



Dear Vendor:

The Kentucky Library Association and the Kentucky School Media Association announce their 2010 joint conference. The Conference will be held September 15 - 18, 2010 at the Galt House Hotel & Suites in Louisville, Kentucky.

Please find enclosed a copy of the exhibit contract and a prospectus on the show. Last year over 650 library professionals attended the exhibit.

The 2010 Conference will feature speakers of regional and national reputation, communication and technologies demonstrations, and exciting social events. The Exhibition opens at 10:00 AM on Thursday, September 16<sup>th</sup>. Library professionals from the adjoining states of Illinois, Tennessee and Missouri will be invited to attend at member rates.

You may use your major credit card to guarantee space assignment. Daily hall closings for lunch have been included at exhibitor request.

Make plans today to include the 2010 KLA/KSMA Joint Conference and Exhibition in your show schedule. For further information, please call the KLA Office at 502-223-5322.

Yours very truly,

A handwritten signature in black ink, appearing to read "Tom Underwood". The signature is fluid and cursive, with a large initial "T" and a long, sweeping underline.

Tom Underwood  
Executive Secretary

# Kentucky Library Association/Kentucky School Media Association

## 2010 Joint Conference and Exhibition

Galt House Hotel & Suites • Louisville, Kentucky

September 15 - 18, 2010

### CONTRACT FOR EXHIBIT SPACE

**Please return entire contract, confirmation will be mailed to you.**

Date: \_\_\_\_\_

We wish to reserve and contract for the following exhibit space(s) at **\$600.00** for **members** or **\$675.00** for **non-members** each. Enclosed is our payment for \$\_\_\_\_\_. All applications for space must be accompanied by a payment for the full amount for the space(s) desired.

Choices for Exhibit Location:

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

Show management reserves the right to assign the best available space in the event preferences are committed, or for the benefit of the exhibitor and the overall betterment of the exposition.

We would like our 7" x 42" sign to read as follows:

1st Line \_\_\_\_\_  
(Limited to Name of Firm-No Advertising Copy)

2nd Line \_\_\_\_\_  
(City and State)

#### PLEASE TYPE OR PRINT LEGIBLY - FOR PROGRAM USE

Firm Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Representative(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (city) (State) (Zip)

Telephone(\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Brief Description of Products or Services to be displayed: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Signature: \_\_\_\_\_

(Please Print)

Make Checks payable to:

**KLA**  
**1501 Twilight Trail**  
**Frankfort, Kentucky 40601**  
**(502) 223-5322**  
**info@kylibasn.org**

**Or Charge -** \_\_\_\_\_MC \_\_\_\_\_ Visa \_\_\_\_\_ AMEX

Name: \_\_\_\_\_

Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Email: \_\_\_\_\_

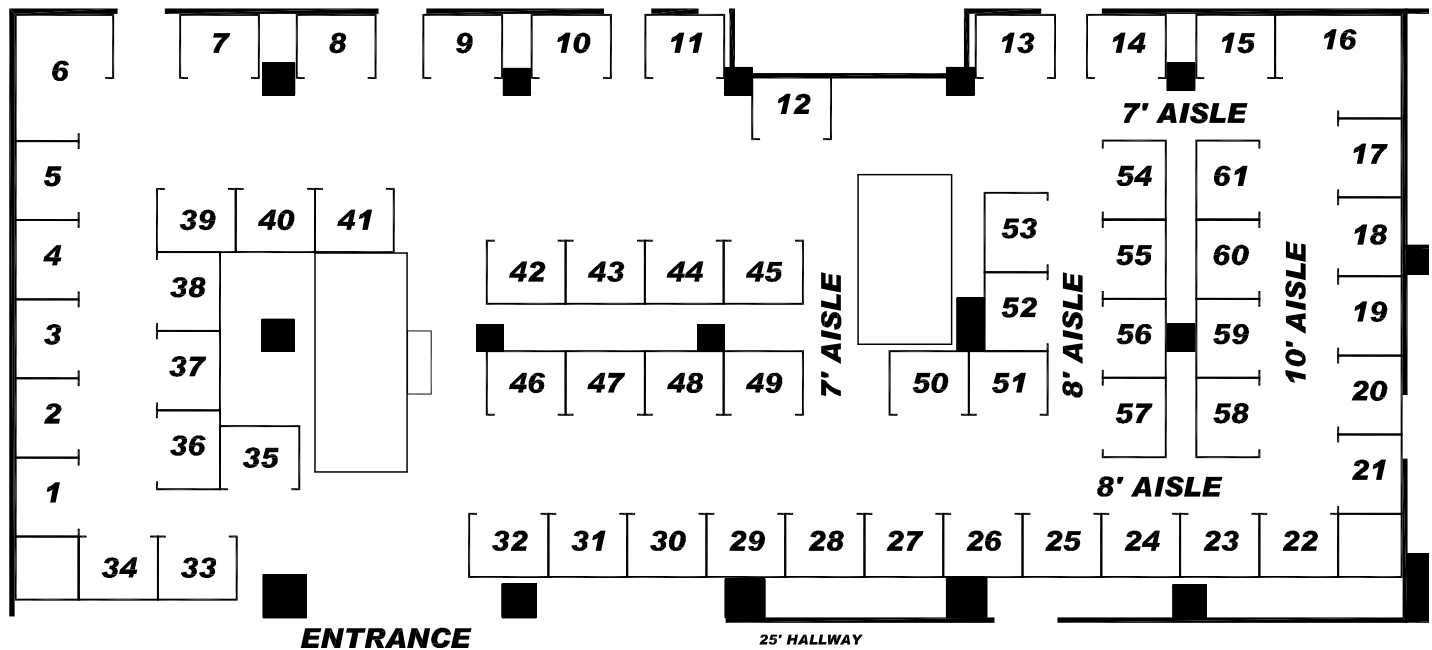
Signature: \_\_\_\_\_

Association Confirmation Space(s) assigned \_\_\_\_\_ Date \_\_\_\_\_ by \_\_\_\_\_

# Kentucky Library Association/Kentucky School Media Association 2010 Joint Conference and Exhibition

**Galt House Hotel & Suites - Louisville, Kentucky**

KENTUCKY LIBRARY ASSOCIATION ~ SEPTEMBER 15 - 18, 2010



**BOOTH SIZE 8' x 10'**

## RULES AND REGULATIONS GOVERNING ALL EXHIBITS

- Location of Exhibits:** Galt House Hotel & Suites
- Installation Hours:** Exhibitors may set their exhibits up after 7:00 p.m. September 15, 2010. Exhibits must be set-up by 10:00 a.m. September 16, 2010.
- Description of Exhibit:** Booths are 8' x 10' wide and consists of 8' high background drapery with matching 36" height division curtains of flameproof fabric suspended from aluminum framework. One standard 7" x 42" two-line identification sign, 1 draped table and 2 chairs are furnished with each space. Show will be draped in gold and white. The exhibit hall is carpeted.
- Arrangements for Special Equipment:** May be made with our exhibit contractor, A.G. Exhibitions (502) 375-5811, for supplemental equipment such as trash cans, display chairs, tables, carpets, smoking stands and special decorations. Furniture rental order forms will be sent to all exhibitors prior to the exhibit set up. For electric or phone access contact the hotel directly at (502) 589-5200. Complimentary wireless internet will be provided by KLA for exhibitors.
- Labor:** Skilled labor is available for the unpacking and installation prior to the dismantling and reerating of displays from A.G. Exhibitions.
- Shipments:** Advance shipment information will be sent to you in an exhibitor kit from **A.G. Exhibitions**.
- Hours of Exhibition:** Exhibits will be open from 10:00 a.m. to 5:00 p.m. September 16; 8:30 a.m. to 5:00 p.m. September 17; and 8:00 a.m. to 12:00 p.m. September 18. All materials **MUST** be removed from the exhibit area by Saturday, September 18, at 3:00 p.m.
- Liability for Losses:** The **Kentucky Library Association** and **A.G. Exhibitions** will not be responsible for loss or carnage which might ensue from any cause in connection with transfer, installation, maintenance, storage or removal of exhibits or management of the Conference. The site will exert reasonable diligence and safeguards conforming to conference standards, but will not be responsible for damage, loss or theft. All points not covered by these rules are subject to the judgment of the show management.
- Cancellation:** No cancellations will be accepted after *August 2, 2010*.