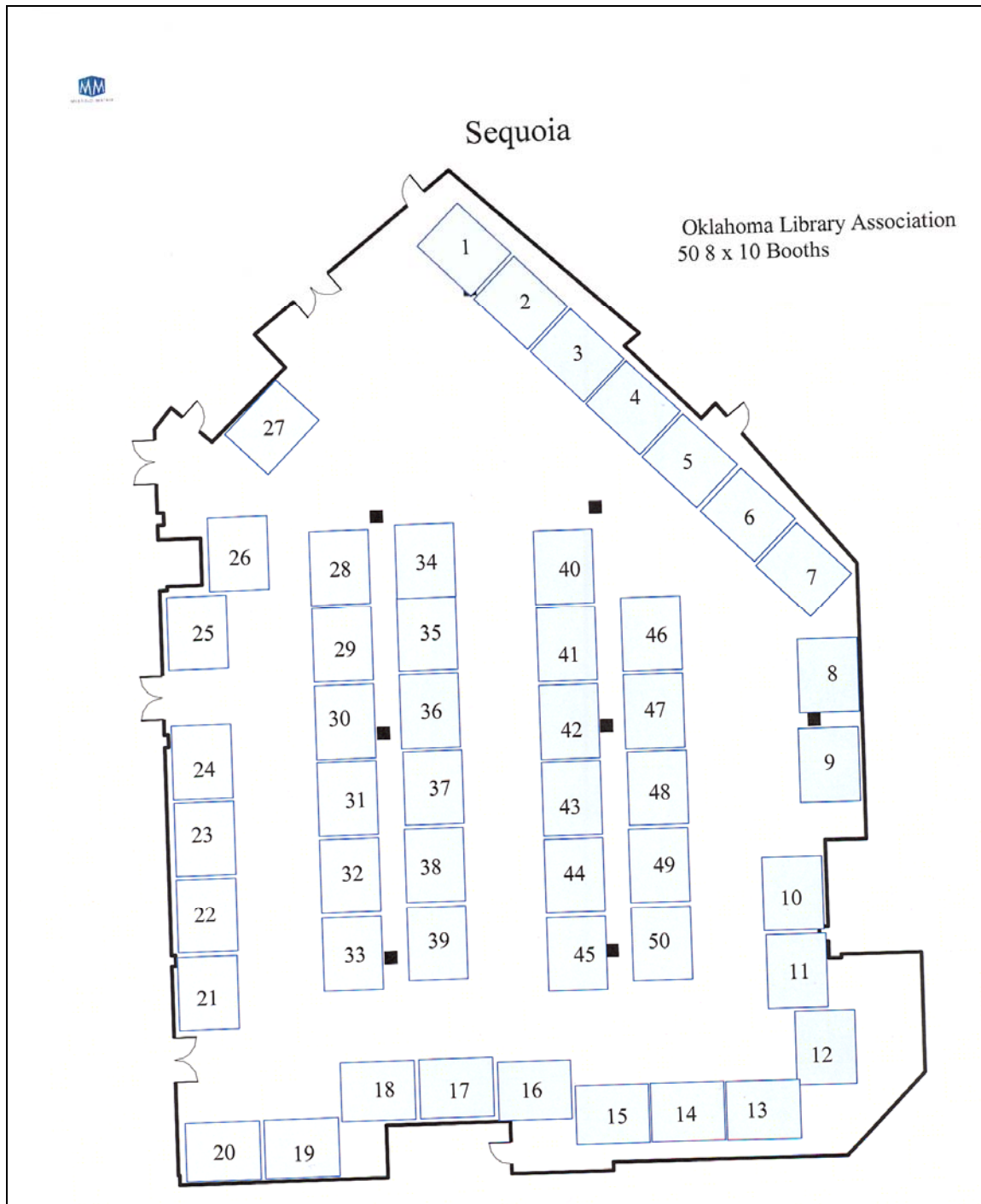
TOTAL AMOUNT DUE \$ _____

Date Agreement & Payment Received _____ Ch. # _____ \$ _____

New Exhibitor _____ Continuing Exhibitor _____

Booth # _____ Decorator Kit Mailed _____

MAIN ENTRANCE IS THE DOORS BETWEEN BOOTHS NUMBERED 27 AND 1.



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 www.oklibs.org

**SPONSORSHIP AND DONATION
 OPPORTUNITIES FOR
 OKLAHOMA LIBRARY ASSOCIATION
 107th ANNUAL CONFERENCE
 SOUTHERN HILLS MARRIOTT, TULSA
 March 31-April 2, 2014**

ADVERTISING IN ANNUAL CONFERENCE PROGRAM AND WEB PAGE

Note: We have changed our advertising package to offer advertising on our Web Page at www.oklibs.org

Circulation: 700

Electronic copy deadline: March 1

Ad Copy Size	Cost
Full page (4-1/2" wide x 7-1/2" deep)	\$110.00 Program Only—\$150 for both Program and Web Page (Logo and url)
1/2 page (4-1/2" wide x 3-3/4" deep)	\$55.00 Program Only—\$95 for both Program and Web Page (Logo and url)
Non Exhibitor—\$200 for Logo and url on web page only	
(Image size for url—Image size not more than 300x150 px)	

CASH DONATIONS TOWARD THE COST OF A CONFERENCE EVENT

1st General Session (Tuesday)	\$1,000.00
Conference Banquet (Monday)	\$1,000.00
All Conference Luncheon (Tuesday)	\$750.00
Legislative Luncheon (Wednesday)	\$500.00
All Conference Event (Tuesday)	\$1,500.00
New Member Reception (Monday)	\$250.00
Leadership Institute Reception (Monday)	\$250.00
Continental Breakfast in Exhibit Hall (Tuesday)	\$1,000.00
Snack Break in Exhibit Hall (Tuesday)	\$1,000.00
Continental Breakfast in Exhibit Hall (Wednesday)	\$1,000.00

Make Checks Payable to Oklahoma Library Association

Paying with Credit Card: ___ Visa; ___ Mastercard—Credit Card # _____ Exp. Date _____

DONATE ITEMS FOR DOOR PRIZES (List prizes here, but keep them at your booth. Winners will come to your booth to collect their prize. Your company and/or representative name will be announced at the Opening General Session on Tuesday when the prizes are awarded. Vendors donating prizes for this event must be registered as Exhibitors. Other donations will be awarded on Wednesday afternoon)

NAME OF COMPANY _____

NAME OF REPRESENTATIVE _____

Description of Prize(s): _____

WEB PAGE ADDRESS _____

THANK YOU!