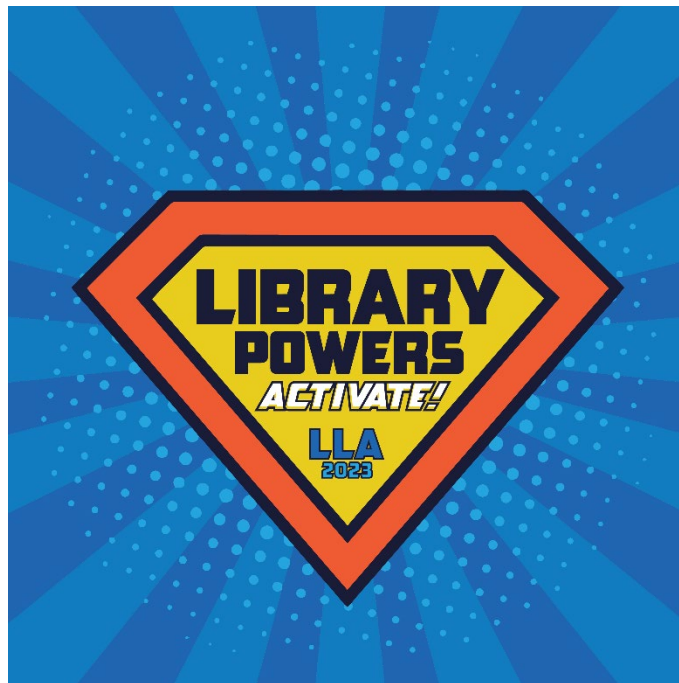


**LOUISIANA LIBRARY  
ASSOCIATION  
2023 CONFERENCE**



**HILTON BATON ROUGE  
CAPITOL CENTER  
BATON ROUGE, 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
- School Librarians
- Paraprofessionals

The July 2023 Conference will be held in Baton Rouge at the Hilton Baton Rouge Capitol Center.

## 200+ 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 A VENDOR?

If so buy a booth space for LLA 2023

Access to 300+ conference attendees who represent academic, public, school, and special libraries.

## HIGHLIGHTS OF CONFERENCE

- July 6-8, 2023
- Exhibits Opening Reception on Thursday night will draw members for a fun night meeting and mingling with **YOU!**
- Engage, network and have fun with attendees at our first ever Trivia Night.
- Morning refreshments in the Exhibit Hall on Friday 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 materials**
- **Social media post featuring your company logo**
- 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.
- 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!

**LOUISIANA LIBRARY ASSOCIATION 2023 ANNUAL CONFERENCE**  
**July 6-8, 2023**

# 2023 Booth Pricing & Exhibits Registration

Booth Registration Type	Cost	Standard booth pricing includes...
Early Registration <ul style="list-style-type: none"><li>Registration received by May 19, 2023</li></ul>	\$400	<ul style="list-style-type: none"><li>8' by 10' booth with black drapery</li><li>2' x 6' skirted table</li><li>2 chairs, 1 trash can</li><li>5 amp electricity (extension cord suggested)</li><li>Wireless internet access</li><li>Two exhibitor badges</li><li>Exhibitor Hospitality Area access</li><li>2 Free tickets to the Awards Reception</li></ul>
Standard Registration <ul style="list-style-type: none"><li>Registration received from May 20 - June 2, 2023</li></ul>	\$500	
Late Registration <ul style="list-style-type: none"><li>Registration received after June 3, 2023</li></ul>	\$600	
Author/Performer Booth <ul style="list-style-type: none"><li>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.</li></ul>	\$200	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
Non-profit Booth <ul style="list-style-type: none"><li>For 501c3 or government organizations. Booths will be placed in non-premium spots in the exhibit hall.</li></ul>	\$200	



**Booth Registration closes June 9, 2023.**

**To be an exhibitor for the 2023 Louisiana Library Association Annual Conference, visit the LLA website, [www.llaonline.org](http://www.llaonline.org) and complete the registration form. For assistance with registration, please contact the LLA office at [LLA@amigos.org](mailto:LLA@amigos.org).**

**For additional questions regarding exhibiting at the LLA conference, please contact Chris Lorenzen by phone at [504.638.0865](tel:504.638.0865) or by email at [chris.lorenzen.lla@gmail.com](mailto:chris.lorenzen.lla@gmail.com).**

**LOUISIANA LIBRARY ASSOCIATION 2023 ANNUAL CONFERENCE  
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# Exhibit Hall Hours & Map

THURSDAY ~ FRIDAY ~ SATURDAY

## July 6

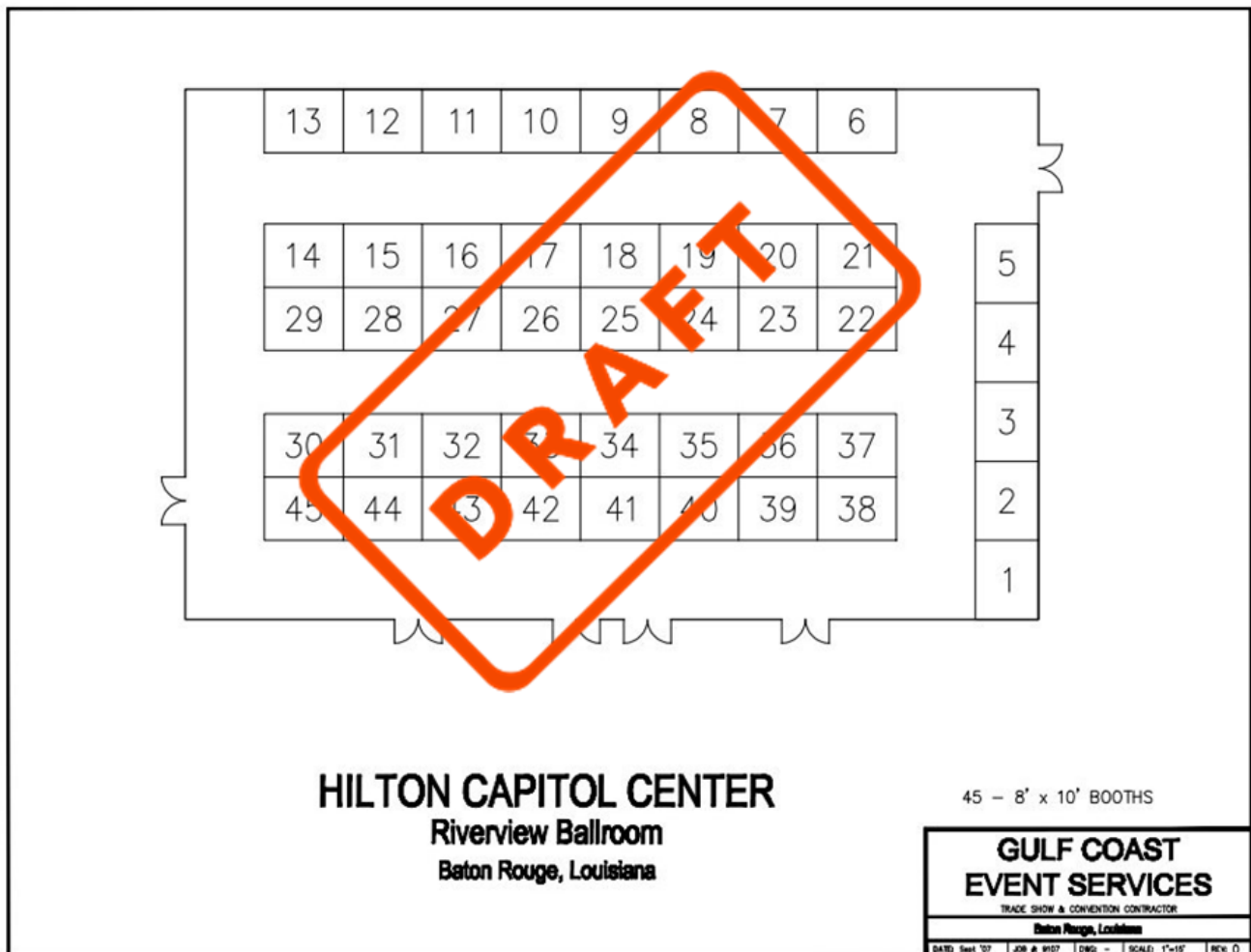
Exhibit Set-up  
Exhibit Hall B  
9AM-5PM  
Exhibit Hall Opening  
Reception 6-8 PM

## July 7

Exhibit  
Hours  
9AM-4PM

## July 8

Exhibit  
Hours 9 AM -11 AM  
Exhibit  
Breakdown 11 AM-1 PM



**\*Layout may change slightly**

**LOUISIANA LIBRARY ASSOCIATION 2023 ANNUAL CONFERENCE**  
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# Sponsorships

## General Sponsorship Levels

### Crawfish - \$100

- Ad on digital screens
- Recognition on Conference webpage and all social media

### Pelican - \$500

- Ad on digital screens
- Recognition on Conference webpage and all social media
- Introduction at breakout sessions
- Invitation to one event (two tickets)

### Nutria - \$1000

- Ad on screens (PLUS ad on Large screen in registration area)
- Recognition on Conference webpage and all social media
- Booth space
- Introduction at breakout sessions
- Invitations to two events (two tickets)

### Fleur de Lis - \$1500

- Ad on digital screens
- Recognition on Conference webpage and social media
- Booth space
- Introduction at breakout events
- Invitations to all events (two tickets)

### Saints - \$2000

- Ad on digital screens
- Recognition on Conference webpage and social media
- Booth space
- Introduction at breakout events
- Introduction at Awards ceremony, Exhibits opening AND Trivia Night
- (President will introduce and vendor will be able to speak)
- Invitations to all events (two tickets)

## Event & Item Sponsorship Opportunities

Conference Tote Bag Sponsorship - \$2000

Awards Reception Sponsorship - \$3000

Conference Audio-Visual Sponsorship - \$3000

To discuss sponsorship or develop a custom package, contact Chris Lorenzen by emailing [chris.lorenzen.lla@gmail.com](mailto:chris.lorenzen.lla@gmail.com) or call 504.638.0865.

## 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 Hilton Capitol Center has been 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, the exhibitor agrees to abide by the contract terms and conditions and LLA Rules and Regulations.

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# Accommodations

LLA has received a group rate 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. Please call the HILTON BATON ROUGE CAPITOL CENTER at 225.344.5866.

<https://book.passkey.com/e/50484385>



Booking link:  
<https://book.passkey.com/e/50484385>

## Advertisement

Dimensions	Rate
Full-Page	\$300.00
Half-Page	\$250.00
Quarter-Page	\$150.00
Eighth-Page	\$50.00

Deadline for submission of program advertisement requests is Friday, June 9, 2023. Artwork must be digital. Examples of acceptable formats are high resolution files in one of the following

- eps
- Illustrator
- pdf
- jpeg
- 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 an advertisement request. Circulation: The Annual Conference program is distributed to all conference attendees.

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# Terms & Conditions

## **PAYMENT**

Payment must be made in full and received no later than **June 9, 2023**. Payments will be accepted in the form of checks, Visa, Discover, American Express and MasterCard.

Mail checks to:

Louisiana Library Association  
1190 Meramec Station Rd. Ste 207  
Ballwin, MO 63021

## **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 Chris Lorenzen @ 504.638.0865.

## **EXHIBIT FEE**

Exhibit fee includes a 8' x 10' booth with linens and skirting, one 2' x 6' 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 Hilton Capitol 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.laonline.org](http://www.laonline.org).

## **CANCELLATION OF EXHIBIT SPACE**

All booth cancellations must be submitted in writing to [LLA@amigos.org](mailto:LLA@amigos.org) at least 30 days before the first day of conference. The last day to receive a full refund is Tuesday, June 6, 2023. 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 Hilton Capitol 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 Hilton Capitol 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 Hilton Capitol Center has been made available to the Louisiana Library Association. 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.

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