The Louisiana Library Association’s 2014 Annual Conference is fast approaching with Louisiana’s academic, public, school and special librarians in attendance.

NOW IS THE TIME TO MAKE PLANS TO JOIN US AS A CONFERENCE EXHIBITOR OR SPONSOR!

WHEN: WEDNESDAY, MARCH 26 - FRIDAY, MARCH 28, 2014
WHERE: LAFAYETTE CAJUNDOME AND CONVENTION CENTER

BOOTH SIZE: 8’ x 10’
[includes one 2’x6’ topped and skirted table, two chairs, wastebasket, one line ID Sign]

BOOTH COST: $600 for vendors and $200 for qualified non-profit organizations

ADDITIONAL SERVICES: Electrical and wired internet connections are available directly through the Cajundome and extra furnishings are available directly through Clark Services
*FREE WIRELESS INTERNET FOR EXHIBITORS THIS YEAR!*

BOOTHS WILL BE ASSIGNED ON A FIRST-COME [AGREEMENT + PAYMENT], FIRST-ASSIGNED BASIS

SPONSORSHIPS
CONSIDER SPONSORING TO INCREASE YOUR EXPOSURE!
PLATINUM [$3,000 AND UP]
GOLD [$1,500 - $2,999]
SILVER [$1,000 - $1,499]
BRONZE [$750 - $999]
*Customized sponsorships available upon request*

THERE ARE ALSO OPPORTUNITIES TO HELP SPONSOR SPECIAL EVENTS SUCH AS THE LLA BOOK DINNER, CONFERENCE BOOK BAGS, MEAL EVENTS AND SPECIAL PROGRAMMING. SEE THE ATTACHED FORM OR GO ONLINE FOR MORE INFORMATION ON HOW YOU CAN BENEFIT FROM SPONSORING LLA!

SIGN UP ONLINE!
www.llaonline.org

OR

COMPLETE AND RETURN ATTACHED EXHIBIT AND/OR SPONSOR AGREEMENT WITH PAYMENT TO:
LLA; 8550 UNITED PLAZA BLVD., STE. 1001; BATON ROUGE, LA 70809 FAX: [225]408-4422
[For security of your data, do not email credit card information. If faxing, confirm receipt of your fax by telephoning or emailing the LLA Office.]
LLA 2014 ANNUAL CONFERENCE
VENDOR AND NON-PROFIT EXHIBIT AGREEMENT

Company or Organization Name ______________________________________________________

Contact Person ____________________________________________ Name on Badge __________

Address ____________________________________________________________

Street ____________________________________________ City _______________________

Fax ( ) ____________________________ E-mail _______________________________________

Telephone ( ) ____________________________ Fax ( ) ____________________________ E-mail _______________________________________

Representatives attending conference:

1. Name ____________________________________________ Name on Badge __________

E-mail ____________________________________________

Representative Address (if different from above) ____________________________________________

E-mail ____________________________________________

Representative Address (if different from above) ____________________________________________

E-mail ____________________________________________

Describe product or service in 3 words ____________________________ Preferred Booth Assignment ________________

Tentative Exhibit Schedule:
Exhibit Setup: Wednesday, March 26, 2014, 12:00 PM - 4:00 PM
Exhibits Open: Wednesday, March 26, 2014, 4:00 PM – 5:30 PM, Thursday, March 27, 2014, 8:45 AM - 5:00 PM and Friday, March 28, 2014, 8:00 AM - 1:00 PM
Exhibits Breakdown: Friday, March 28, 2014, 1:00 - 2:00 PM

Exhibit Fee: Please select the appropriate exhibit fee: ☐ Vendor $600.00 per booth ☐ Qualified Non-Profit Organization $200.00 per booth
The exhibit fee covers up to two representatives. Additional badges are available for $20.00 each. Please print the additional names here:

______________________________________________________________________________

______________________________________________________________________________

Exhibit Services Contractor: Electrical services are to be arranged directly through the Cajundome Convention Center. Extra furnishings available through Clark Services. Forms included in packet.

Does your company need a free booth identification-by-name sign? ☐ Yes ☐ No

Company name for free sign _____________________________________________________

Has your company exhibited for LLA in the past? ☐ Yes ☐ No Number of years as exhibitor for LLA: ____________________________

Please Reserve _______ Exhibit Booth(s) for my company, plus _______ extra name badge(s) at $20.00 each.

By execution of this agreement, Exhibitor agrees to lease space at the 2014 LLA annual conference. This contract is subject to terms and conditions stated above. LLA will make every effort to make booth assignments according to your stated preference; however we cannot guarantee preferred booth assignment. By signature on this contract, Exhibitor agrees to abide by the contract terms and conditions and LLA Rules and Regulations.

_________________________________________     ____________________________
Signature                                         Printed Name and Position
Date

Please sign and return this form, with payment or credit card information, to:

Louisiana Library Association
8550 United Plaza Blvd., Ste. 1001
Baton Rouge, LA 70809
Phone (225) 922-4642 or (877) 550-7890
Fax: (225) 408-4422 Email: office@llaonline.org

Make Checks Payable to the Louisiana Library Association

Payment Method: _____ Check Enclosed _____ Visa _____ MasterCard

Credit Card No. ____________________________________________ Exp. Date ____________ Amount to be charged: $_________

Print name on Credit Card : ____________________________________________ Signature: ____________________________

*For security of your data, please do not email credit card information. If faxing, please confirm receipt of your fax by contacting LLA by telephone or email, please do not rely on your own printed fax confirmation.

OFFICE USE ONLY: Received:___________ Date Processed:_________ Check #:___________ Amount:_________ CC auth: ___________
Exhibit Information, Terms and Conditions

BOOTH ASSIGNMENT
Space is available on a first-come, first served basis. Booths will be assigned on a first request basis, or randomly if no request is made. If you wish to be assigned a specific booth, or have a company from which you wish to be separated, please indicate on the exhibitor form or call the LLA Headquarters at (225) 922-4642 or (877) 550-7890.

EXHIBIT FEE
Exhibit fee includes a 8’ x 10’ booth with linens and skirting, one 2’x6’ topped and skirted table, two chairs, wastebasket, and one line identification sign. No additional furnishings are included in the exhibit fee. Electrical services are available directly through the Lafayette Cajundome and Convention Center and extra furnishings are available through Clark Services. Wireless internet access will be complimentary in the exhibit hall of the Lafayette Cajundome and Convention Center. Wired internet is available for an extra charge through the Lafayette Cajundome and Convention Center. Forms are located online at www.llaonline.org.

PAYMENT POLICIES
Payments should accompany signed Exhibit Agreement. If registering online or paying by check after faxing or emailing a completed form, payments are due within two weeks of agreement submission. For security of your data, please do not email credit card information. If faxing, please confirm receipt of your fax by contacting the LLA Office by telephone or email. Please do not rely on your own printed fax confirmation. Payments received after March 7, 2014 will not guarantee exhibitors a listing in the meeting program. No one will be allowed to exhibit unless the exhibit fee is paid. Refund policy is stated below.

CANCELLATION OF EXHIBIT SPACE
All booth cancellations must be submitted in writing to LLA. Prior to February 1, 2014, the entire fee will be refunded. Cancellation after February 1st and prior to March 7, 2014 will result in a 50% refund of the fee. Exhibitor hereby agrees to forfeit, and the LLA agrees to withhold the above respective sums from any refund due.

USE OF EXHIBIT SPACE
Exhibit space is assigned on the express understanding that it is to be used solely for the display of the Exhibitor’s products and services that the Exhibitor offers for sale to the library industry. Exhibitors are not permitted to sublet any part of their space, or to display merchandise of other manufacturers or dealers where no direct business conditions exist between them. No exhibit material may extend beyond the boundaries of the exhibit space or exceed the height restrictions for that type of booth. Should there be any question as to the obstruction or interference of any exhibit with other exhibits in the area; the LLA Executive Director will make the final judgment.

INSURANCE AND LIABILITY
Exhibitors wishing to insure their property must do so at their own expense. It is recommended that all exhibitors have representatives in attendance at all times when the exhibits are open, especially when exhibits are being set-up or dismantled, to protect them against loss.

It is expressly understood and agreed, and the Exhibitor agrees by accepting this contract, that he/she will make no claim of any kind against the Louisiana Library Association or its employees for any loss, damage to or destruction of goods while at the Lafayette Cajundome and Convention Center, or for any damage of any nature or character whatsoever. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor’s activities on the Lafayette Cajundome and Convention Center premises and will indemnify, defend, and hold harmless the hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. It is further agreed that LLA shall not be liable for any claims or damages of every kind, for injury to or death of any person or persons and for damage to or loss of property, arising out of or attributed directly or indirectly to the operations or performance of Exhibitor, Exhibitor’s agents and employees under this agreement. Should any eventuality cause cancellation of the exhibition, LLA shall not be liable for any expenses incurred by the exhibitor other than the rental cost of exhibit space less decorating cost. Refund of said rent should be the maximum limit of LLAs liability to the exhibitor.

CONDITIONS OF CONTRACT
The Louisiana Library Association retains the right to refuse or reject exhibitors at its sole discretion. The Louisiana Library Association reserves the right to alter locations of exhibitors or booths shown on the floor plan or dimensions of the booths, if deemed to be in the best interest of the exhibition. The contract is subject to all rules and regulations of the Association and to all conditions under which space at the Lafayette Cajundome and Convention Center, has made available to the Louisiana Library Association. Exhibitor agrees to abide by all applicable fire, utility, and building codes.

This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed, except as otherwise provided in this instrument. The laws of the State of Louisiana shall govern this agreement.
PLATINUM  [$3,000 and up]

BENEFITS INCLUDE: First choice of preferred sponsorship event, 1 exhibit booth, first choice of exhibit booth location, organization announced and representatives introduced at sponsored event, organization name on sponsor board in registration area, organization named in all print materials, organization name outside of sponsored event, sponsorship ribbon, four representative badges.

GOLD  [$1,500-$2,999]

BENEFITS INCLUDE: Organization announced and representatives introduced during sponsored event, organization named on sponsor board in registration area, organization name in all program materials, organization name outside of sponsored event, sponsorship ribbon, three representative badges.

SILVER  [$1,000-$1,499]

BENEFITS INCLUDE: Organization announced and representatives introduced during sponsored event, organization named on sponsor board in registration area, organization named in all program materials, organization named outside of sponsored event, sponsorship ribbon.

BRONZE  [$750-$999]

BENEFITS INCLUDE: Organization named on sponsor board in registration area, organization named in all program materials, organization named outside of sponsored event, sponsorship ribbon.

LLA appreciates vendors who support our association’s mission and activities through exhibiting at our annual conference. In addition to the opportunity to exhibit at the 2014 conference, the association invites you to consider becoming a sponsor as a way of showing your appreciation for Louisiana Libraries and Librarians. Extend your message beyond your exhibit booth and stand out from your competition!

SPONSOR & INCREASE EXPOSURE

PLEASE INDICATE YOUR PREFERRED SPONSORSHIP LEVEL

☐ PLATINUM  ☐ GOLD  ☐ SILVER  ☐ BRONZE  AMOUNT $ ____________

PLEASE INDICATE YOUR PREFERRED SPONSORSHIP ACTIVITY

☐ BOOK DINNER $5000  ☐ CONFERENCE BOOK BAGS $3000  ☐ OTHER ____________

☐ AWARDS RECEPTION $2000  ☐ COFFEE BREAK $1000

PAYMENT METHOD: ☐ CHECK ENCLOSED  ☐ VISA  ☐ MASTERCARD

CARD NUMBER: ___________________________ EXP. DATE: ____________

NAME ON CARD: ___________________________ AMOUNT: ____________

SIGNATURE: ____________________________________________

I CERTIFY THAT I AM AUTHORIZED TO BIND MY COMPANY FOR THE SPONSORSHIP INDICATED ON THIS FORM AND UNDERSTAND THAT SUBMISSION OF THIS FORM TO LLA CONSTITUTES A BINDING OBLIGATION TO MY COMPANY UNLESS EXPRESSLY RELEASED OR REFUSED BY LLA IN WRITING.

RETURN COMPLETED FORMS WITH PAYMENT TO: LLA, 8550 UNITED PLAZA BLVD. STE. 1001, BATON ROUGE, LA, 70809

FAX: [225] 408-4422 IF FAXING, CALL THE LLA OFFICE TO CONFIRM RECEIPT. DO NOT EMAIL CREDIT CARD INFORMATION.

QUESTIONS? CONTACT LLA AT: [225] 922-4642, [877] 550-7890, office@llaonline.org
<table>
<thead>
<tr>
<th>ELECTRICAL SERVICE</th>
<th>TELEPHONE/INTERNET SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qty.</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>1000w (10amp 120v)</td>
<td>$70.00</td>
</tr>
<tr>
<td>2000w (20amp 120v)</td>
<td>$81.00</td>
</tr>
<tr>
<td>3000w (30amp 120v)</td>
<td>$99.00</td>
</tr>
<tr>
<td><strong>208 VOLT (SINGLE PHASE) - BARE WIRE ONLY</strong></td>
<td></td>
</tr>
<tr>
<td>6000w (30amp 208v)</td>
<td>$150.00</td>
</tr>
<tr>
<td>12,000w (60amp 208v)</td>
<td>$230.00</td>
</tr>
<tr>
<td><strong>208 VOLT (THREE PHASE) - BARE WIRE ONLY</strong></td>
<td></td>
</tr>
<tr>
<td>9000w (30amp 208v)</td>
<td>$180.00</td>
</tr>
<tr>
<td>18,000w (60amp 208v)</td>
<td>$280.00</td>
</tr>
<tr>
<td><strong>ADDITIONAL RENTAL ITEMS</strong></td>
<td></td>
</tr>
<tr>
<td>Extension Cord w/o power</td>
<td></td>
</tr>
<tr>
<td>Power Strip w/o power</td>
<td></td>
</tr>
<tr>
<td>#2 Camlock &amp; Cable 50ft</td>
<td></td>
</tr>
<tr>
<td>Overhead Drops w/o power</td>
<td></td>
</tr>
<tr>
<td>Extra Labor (Per Hour)</td>
<td></td>
</tr>
</tbody>
</table>

**EQUIPMENT SERVICE**

<table>
<thead>
<tr>
<th><strong>Hrs.</strong></th>
<th><strong>Equipment Service</strong></th>
<th><strong>Advance</strong></th>
<th><strong>Standard</strong></th>
<th><strong>Amount</strong></th>
<th><strong>Lot#</strong></th>
<th><strong>Description</strong></th>
<th><strong># Days</strong></th>
<th><strong>Cost</strong></th>
<th><strong>Amount</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Forklift Service</td>
<td>$45.00</td>
<td>$55.00</td>
<td></td>
<td>Parking Space Only</td>
<td># Days</td>
<td>Cost</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1 Man Lift</td>
<td>$40.00</td>
<td>$50.00</td>
<td></td>
<td>Parking &amp; Electric</td>
<td># Days</td>
<td>Cost</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Scissor Lift</td>
<td>$75.00</td>
<td>$100.00</td>
<td></td>
<td>License # of RV</td>
<td># Days</td>
<td>Cost</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Water to Booth (no overhead runs)</td>
<td>$125.00</td>
<td>$150.00</td>
<td></td>
<td>30 AMP ONLY</td>
<td># Days</td>
<td>Cost</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Water to Booth (overhead crossing aisles)</td>
<td>$250.00</td>
<td>$300.00</td>
<td></td>
<td></td>
<td># Days</td>
<td>Cost</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Small Banners (4x6 max)</td>
<td>$60.00</td>
<td>$75.00</td>
<td></td>
<td></td>
<td># Days</td>
<td>Cost</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Large Banners</td>
<td>Contact Production Dept</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT OF SERVICES**

**PAYMENT INFORMATION**

<table>
<thead>
<tr>
<th><strong>Credit Card #:</strong></th>
<th><strong>Exp. Date:</strong></th>
<th><strong>Company Check #:</strong></th>
<th><strong>Cash Amount:</strong></th>
<th><strong>Signature:</strong></th>
<th><strong>Phone #:</strong></th>
</tr>
</thead>
</table>

Full payment of service order must accompany order. ORDERS RECEIVED LATER OR WITHOUT FULL PAYMENT ARE SUBJECT TO STANDARD RATE PRICES NO EXCEPTIONS. Only credit cards will be accepted at this time.

No checks will be accepted within 10 days of move-in date. **Advance rates are for orders up to 10 days before move-in date. Standard rates are for orders within 10 days of move-in date.** PAYMENTS THAT ARE MADE ON LABOR OR RENTAL ITEMS ARE NON-REFUNDABLE. All labor or changes to your order will be charged at an hourly labor rate, or for special quoted pricing (outdoors, ceiling drops and anything over 10f in height) will be charged an hourly labor rate based on each case. If your order can't be processed in time, you will be notified with other options. Late orders may not be fulfilled.

**Signature:** ___________________________ 10/3/2012
Clark Services has been chosen as the exhibit decorator for this event. We welcome your participation and the opportunity to be of service. Please plan your space carefully and order early. Note that advance orders save you money and allow us to serve you better.

**Booth Description**
Expo booths are 8’x10’ formed with 8’ high back drapes and 3’ high side drapes. **NOTHING MAY BE ATTACHED TO THE DRAPE.**
Each booth includes an identification sign, (1) 2’x6’ skirted table, (2) chair & (1) wastebasket. Other furnishings can be ordered by using the enclosed forms.
**NO SUBSTITUTIONS OR TRANSFERS ALLOWED.**

**Electrical Service**
Electrical & Internet will be available to vendors for additional charges through the Cajundome Convention Center.

**Drayage & Labor**
The exhibit facility **is not** equipped to receive or store your exhibit freight. Clark Services can receive & deliver freight to the exhibit site as described on the enclosed form. Please notify us that freight is being shipped. *Freight should arrive at our warehouse no later than Friday, March 21, 2014.* Also, labor can be ordered for setting up and dismantling your booth. See enclosed form.

**Other Services**
Audio-visual equipment/support, plant rental and cleaning service are also available by using the enclosed order forms.

**Discount Prices**
To qualify for discount prices, full payment **including 8% tax** or credit card authorization **MUST** be included with your orders & **received no later than Wednesday, March 19, 2014.**

**Payment Policy**
All fees are due at the show. NO POST SHOW INVOICING. We accept cash, checks, VISA, Master Card & American Express.
CREDIT CARD AUTHORIZATION

Clark Services offers you the option to charge the amount of your advance order(s) to your credit card account. Our payment policy requires 100% payment plus tax at show site.

It you wish to use this method of payment, please complete the information requested below and return the completed form with your order(s).

CHARGE (Check One):

<table>
<thead>
<tr>
<th></th>
<th>Check</th>
<th>MasterCard*</th>
<th>Visa</th>
<th>American Express</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(500)</td>
<td>(501)</td>
<td>(501)</td>
<td>(502)</td>
</tr>
</tbody>
</table>

Expiration Date: ___/___

Account No: ____________________________
Signature: ______________________________

Please print clearly the following information:

Cardholder’s Name: ________________________________________________
Cardholder’s Billing Address: ________________________________________
Driver’s Identification (State and Number): ____________________________

For your convenience, we will also process your card for payment of any additional charges incurred at show site for services provided by Clark Services. We will provide this service automatically, unless you indicate below you do not want us to proceed in this manner.

   ____DO NOT use the card for additional services.

Company: __________________________________________________________
Date: ________________
Address: ____________________________________________________________________________
Phone No: (___) __________________________ Fax No: (___) ___________________________
Email: ___________________________________________________________________________
Auth. Signature: ________________________________________________________________

Name of Event: LA Library Association 2014 “LLA”
Booth No: ________

EXHIBIT FURNISHINGS
To qualify for Advance Order rate, payment and tax must be received 7 days before the show. Unpaid orders or those placed at the show are payable at Floor Order rates and are due at the show.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>ADVANCE</th>
<th>FLOOR</th>
<th>QUANTITY</th>
<th>PRICE X QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEATING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Folding Chair</td>
<td>$10.00</td>
<td></td>
<td>(1)</td>
<td>$12.00</td>
</tr>
<tr>
<td>Padded Chair</td>
<td>$15.00</td>
<td></td>
<td>(3)</td>
<td>$18.00</td>
</tr>
<tr>
<td>Counter Stool</td>
<td>$20.00</td>
<td></td>
<td>(4)</td>
<td>$24.00</td>
</tr>
<tr>
<td><strong>WOOD TABLES 30&quot; HIGH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draped Tables: Draping includes white vinyl top &amp; Skirting on 3 sides</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 4’</td>
<td>$40.00</td>
<td>$48.00</td>
<td>(5)</td>
<td></td>
</tr>
<tr>
<td>2' x 6’</td>
<td>$50.00</td>
<td>$60.00</td>
<td>(6)</td>
<td></td>
</tr>
<tr>
<td>2' x 8’</td>
<td>$60.00</td>
<td>$72.00</td>
<td>(7)</td>
<td></td>
</tr>
<tr>
<td>4th side draped on 30” tables</td>
<td>$20.00</td>
<td>$24.00</td>
<td>(27)</td>
<td></td>
</tr>
<tr>
<td>Without Drapes: Bare wooden Table</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 4’</td>
<td>$26.00</td>
<td>$30.00</td>
<td>(8)</td>
<td></td>
</tr>
<tr>
<td>2' x 6’</td>
<td>$33.00</td>
<td>$37.00</td>
<td>(9)</td>
<td></td>
</tr>
<tr>
<td>2' x 8’</td>
<td>$42.00</td>
<td>$46.00</td>
<td>(10)</td>
<td></td>
</tr>
<tr>
<td><strong>WOOD COUNTERS 42&quot; HIGH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draped: Draping includes white vinyl top &amp; Skirting on 3 sides</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 4’</td>
<td>$50.00</td>
<td>$60.00</td>
<td>(11)</td>
<td></td>
</tr>
<tr>
<td>2' x 6’</td>
<td>$60.00</td>
<td>$72.00</td>
<td>(12)</td>
<td></td>
</tr>
<tr>
<td>2' x 8’</td>
<td>$70.00</td>
<td>$84.00</td>
<td>(13)</td>
<td></td>
</tr>
<tr>
<td>4th side draped on 42” counters</td>
<td>$20.00</td>
<td>$24.00</td>
<td>(27)</td>
<td></td>
</tr>
<tr>
<td><strong>CARPET</strong> Circle color: Blue - Burgundy - Gold - Red – Grey</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' x 10’</td>
<td>$50.00</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(14, 15, 16, 17, 18)</td>
<td>(64, 65, 66, 67, 68)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet Padding (booth size)</td>
<td>$25.00</td>
<td>$35.00</td>
<td>(77)</td>
<td></td>
</tr>
<tr>
<td><strong>MISCELLANEOUS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step Riser-4’,6’,8’ (price/ft)</td>
<td>$3.00</td>
<td></td>
<td>(19) advance only</td>
<td></td>
</tr>
<tr>
<td>Waste Basket</td>
<td>$10.00</td>
<td>$12.00</td>
<td>(20)</td>
<td></td>
</tr>
<tr>
<td>Metal Tripod Easel</td>
<td>$15.00</td>
<td>$18.00</td>
<td>(21)</td>
<td></td>
</tr>
<tr>
<td>Drape (price/ft)</td>
<td>$4.00</td>
<td>$5.00</td>
<td>(25)</td>
<td></td>
</tr>
<tr>
<td>Table Skirts w/Velcro clips</td>
<td>$20.00</td>
<td>$24.00</td>
<td>(26)</td>
<td></td>
</tr>
<tr>
<td>Flood Lights</td>
<td>$20.00</td>
<td>$25.00</td>
<td>(108)</td>
<td></td>
</tr>
</tbody>
</table>

SUBTOTAL
8% TAX
TOTAL

Company: ____________________________________________ Date: ________________________
Address: __________________________________________________________________________
Street State Zip
Phone:(___) __________________________ Fax: (___) __________________
Auth. Signature: ___________________________________________________________________
Email: ___________________________________________________________________________
Name of Event: **LA Library Association 2014 “LLA”** Booth No: _________
DRAYAGE RATES AND INFORMATION

PLEASE DO NOT SHIP MATERIAL TO THE EXHIBIT SITE. THERE ARE NO FACILITIES FOR RECEIVING AND STORING PRIOR TO MOVE-IN DATE.

While we exercise all reasonable care as freight handlers, we regret we cannot be responsible for damage or loss of your equipment and/or display. For your protection, all shipments should be insured.

Clark Services will provide the following services:
1. Receive and store shipments. Two weeks free storage allowed.
2. Handling into exhibit site.
3. Removal and return of empty crates to and from booths.
4. Provide clerical assistance in preparing bills of lading for outbound shipments.
5. *Arrange for outbound shipments from show site. All outbound must ship from showsite. Please inform your specific carrier.

*EXHIBITOR MUST LABEL OUTBOUND SHIPMENTS AND SUBMIT COMPLETED BILLS OF LADING TO DRAYAGE SERVICE DESK!!
LABELS AND BILLS OF LADING AVAILABLE AT SERVICE DESK.

HANDLING RATES

DRAYAGE SHIPPED TO CLARK SERVICES WAREHOUSE OR OFF-SITE DESTINATION
* $25.00 per cwt or fraction thereof with a minimum charge of $50.00. These rates are based on total weight of merchandise received and are PER SHIPMENT. Add 50% to quoted rates for uncrated and van shipments.

* Any freight not delivered to our warehouse at least THREE DAYS prior to show opening, or freight that requires special handling and/or handling to the exhibit site, will be charged a $25.00 minimum per man, in addition to regular drayage cost.

DRAYAGE DELIVERED TO SHOW SITE
* Drayage delivered to show site and handled by Clark Services (off-load truck, deliver to booth, and return to truck at close of show) will be handled at a cost of $20.00 per cwt.

ADDITIONAL INFORMATION
* Outbound will ship from show site. Please advise your specific carrier.

* In order to expedite removal of materials from exhibit area, we reserve the right to change designated carriers without notice to exhibitor.

* We cannot be held responsible for shipments left in booth by exhibitor if they have not made previous arrangements with Clark Services personnel to handle exhibit.

* Exhibits and material not removed from exhibit hall on removal day will be transported to our warehouse at a reasonable rate to await disposition.

* Retain this sheet for your files and/or information. Please advise us that freight is being shipped. Carrier and Pro # will aid in tracking your freight.
DRAYAGE ORDER FORM

NO COLLECT SHIPMENTS WILL BE ACCEPTED

SHIPPING INSTRUCTIONS TO CLARK SERVICES
* All shipments should be made on straight bills of lading and be addressed identically to labels on exhibit material.
* Labels should read:
  Your Company Name
  C/O Clark Services
  113 Board Road
  Lafayette, LA 70508

Show Name: ____________________________ (If available)

TRACKING INFORMATION (PLEASE FILL OUT THE FOLLOWING)
# Pieces being shipped ____________________________
Carrier ______________________________________
Approximate Weight ____________________________
Company Contact ______________________________
Phone # _____________________________________
Shipping Date _________________________________

DRAYAGE CHARGES

<table>
<thead>
<tr>
<th>WEIGHT</th>
<th>RATE</th>
<th>CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 200 LBS</td>
<td>$ 50.00 MIN. (151)</td>
<td></td>
</tr>
<tr>
<td>ADDL 100 LBS</td>
<td>$ 25.00 Each (or Fraction)</td>
<td></td>
</tr>
</tbody>
</table>

SHIPPING INSTRUCTIONS AT CLOSE OF SHOW

Ship To: ____________________________ Attention: ____________________________
Address: ____________________________ Street ____________________________ State ____________ Zip ____________
Name of Show: ____________________________ Booth No.: _______ Required Arrival: _______

PLEASE NOTE: EXHIBITOR IS RESPONSIBLE FOR DRAYAGE CHARGES – WE DO NOT BILL YOUR SUPPLIER FOR DRAYAGE.

TO ORDER SERVICES FILL OUT AND RETURN THIS FORM TO CLARK SERVICES

Company: ____________________________ Date: ____________________________
Address: ____________________________ Street ____________________________ State ____________ Zip ____________
Phone: (____) ________________________ Fax: (____) ________________________
Auth. Signature: ____________________________
Email: ____________________________

Name of Event: LA Library Association 2014 “LLA” Booth No: _______
LABOR ORDER FORM

Labor for Setup and Dismantling Displays:
Labor can be supplied to assist you in setting up and dismantling your display.
Charges are as follows:
- $25.00 / hour for straight time (161)
  Monday-Friday 8am-5pm
- $37.50 / hour for overtime (162)
  Monday-Friday 5pm-8am
  Weekends and Holidays

A one hour minimum applies to all labor charges and are payable at the show.

To order labor, please fill in information below:

1. Clark Services is authorized to **preset** display
   Display being shipped to Clark Services
   Instructions with display

2. Wait for vendor representative to arrive
   **Must set arrival time to check in at service desk**
   Arrival time for setup ________
   Departure time for teardown ________

**Labor will be billed from specified time for minimum 1 hour**

<table>
<thead>
<tr>
<th># MEN NEEDED</th>
<th># HOURS NEEDED</th>
<th>RATE</th>
<th>LABOR=</th>
<th>CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$25.00(ST) OR $37.50(OT)</td>
<td></td>
</tr>
</tbody>
</table>

SET UP

<table>
<thead>
<tr>
<th># MEN NEEDED</th>
<th># HOURS NEEDED</th>
<th>RATE</th>
<th>LABOR=</th>
<th>CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td></td>
<td>$25.00(ST)</td>
<td>25.00</td>
</tr>
</tbody>
</table>

TEAR DOWN

<table>
<thead>
<tr>
<th># MEN NEEDED</th>
<th># HOURS NEEDED</th>
<th>RATE</th>
<th>LABOR=</th>
<th>CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td></td>
<td>$25.00(ST)</td>
<td>25.00</td>
</tr>
</tbody>
</table>

Company: ___________________________________________________ Date: ________________________
Address: _________________________________ Street State Zip
Show Contact: ____________________________________________________________________________
Phone: (___) __________________________ Fax: (___) ______________________________
Auth. Signature: _________________________________________________________________________
Email: ________________________________________________________________________________

Name of Show: **LA Library Association 2014 “LLA”** Booth No: ________
Clark Services can provide Audio-Visual to enhance the your sales incentive, or to help with private sales meeting. Listed below you will find the most frequently request equipment. Advance rates apply only if ordered one week prior to exhibitor move-in date. All orders placed after that, add 20% to advance rates. Please call our office if you have any questions.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DAILY RATE</th>
<th>QTY</th>
<th># of Days</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>100.00</td>
<td>(203)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD Player / VHS Player</td>
<td>35.00</td>
<td>(204)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23&quot; Flat Screen Computer Monitor with Table Stand</td>
<td>30.00</td>
<td>(206)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*32&quot; LCD Display – Table Mount (Computer or Video)</td>
<td>75.00</td>
<td>(207)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*42&quot; LCD/Plasma Display–Table Mount (Computer or Video)</td>
<td>100.00</td>
<td>(208)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*50&quot; LCD/Plasma Display–Table Mount (Computer or Video)</td>
<td>150.00</td>
<td>(209)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60&quot;-72&quot; Floor Stand for LCD/Plasma</td>
<td>75.00</td>
<td>(211)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stereo Computer Speakers</td>
<td>15.00</td>
<td>(213)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Projector (2000 Lumens)</td>
<td>150.00</td>
<td>(217)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6” Tripod Screen (Call for other sizes &amp; types)</td>
<td>15.00</td>
<td>(218)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42” Draped Monitor Cart</td>
<td>10.00</td>
<td>(219)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>54” Draped Monitor Cart</td>
<td>15.00</td>
<td>(220)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth PA w/Wireless Microphone (Circle One) Lavalier or Handheld</td>
<td>100.00</td>
<td>(222)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Call for additional items not listed

Subtotal ________________
8% Tax ________________
Delivery/Installation $75.00
Total ________________

**Rental Agreement:** It is understood and agreed that the customer is renting equipment for a specific period of time and is responsible for its safe return. Customer agrees to be billed for damages or loss.

**Advanced Order Payment must be received on or before:**
Fax orders with credit card authorization to 337-232-0243
SPECIAL CLEANING & PORTER SERVICE ORDER FORM

Clark Services provides additional services (Vacuuming & Porter) to exhibitors to help enhance your image. Below you will find the cost for those services.

VACUUMING
Your booth will be vacuumed...

- Before opening of show only (178) Cost per square foot $ .20
- Every Night (176) Cost per square foot $ .15

Booth Sizes _____x_____ = _____SQ.FT.

Vacuuming: _______(SQ.FT) x _______(Rate) x ________(# of Days)  =  $ ________

PORTER SERVICE
We will remove refuse from containers in your booth once an hour (show hours only) on a daily rate basis.

- Opening Day (179) $30.00/Day
- Every Show Day (179) $30.00/Day
- Only on Days specified $30.00/Day

Specify Days _________________

Porter Service: _______(Rate) x ________(# of Days)  =  $ ________

TO ORDER SERVICES, FILL OUT AND RETURN THIS FORM TO CLARK SERVICES

Company: ___________________________________________ Date: ________________________
Address: ___________________________________________ Street ______________ State __________ Zip __________
Phone:(______) ______________________ Fax: (_____) _______________________
Auth. Signature: ___________________________________________________________________________
Email: ____________________________________________________________

Name of Show: LA Library Association 2014 “LLA” Booth No: _________