



Oklahoma Library Association 106th Annual Conference

April 3-5, 2013

Ardmore Convention Center
2401 N Rockford Road, Ardmore. OK

Regular Booth Equipment and Cost:

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

Exhibit Set-up Hours: 3 p.m. to 6 P.M., Wednesday, April 3, 2013

Exhibit Days & Hours: Thursday, April 4, 2013 - 7:30 a.m. to 5:00 p.m.
Friday, April 5, 2013 m - 7:30 a.m. to 1:00 p.m.
(Complimentary Continental Breakfast on Thursday and Friday)
(Complimentary Snack Break on Thursday Afternoon)

No Conflict Hours: Thursday- 10:15 a.m.—11:00 a.m.
3:45 p.m.—4:30 p.m.
Friday- 9:45 a.m.—10:30 a.m.

Hotel Reservations: The Oklahoma Library Association has negotiated a special conference rate at the following hotels:
—Holiday Inn, 2207 N Rockford Road (connected to the Convention Center), 580-226-3333—\$105 plus tax per night
—Spring Hill Suites, 2501 Centennial Drive North (across parking lot from Convention Center), 580-226-7100—\$99 plus tax per night
—LaQuinta Inn and Suites Central, 1502 Woerz Way (0.6 miles from Convention Center), 580-226-0100—\$100 plus tax per night
—Comfort Inn, 410 Railway Express (2.3 miles from Convention Center), 580-490-9996—\$77 plus tax per night

DEADLINE TO RECEIVE THE GUARANTEED RATE IS March 1, 2013.

Security: OLA will provide security for all booths from 6 pm Wednesday to 7:30 am Thursday and 5 pm Thursday to 7:30 am Friday.

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

Thursday Lunch: Join us for an all-conference lunch with no program. This is a good opportunity to visit with your customers and meet potential customers. Cost is \$25. See Agreement Form for payment.

All Conference Event: You are invited to attend or participate in the **All Conference Event** on Thursday 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
www.oklibs.org

Agreement
Oklahoma Library Association 106th Annual Conference
Ardmore Convention Center
2401 N Rockford Rd, Ardmore, OK
April 3-5,2013

Move-In - Wed., April 3, 3 -6 pm
 Show - Thurs.-Fri., April 4-5, 2013
 Move-Out - Fri, April 5— 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 electricity and WiFi). NO REFUNDS can be made after March 20, 2013. There will be a \$75.00 charge for cancellations.

BOOTH ASSIGNMENTS will be sent in March along with the Decorator Kits.

Please reserve the following: _____ Booth(s) @ \$450.00

_____ Thursday Lunch (Deadline: March 20)

TOTAL _____

Method of Payment () Personal 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 2013 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.

DECORATOR INFORMATION: Name and e-mail of person to receive Decorator Kit:

IDENTIFICATION SIGN SHOULD READ: _____

Space below is for use of OLA

TOTAL AMOUNT DUE \$ _____

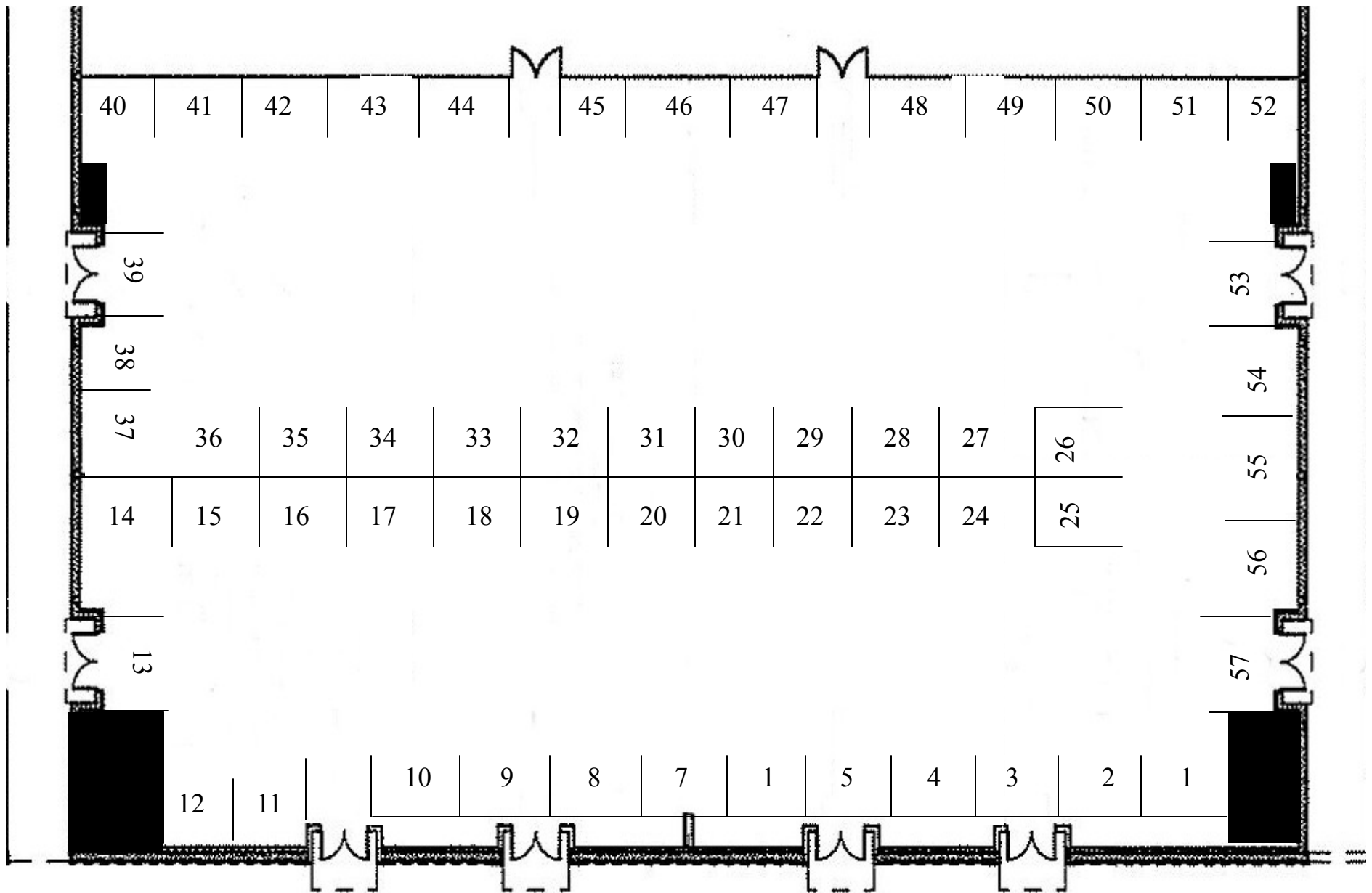
Date Contract & Payment Received _____ Method _____ \$ _____

New Exhibitor _____ Continuing Exhibitor _____

THANK YOU FOR YOUR PARTICIPATION IN THE 2013 OLA CONFERENCE. WE ARE PLEASED TO INFORM YOU THAT BOOTH(S) # _____ HAS/HAVE BEEN RESERVED FOR YOUR COMPANY.

Date Notified _____ Decorator Kit Mailed _____

Oklahoma Library Association 2013 Exhibit Hall



Front Entrance

Oklahoma Library Association
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 Edmond, OK 73083
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SPONSORSHIP AND DONATION OPPORTUNITIES FOR OKLAHOMA LIBRARY ASSOCIATION 106th ANNUAL CONFERENCE Ardmore Convention Center

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: 800

Electronic copy deadline: March 1

Ad Copy Size	Cost
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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)
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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)
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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	\$2,000.00
Conference Banquet	\$2,000.00
Legislative Luncheon	\$500.00
All Conference Luncheon	\$500.00
All Conference Event	\$1,500.00
New Member Reception	\$250.00
Leadership Institute Reception	\$250.00
Continental Breakfast in Exhibit Hall (Thursday)	\$1,000.00
Snack Break in Exhibit Hall (Thursday)	\$1,000.00
Continental Breakfast in Exhibit Hall (Friday)	\$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 Thursday when the prizes are awarded. Vendors donating prizes for this event must be registered as Exhibitors. Other donations will be awarded at the Membership Meeting on Friday afternoon)

NAME OF COMPANY _____

NAME OF REPRESENTATIVE _____

Description of Prize(s): _____

WEB PAGE ADDRESS _____