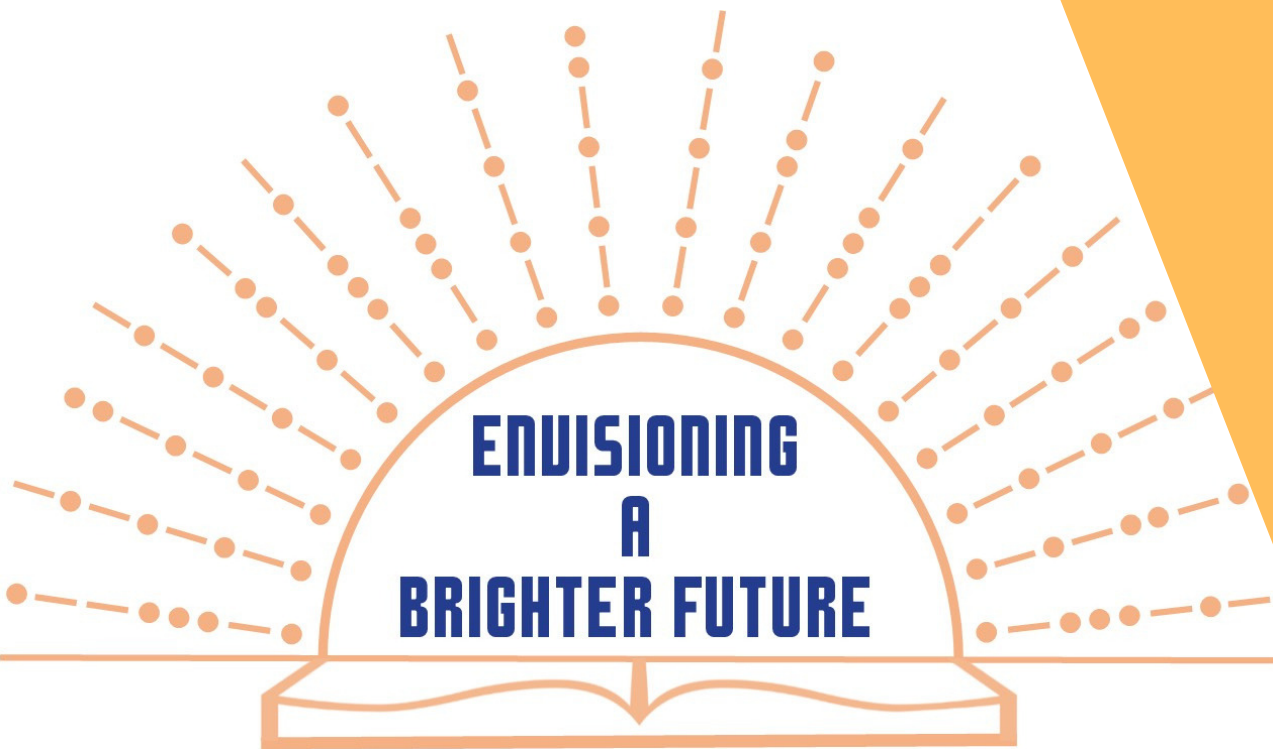


March 25-27, 2020

2020 LOUISIANA LIBRARY ASSOCIATION



**CAJUNDOME CONVENTION CENTER
LAFAYETTE, LOUISIANA**

Exhibitor Fact Sheet

WHO ATTENDS

Type of Library:

- College / University 13%
- Public 47%
- Elementary / Secondary School 17%
- Special 5%
- Other 18%

Roles They Fill:

- Administrators
- Managers
- Reference Librarians
- System Librarians
- Children's Librarians
- School Librarians
- Paraprofessionals

The 2020 Conference will be held in Lafayette at the CAJUNDOME Conference Center. 500+ attendees are expected.

High demand vendors:

LLA attendees have expressed interest in more vendors offering the following products and services.

- Technology & STEM resources
- Comic book vendors
- Maker Space vendors & ideas
- Vendors for elementary /secondary schools

Are you that vendor? If so, buy a booth space for LLA 2020.

HIGHLIGHTS OF CONFERENCE

- Exhibits Opening Reception on Wednesday night will draw members for a fun night meeting and mingling with YOU!
- Morning refreshments in the Exhibit Hall on Thursday during no-conflict time to draw attendees to booths
- Annual "Friendliest Booth Award" encourages our members to get to know our vendors and vote for them.
- **Exhibitors listed in conference app**
- **Conference app capability to make connections & appointments**
- **Exhibit Hall clickable map in app to help attendees find YOU**
- **Opportunity to upgrade and have a clickable banner ad leading to content of your choosing in the conference app.**
- Two tickets to the Awards Reception for each booth rented is included.
- 2 light breakfasts and 1 lunch provided for 2 individuals per booth
- Free on-site parking.
- Reasonable room rates if you're staying overnight.
- Access to 500+ conference attendees who represent academic, public, school, and special librarians.
- Many attendees are key decision-makers who want to learn about your services!

CONSIDER SPONSORSHIP

Consider a sponsorship to increase your exposure! Sponsorships can bring your company greater name recognition and the appreciation of attendees!

2020 Booth Pricing & Exhibits Registration

Booth Registration Type	Cost
Early Registration by Jan. 15, 2020. Payment must be received.	\$500
Standard Registration (Jan. 16-Feb.15, 2020) Payment must be received.	\$550
Late Registration Registration received after Feb. 15, 2020	\$600
Author/Performer Booth These booths are for independent, self-published Louisiana authors or Louisiana performing artists. Booths will be placed in non-premium spots in the exhibit hall.	\$300
Non-profit Booth For 501c3 or government organizations. Booths will be placed in non-premium spots in the exhibit hall.	\$200
Sponsor Booth A limited number of 10' by 12' perimeter booths reserved for organizations and businesses that sponsor a conference event or item	\$2000+
In-app Banner Ad A brand new offering for exhibitors and vendors, this is your opportunity to have a clickable ad leading attendees to your website or other information from the bottom of the conference app. This option is exclusively an add-on available to organizations who have booked a booth or made a sponsorship contribution.	\$100

Standard booth pricing includes

- 10' by 10' booth with black drapery
- 2' x 6' skirted table
- 2 chairs, 1 trash can
- 5 amp electricity
- Wireless internet access
- Two exhibitor badges
- Exhibitor Hospitality Area access
- 2 Free tickets to the Awards Reception



Booths are assigned upon receipt of completed registration and full payment on a first-paid, first-assigned basis. Booth location preferences can be listed on the registration form and will be accommodated if possible.

To be an exhibitor for the 2020 Louisiana Library Association Annual Conference, visit the LLA website llaonline.org and complete the registration form. For additional details or assistance, please contact the LLA office at 972-851-8000

Exhibit Hall Hours & Map

WEDNESDAY

March 25

Exhibit Set-up

CAJUNDOME Exhibit Hall B

9 AM - 5 PM

Exhibit Hall Opening Reception

6-8 PM

THURSDAY

March 26

Exhibit

Hours

9 AM - 4 PM

FRIDAY

March 27

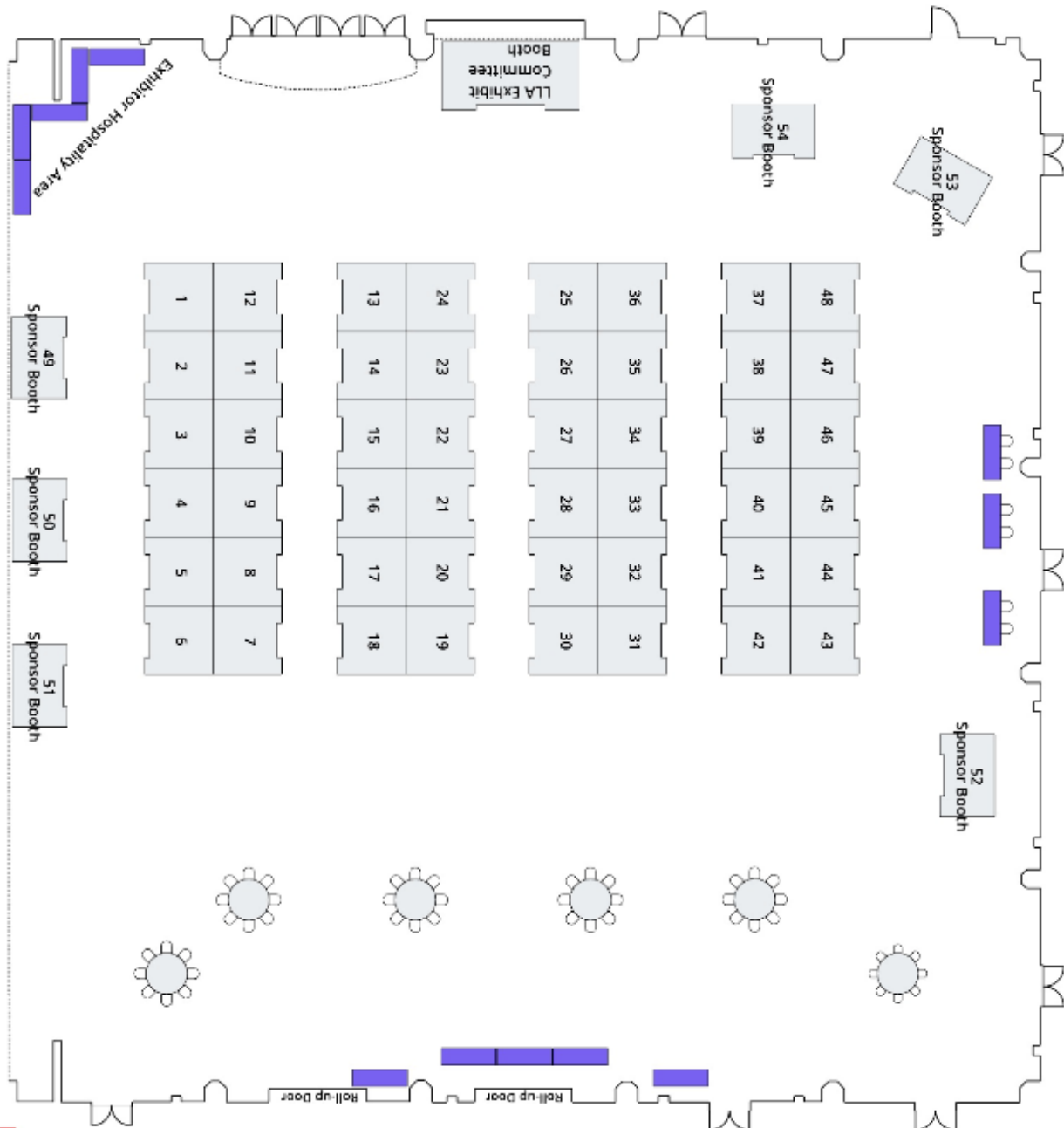
Exhibit Hours

9 AM - 11 AM

Exhibit

Breakdown

11 AM - 1 PM



B

10 Feet

Sponsorship

Event & Item Sponsorship Opportunities

Awards Reception Sponsorship \$6000

Shuttle Sponsorship \$3000

Conference Tote Bag Sponsorship \$2000

Conference Audio-Visual Sponsorship \$3000

General Sponsorship Levels

Catfish \$1000-2499

Crawfish \$500-999

Fifolet \$2500-4999

Nutria \$250-499

Rougarou \$5000+

	Tote Bag	Shuttle	A.V.	Reception	Nutria	Crawfish	Catfish	Fifolet	Rougarou
Company name/ logo in Program	X	X	X	X	X	X	X	X	X
Social Media Post W/ LLA Mascot	X	X	X	X		X	X	X	X
Opportunity to Provide Item for Conference Attendee Bags	X	X	X	X			X	X	X
Conference Ad in Journal	X	X	X	X			X	X	X
Email to Attendees Pre-Conference Highlighting Your Business	X	X	X	X				X	X
Recognition from LLA President During Event		X	X	X				X	X
Sponsor Exhibit Booth		X	X	X				X	X
Free Banner Ad in App		X	X	X					X

To be a sponsor for the 2020 Louisiana Library Association Annual Conference, visit the LLA website llaonline.org and complete the registration form. For additional details or assistance, please contact the LLA office at 972-851-8000

To discuss sponsorship or develop a custom package, contact Joseph Gremillion by emailing jgremillion@shreve-lib.org or call 318-226-5876

CONDITIONS OF CONTRACT

By execution of this agreement, Exhibitor agrees to lease space at the Louisiana Library Association. The signee agrees to all terms outlined in the Exhibit Terms and Conditions included. LLA also reserves the right to alter locations of exhibitors or booths, if deemed to be in the best interest of the exhibition. The contract is subject to all rules and regulations of the LLA and to all conditions under which space at the Cajundome Convention Center has made available to the LLA. Exhibitors agree 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. This contract is subject to the terms and conditions stated on each page. By completion of this contract, exhibitor agrees to abide by the contract terms and conditions and LLA Rules and Regulations.

Accommodation



LLA has received a group rate of \$134/night plus tax for a standard, single and double occupancy guest room. Attendees and exhibitors must make their own room reservations.

When booking your reservation over the phone, please identify yourself with the “Louisiana Library Association” to receive the group rates. If you are booking your room online, please use the code, “LLA20”. You may also reserve your room online by visiting the Hilton Garden Inn website and using the code “LLA20” in the group code box.

Please reserve your rooms early. Although the hotel guarantees the room block at the above rates, this is only the case for reservations made under the LLA room block before or on [February 11, 2020](#) on a first come first served basis. Please call the Hilton Garden Inn Lafayette for availability regardless of when arrangements are made.

Conference Program Advertisement

<u>Dimensions</u>	<u>Rate</u>
7" w x 9-5/8" h	\$300.00
7" w x 9-5/8" h	\$250.00
7" w x 4-3/4" h	\$150.00
3-3/8" w x 4-3/4" h	\$100.00
3-1/2" w x 2" h	\$50.00

Deadline for submission of program advertisement requests is Wednesday, February 1, 2020.

Artwork must be digital. Examples of acceptable formats are high resolution files in either .eps, illustrator, pdf, jpeg, and tif. If you have a different type of artwork, please contact the office to be sure the format is acceptable. Artwork must be uploaded and submitted with advertisement request.

Circulation: The Annual Conference program is distributed to all conference attendees. The 2020 conference will be held March 25-27, 2020 in Lafayette, LA.

Payment: Payment must be made in full and received no later than February 1, 2020. Payments will be accepted in the form of checks, Visa, Discover, American Express and MasterCard.



Terms & Conditions

BOOTH ASSIGNMENT

Space is available on a first-come, first-assigned 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 Office. at 972-851-8000.

EXHIBIT FEE

Exhibit fee includes a 10' x 10' booth with linens and skirting, one 2'x6' skirted table, two chairs, waste basket, 5 amp electricity, Wireless Internet access, and one booth identification sign. No additional furnishings are included in the exhibit fee. Extra furnishings are available directly through the Cajundome Convention Center. The fee also includes two exhibitor badges per booth rented (max 4), listing in the final program and on the LLA conference website, as well as a free ticket to the Awards Reception where you can mingle with prospective customers and make new connections. Forms can be located in the exhibitor packet and online at www.llaonline.org.

PAYMENT POLICIES

Payments should accompany signed Exhibit Agreement. If registering over the phone 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 February 25, 2020 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, 2020, the entire fee will be refunded. Cancellation after February 1st and prior to February 25, 2020, 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 Conference Chair and/or the LLA Exhibit Chair 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 Cajundome 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 Cajundome Convention Center premises and will indemnify, defend, and hold harmless the venue, 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/sponsors 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 Cajundome 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.