The Louisiana Library Association’s 2015 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 25 - FRIDAY, MARCH 27, 2015

**WHERE:** SHREVEPORT CONVENTION CENTER, SHREVEPORT, LA

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

**BOOTH COST:** $600 for standard booths, $700 for premium booth locations

**PERIMETER TABLE**
- includes one 2’ x 6’ topped and skirted table, two chairs, and a wastebasket

**TABLE COST:** $200 for qualifying nonprofit and/or governmental organizations; $300 for first-time exhibiting local businesses

ADDITIONAL SERVICES: Wireless or wired internet and electrical services are available from the Shreveport Convention Center. Freight handling, audiovisual equipment, and extra furnishings are available from Clark Services

**BOOThS WILL BE ASSIGNED ON REQUEST PRIORITIZED BY SPONSORSHIP STATUS, SENIORITY (LONGEST LLA EXHIBITION HISTORY), FIRST-COME WITHIN SENIORITY (AGREEMENT + PAYMENT)**

**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]**

THERE ARE ALSO OPPORTUNITIES TO HELP SPONSOR SPECIAL EVENTS SUCH AS THE LLA BOOK DINNER, CONFERENCE BOOK BAGS [SOLD], 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](http://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

CONTACT US: (225) 922-4642, (877) 550-7890, office@llaonline.org VISIT US ONLINE: www.llaonline.org

[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.]
Company or Organization Name

Company Name for Booth Sign (if different)

Contact Person ___________________________________________ Name on Badge ___________________________________________

Address ___________________________________________________________________________________________________________________

Telephone ( ) Fax ( ) E-mail ____________________________

Representatives attending conference if different from contact person listed above:

1. Name __________________________________________________________________________________________ Name on Badge ____________________________

Representative Address (if different from above)

2. Name __________________________________________________________________________________________ Name on Badge ____________________________

Representative Address (if different from above)

Product or service to be exhibited __________________________________________

Preferred Booth Assignment[s] __________________________

Do not place by __________________________________________

Tentative Exhibit Schedule:

Exhibit Setup:  Wednesday, March 25, 2015, 12:00 PM - 4:00 PM
Exhibits Open:  Thursday, March 26, 2015, 8:45 AM - 5:00 PM and Friday, March 27, 2015, 8:00 AM - 2:00 PM
Exhibits Breakdown:  Friday, March 27, 2015, 2:00 - 3:00 PM

Exhibit Options:

Vendor $600.00 per regular booth
Vendor $700.00 per premium booth location
Perimeter table $200.00 per table for qualifying nonprofit and/or government organization
Perimeter table $300.00 per table for first-time exhibiting local business

The exhibit fee covers up to two representatives. Additional badges are available for $20.00 each. Please print the additional names here:

___________________________________________________              ______________________________________________________

Total Booth/Table/Badge Fees __________________________

Exhibit Services Contractor: Clark Services. Wireless or wired internet and electrical services are available from the Shreveport Convention Center. Freight handling, audio visual equipment, and extra furnishings are available from Clark Services. Forms included in exhibit packet.

By execution of this agreement, Exhibitor agrees to lease space at the 2015 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

Payment Method: ___ Check Enclosed    ___ Visa    ___ MasterCard
*Make Checks Payable to the Louisiana Library Association.

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.
Exhibit Information, Terms and Conditions

BOOTH ASSIGNMENT
Space is available on a request basis, prioritized by sponsorship status, seniority (longest LLA exhibition history), first-come within seniority (agreement + payment). Booths will be assigned 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 FEES AND SERVICES
Exhibit booth fee includes an 8’ x 10’ booth with linens and skirting, one 2’ x 6’ topped and skirted table, two chairs, wastebasket, and one line identification sign. Perimeter table fee includes one 2’ x 6’ topped and skirted table, two chairs, and a wastebasket. No additional furnishings are included in the exhibit fee. Wireless or wired internet and electrical services are available from the Shreveport Convention Center. Freight handling, audiovisual equipment, and extra furnishings are available from Clark Services. 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, 2015 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, 2015, the entire fee will be refunded. Cancellation after February 1st and prior to March 7, 2015 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. Any food and beverage must be purchased from the Shreveport Convention Center.

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 contact, 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 Shreveport 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 Shreveport Convention Center premises and will indemnify, defend, and hold harmless the convention center, 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 LLA’s 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 Shreveport 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, sponsor sign in booth, 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, sponsor sign in booth, organization named in all program materials, organization name outside of sponsored event, sponsorship ribbon, three representative badges.

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

BENEFITS INCLUDE: Organization named on sponsor board in registration area, sponsor sign in booth, 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, sponsor sign in booth, 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 2015 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!

PLEASE INDICATE YOUR PREFERRED SPONSORSHIP LEVEL

☐ PLATINUM  ☐ GOLD  ☐ SILVER  ☐ BRONZE

TO SPONSOR A SPECIFIC ACTIVITY, PLEASE INDICATE YOUR PREFERRED SPONSORSHIP ACTIVITY BELOW:

☐ BOOK DINNER $6,000  ☐ AWARDS RECEPTION $2,000  ☐ PHOTO BOOTH $1,500

☐ COFFEE BREAK $1,000  ☐ CONFERENCE BOOK BAGS $3,000

☐ OTHER ______________________________  AMOUNT $_________________

SPONSORING COMPANY: __________________________________________________________

CONTACT PERSON: ________________________ EMAIL: ______________________________

ADDRESS:_________________________________________________________________________

PHONE:__________________________  FAX:______________________ DATE:________________

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.

PAYMENT METHOD:

☐ CHECK ENCLOSED  ☐ CARD NUMBER:_____________________________________ EXP. DATE:_____________  AMOUNT:_____________

☐ VISA  ☐ NAME ON CARD:____________________________________ AMOUNT:_____________

☐ MASTERCARD  ☐ SIGNATURE:________________________________________

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
PAYMENT FOR ADVANCE ORDERS MUST BE RECEIVED IN OUR OFFICE 48 HOURS PRIOR TO MOVE-IN DATE. STANDARD RATES APPLY TO ALL ORDERS RECEIVED AFTER THE 48 HOURS CUT OFF DATE.

<table>
<thead>
<tr>
<th>NAME OF EVENT</th>
<th>DATE OF EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME</td>
<td>BOOTH NUMBER(S)</td>
</tr>
<tr>
<td>CONTACT NAME</td>
<td>ADDRESS</td>
</tr>
<tr>
<td>TELEPHONE #</td>
<td>CITY</td>
</tr>
<tr>
<td></td>
<td>STATE</td>
</tr>
<tr>
<td></td>
<td>ZIP</td>
</tr>
</tbody>
</table>

PAYMENT METHOD: CHECK ☐ CASH ☐ VISA / MASTERCARD ☐ AMEX ☐

CARDHOLDER NAME ___________________________ CARD # ___________________ EXP __________

SIGNATURE ________________________________ SECURITY CODE (Code on back of credit card) ______

Terms and Conditions
A standard electrical outlet consists of one single female plug. Quoted service rates include delivery to booth and do not include labor charges for special wiring, or connecting to your equipment. Exhibitors should ensure surge protection for their equipment.

All exhibitors are required to sign in at the Service Desk for delivery of service, and for pick-up & return of all equipment.

Wall, column and permanent building outlets are not part of the booth space and are not to be used by exhibitors. Unauthorized use will be terminated or exhibitor must pay electrical service charges.

Under no circumstances shall anyone other than Shreveport Convention Center employees make connections or disconnections.

Exhibitors are not permitted to share electrical service. All orders must be placed individually.

The Electrical Supervisor is obligated to refuse connection when wiring is not in compliance with federal, state & local safety codes.

All furnished materials and equipment remains the property of the Shreveport Convention Center or its assigned agent. All materials that are removed from the premises or damaged will be billed accordingly.

Equipment problems must be reported immediately. Claims will not be considered unless filed by the exhibitor prior to close of show.

Refunds will be computed as follows: After installation: No Refund; < 48 hours prior to move-in: 85%; > 48 hours prior to move-in: Full Refund.

No credit will be issued for outlets installed but not used.

### Electrical Service
(Rates applicable for up to 3 days of service. $20.00 each additional day.)

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Amt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>120V/20 amp</td>
<td>$65.00</td>
<td>$85.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>208V 3 Phase/30 amp</td>
<td>$150.00</td>
<td>$200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>208V 3 Phase/100 amp</td>
<td>$300.00</td>
<td>$350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>240 3 Phase/200 amp</td>
<td>$500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>480V 3 Phase/400 amp</td>
<td>$1,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL

For other services, please contact your Event Services Manager or Coordinator for quote.

### Flood Lighting

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flood Light - 150 Watt</td>
<td>$21.72</td>
</tr>
<tr>
<td>Flood Light - 200 Watt</td>
<td>$32.58</td>
</tr>
</tbody>
</table>

TOTAL

### Accessories

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension Cord - 25'</td>
<td>$16.29</td>
</tr>
<tr>
<td>Extension Cord - 50'</td>
<td>$21.72</td>
</tr>
<tr>
<td>Extension Cord - 100'</td>
<td>$27.15</td>
</tr>
<tr>
<td>Power Strip</td>
<td>$16.29</td>
</tr>
<tr>
<td>100 amp/metric connector to cam lock</td>
<td>$54.30</td>
</tr>
</tbody>
</table>

TOTAL

### Labor

Labor is billed in 1 hour increments @ $45/Hour. (Holiday rates apply.)

TOTAL

GRAND TOTAL $0.00

Revised 6-18-08/b
PAYMENT FOR ADVANCE ORDERS MUST BE RECEIVED IN OUR OFFICE 48 HOURS PRIOR TO MOVE-IN DATE.  
STANDARD RATES APPLY TO ALL ORDERS RECEIVED AFTER THE 48-HOUR CUT OFF DATE.

<table>
<thead>
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<td>BOOTH NUMBER(S)</td>
</tr>
<tr>
<td>CONTACT NAME</td>
<td>ADDRESS</td>
</tr>
<tr>
<td>TELEPHONE #</td>
<td>CITY STATE ZIP</td>
</tr>
</tbody>
</table>

PAYMENT METHOD:  
CHECK [ ]  CASH [ ]  VISA / MASTERCARD [ ]  AMEX [ ]

CARDHOLDER NAME ___________________________  CARD # ___________________________  EXP. ______

SIGNATURE ___________________________  SECURITY CODE (Code on back of credit card) ______

Terms and Conditions
All furnished material and equipment shall remain the property of the Shreveport Convention Center.  
The Shreveport Convention Center is not responsible for networking exhibitor computers or setting up IP addresses.  
Refunds will be computed as follows: After installation: No Refund; < 48 hours prior to move-in: 85%; > 48 hours prior to move-in: no refund.  
Credit will not be given for service installed and not used.  
Claims will not be considered unless filed by the exhibitor prior to the close of the show.  
The internet is a shared environment and as such actual speed will vary.  SCC shall not be liable for any damage resulting from events beyond our control, including but not limited to lost data or monies, service interruption, etc.

CUSTOMERS PARTICIPATING IN ANY FRAUDULENT, ILLEGAL OR ILLICIT BEHAVIOR WILL FORFEIT SERVICE AND MONIES PAID FOR SAID SERVICES.

NOTICE: if you are ordering a phone line for credit card machine access, your machine must be programmed to dial '9' for an outside line or it will not connect to your service.

**VOICE SERVICES**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Amt.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Standard House Extension (for each credit card machine) No Phone (Outgoing calls only).</td>
<td>$115.00</td>
<td>$145.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standard House Extension w/Phone (Outgoing Calls Only)</td>
<td>$130.00</td>
<td>$160.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Direct Line (Includes phone/direct dial number)</td>
<td>$175.00</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conference Phone</td>
<td>$50.00</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Long Distance Access (not needed for toll-free numbers.) Charge/min. $.10</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Long Distance Security Deposit</td>
<td>$30.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

For other services, please contact your Event Services Manager or Coordinator for quote.

**DATA SERVICES**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Amt.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wired - Single User - 1st Day</td>
<td>$120.00</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wired - Single User - 3 Days</td>
<td>$300.00</td>
<td>$325.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wired - Single User - Additional Day</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wired - 6 or More Users - 1st Day</td>
<td>$400.00</td>
<td>$450.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wireless - Single User - 1st Day</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wireless - 3 or More Days</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cable - 10'</td>
<td>$5.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cable - 30'</td>
<td>$10.09</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cable - 60'</td>
<td>$15.14</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Switch (15 port)</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical Support/Hub</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**GRAND TOTAL** $0.00

REVISED 6-18-08/8
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) chairs & (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 Shreveport 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 Monday, March 23, 2015.* Also, labor can be ordered for setting up and dismantling your booth. See enclosed form.

**Other Services**
Audio-visual equipment/support, 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 18, 2015.

**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):**

- [ ] Check (500)
- [ ] MasterCard* (501)
- [ ] Visa (501)
- [ ] American Express (502)

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 2015 “LLA”**

Booth No: _________
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>SEATING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Folding Chair</td>
<td>$10.00</td>
<td>$12.00</td>
<td>51</td>
<td></td>
</tr>
<tr>
<td>Padded Chair</td>
<td>$15.00</td>
<td>$18.00</td>
<td>53</td>
<td></td>
</tr>
<tr>
<td>Counter Stool</td>
<td>$20.00</td>
<td>$24.00</td>
<td>54</td>
<td></td>
</tr>
<tr>
<td>WOOD TABLES 30&quot; HIGH</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>55</td>
<td></td>
</tr>
<tr>
<td>2' x 6'</td>
<td>$50.00</td>
<td>$60.00</td>
<td>56</td>
<td></td>
</tr>
<tr>
<td>2' x 8'</td>
<td>$60.00</td>
<td>$72.00</td>
<td>57</td>
<td></td>
</tr>
<tr>
<td>4th side draped on 30&quot; tables</td>
<td>$20.00</td>
<td>$24.00</td>
<td>76</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>58</td>
<td></td>
</tr>
<tr>
<td>2' x 6'</td>
<td>$33.00</td>
<td>$37.00</td>
<td>59</td>
<td></td>
</tr>
<tr>
<td>2' x 8'</td>
<td>$42.00</td>
<td>$46.00</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>WOOD COUNTERS 42&quot; HIGH</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>61</td>
<td></td>
</tr>
<tr>
<td>2' x 6'</td>
<td>$60.00</td>
<td>$72.00</td>
<td>62</td>
<td></td>
</tr>
<tr>
<td>2' x 8'</td>
<td>$70.00</td>
<td>$84.00</td>
<td>63</td>
<td></td>
</tr>
<tr>
<td>4th side draped on 42&quot; counters</td>
<td>$20.00</td>
<td>$24.00</td>
<td>76</td>
<td></td>
</tr>
<tr>
<td>CARPET 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>64, 65, 66, 67, 68</td>
<td></td>
</tr>
<tr>
<td>Carpet Padding (booth size)</td>
<td>$25.00</td>
<td>$35.00</td>
<td>68</td>
<td></td>
</tr>
<tr>
<td>MISCELLANEOUS</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>advance only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste Basket</td>
<td>$10.00</td>
<td>$12.00</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>Metal Tripod Easel</td>
<td>$15.00</td>
<td>$18.00</td>
<td>71</td>
<td></td>
</tr>
<tr>
<td>Drape (price/ft)</td>
<td>$4.00</td>
<td>$5.00</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>Table Skirts w/ Velcro clips</td>
<td>$20.00</td>
<td>$24.00</td>
<td>79</td>
<td></td>
</tr>
<tr>
<td>Flood Lights</td>
<td>$20.00</td>
<td>$25.00</td>
<td>133</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: 
8% Tax: 
Total: 

Company: __________________________________________ Date: ________________________
Address: __________________________________________________________________________
Phone: (___) __________________________ Fax: (___) __________________________
Auth. Signature: _____________________________________________________________________
Email: _____________________________________________________________________________
Name of Event: LA Library Association 2015 “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 show site. 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.

DR INFO0509

CLARK SERVICES
Audio-Visual & Exhibit, Inc.
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)
Booth Number: ___________________________

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: ___________________________________________  __________________________
Phone: (____) ___________________________  Fax: (____) ___________________________  __________________________
Auth. Signature: ___________________________
Email: ___________________________________________
Name of Event: LA Library Association 2015 “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**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># MEN NEEDED</td>
<td>X</td>
<td># HOURS NEEDED</td>
<td>X</td>
<td>RATE</td>
</tr>
<tr>
<td>SET UP</td>
<td>________</td>
<td>________</td>
<td>________</td>
<td>$25.00(ST) OR $37.50(OT)</td>
</tr>
<tr>
<td>TEAR DOWN</td>
<td>________</td>
<td>________</td>
<td>________</td>
<td>________</td>
</tr>
</tbody>
</table>

Company: __________________________________________ Date: ________________
Address: __________________________________________
Show Contact: ______________________________________
Phone: (____) __________________________ Fax: (____) __________________________
Auth. Signature: __________________________________
Email: __________________________________________
Name of Show: **LA Library Association 2015 “LLA”**
Booth No: ________

CLARK SERVICES
Audio-Visual & Exhibit, Inc.
P.O Box 91265
Clark Services can provide Audio-Visual to enhance 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

Company: ____________________________ Date: ____________________________

Address: __________________________________________________________    Street State Zip

Auth. Signature: _____________________________________________________

Phone: (____)_________________________ Fax: (____)_________________________

Email: ______________________________________________________________

Name of Show: ____________________________ Booth No: _____________
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 2015 “LLA” Booth No: _________

CLN POR 06/02