

# Oklahoma Library Association 102nd Annual Conference April 20-22, 2009 Reed Conference Center Midwest City

## PLEASE JOIN US!

The leadership of the Oklahoma Library Association has planned an outstanding conference including many opportunities and incentives for attendees to visit the exhibits

We will have our usual **Complimentary Continental Breakfast** in the Exhibit Hall for all attendees on Tuesday and Wednesday mornings.

We have scheduled **Three No Conflict Times**:

Tuesday	10:30-11:30 am
	3:30-4:30 pm
Wednesday	9:45-10:15 am

The **No Conflict Time** on Tuesday afternoon from 3:30-4:30 pm includes a **Complimentary Snack Break** in the Exhibit Hall for all attendees.

You are invited to the **All Conference Event** on Tuesday at 5:30 pm. Entitled “Eat Dessert First”, there will be dessert items, a cash bar, entertainment and an opportunity to mingle with attendees.

Of course, we have **Sponsorship and Donation Opportunities** for your consideration. These opportunities are outlined on another page in this packet. Donations of door prizes to be announced at the 1st General Session provides an additional opportunity for participants to visit the Exhibit Hall as **prizes are picked up at the Donor’s Exhibit Booth.**

In addition to all of this we, have even more special activities planned and an outstanding lineup of educational and informational programs.

## For further information, contact:

Kay Boies, Executive Director  
Oklahoma Library Association  
300 Hardy Drive  
Edmond, OK 73013  
405-525-5100  
FAX: 405-525-5103  
kboies@sbcglobal.net  
www.oklibs.org

**Official Contract**  
**Oklahoma Library Association 102nd Annual Conference**  
**Reed Conference Center**  
**5750 Will Rogers Road**  
**Midwest City, OK**  
**April 20-22, 2009**

Move-In - Mon, April 20, 12 Noon -7 pm Show - Tues.-Wed, April 21-22, 2009 Move-Out - Wed, April 22, 1 P.M.
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**Application for Exhibit Space** Name of Company \_\_\_\_\_

Phone ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Official representative(s) for the exhibit will be: This is for program listing and for special conference mailings. Please give name and address for representative who will be in charge of the exhibits, adding names for all other representatives.

Representative (In Charge) Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

Names of Other Representatives \_\_\_\_\_

\_\_\_\_\_

We will exhibit the following material: \_\_\_\_\_

Firms you do not wish to be located beside \_\_\_\_\_ Firms you do wish to be located beside \_\_\_\_\_

Booth Preference: (Please indicate choices by giving Booth numbers as shown on enclosed plan.) 1st\_\_\_\_ 2nd\_\_\_\_ 3rd\_\_\_\_ 4th\_\_\_\_

**NOTE: Booth prices are \$425.00 (includes free WiFi). NO REFUNDS can be made after April 1, 2008. There will be a \$75.00 charge for cancellations. BOOTH ASSIGNMENTS will be sent in March along with the Decorator Kits.**

Please reserve the following: \_\_\_\_\_ Booth(s) @ \$425.00

\_\_\_\_\_ Electricity @ \$25

\_\_\_\_\_ Broadband Internet @ \$200

Amount enclosed \_\_\_\_\_

Make checks payable to: Oklahoma Library Association. Mail contract and check to Kay Boies, Executive Director, Oklahoma Library Association, 300 Hardy Drive, Edmond, OK 73013. Phone: 405-525-5100 FAX: 405-525-5103 E-mail: kboies@sbcglobal.net

**DO NOT MAIL CONTRACT TO CONFERENCE CENTER**

We agree to abide by the exhibit specifications outlined by the 2009 OLA Conference and to all conditions under which the exhibit area is leased to the Association. Said exhibit specifications and conditions become a part of the contract. OLA will provide every reasonable precaution for protection of the exhibit and its contents. Furthermore, it is mutually agreed that the Association, their agents, their officers, and/or employees; the Convention Site, their agents; shall not be liable to an Exhibitor for any damage to or for the loss or destruction of an exhibit or for the property of an exhibitor, all claims for any such loss, damage or injury being expressly waived by the Exhibitor.

\_\_\_\_\_ Authorized By (Signature) \_\_\_\_\_ Company Name \_\_\_\_\_ Date \_\_\_\_\_

**DECORATOR INFORMATION: Name and address of person to receive Decorator Kit:**

\_\_\_\_\_

**IDENTIFICATION SIGN SHOULD READ:** \_\_\_\_\_

Space below is for use of OLA

TOTAL AMOUNT DUE \$ \_\_\_\_\_

Date Contract & Payment Received \_\_\_\_\_ Ch. # \_\_\_\_\_ \$ \_\_\_\_\_

New Exhibitor \_\_\_\_\_ Continuing Exhibitor \_\_\_\_\_

THANK YOU FOR YOUR PARTICIPATION IN THE 2009 OLA CONFERENCE. WE ARE PLEASED TO INFORM YOU THAT BOOTH(S) # \_\_\_\_\_ HAS/HAVE BEEN RESERVED FOR YOUR COMPANY.

Date Notified \_\_\_\_\_ Decorator Kit Mailed \_\_\_\_\_

# EXHIBITOR'S FACT SHEET

## OKLAHOMA LIBRARY ASSOCIATION

102nd Annual Conference  
April 20-22, 2009  
Reed Conference Center  
5750 Will Rogers Road  
Midwest City, OK

### **Regular Booth Equipment and Cost:**

8' x 10' booth includes 8' back wall, 3' side walls, one 6' skirted table, 2 chairs and one 7" x 44" identification sign.  
Cost: \$425.00 per booth (includes free WiFi).

**Exhibit Set-up Hours:** 12 Noon to 7 P.M., Monday, April 20, 2009

**Exhibit Days & Hours:** Tuesday, April 21, 2009 - 8:00 a.m. to 5:30 p.m.  
Wednesday, April 22, 2009 - 7:30 a.m. to 1:00 p.m.  
(Complimentary Continental Breakfast on Tuesday and Wednesday)  
(Complimentary Snack Break on Tuesday Afternoon)

**No Conflict Hours:** Tuesday- 10:30 -11:30 a.m.  
3:30 p.m. - 4:30 p.m.  
Wednesday- 9:45 a.m. - 10:15 a.m.

**Incoming-Outgoing Freight:** (Mail, UPS, Fed EX, etc) Handled by Midwest Decorators  
1510 South Memorial, Tulsa, OK 74112  
Ph: 918-584-0988  
FAX: 918-585-9157  
(mark all shipments Attn: Oklahoma Library Association—April 20-22, 2009)  
**DO NOT SHIP TO HOTEL OR CONFERENCE CENTER**

**Electrical, Internet and Telephone Hook-ups:** See Contract for Electrical and Internet. Contact hotel for Telephone Connection.  
405-455-1800

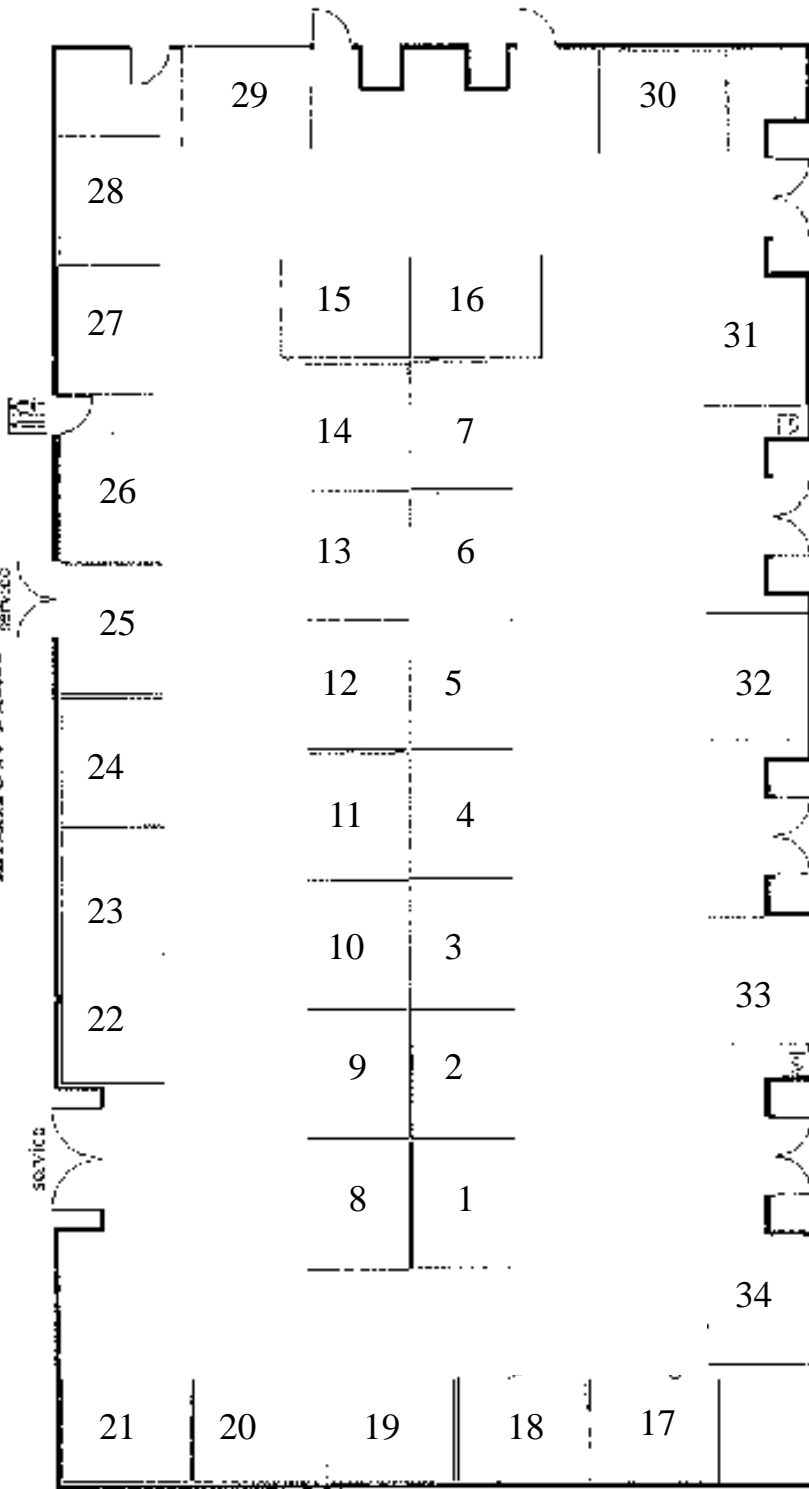
**Hotel Sleeping Room Reservations:** The Oklahoma Library Association has negotiated a special conference rate of \$109 for a single or double room at the Sheraton Midwest City Hotel which is connected to the Conference Center. When making room reservations, please identify yourself as an exhibitor of the Oklahoma Library Association conference. For room reservations call 405-455-1800  
THE DEADLINE TO RECEIVE THE GUARANTEED RATE OF \$109.00 IS March 24, 2009.

**Security:** OLA will provide security for all booths from 6 pm Monday to 8:00 am Tuesday and 5:30 pm Tuesday to 7:30 am Wednesday.

**Exhibitor Move-Out:** The Exhibits close at 1:00 pm on Wednesday. Early move-outs will be penalized on the 2010 booth selection.

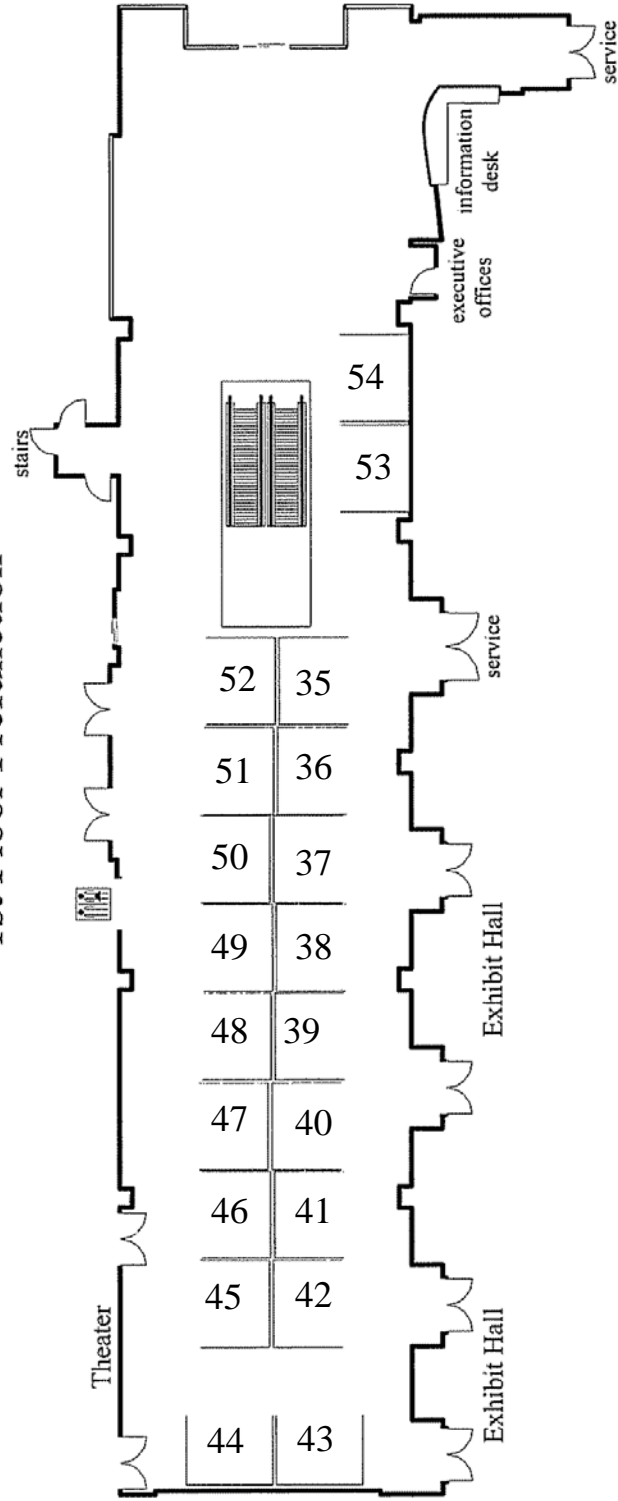
**More Information:** **Kay Boies, Executive Director**  
**Oklahoma Library Association**  
**300 Hardy Drive**  
**Edmond, OK 73013**  
**Phone: 405-525-5100**  
**FAX: 405-525-5103**

Exhibit Hall





# 1st Floor Prefunction



Oklahoma Library Association  
300 Hardy Drive  
Edmond, OK 73013  
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FAX: 405-525-5103  
E-Mail: kboies@sbcglobal.net

**SPONSORSHIP AND DONATION OPPORTUNITIES  
FOR  
OKLAHOMA LIBRARY ASSOCIATION  
102nd ANNUAL CONFERENCE  
April 20-22, 2009**

**ADVERTISING IN ANNUAL CONFERENCE PROGRAM**

Circulation: 800

Electronic copy deadline: March 1

Ad Copy Size

Cost

Full page (4-1/2" wide x 7-1/2" deep)

\$110.00

1/2 page (4-1/2" wide x 3-3/4" deep)

\$55.00

**CASH DONATIONS TOWARD THE COST OF A CONFERENCE EVENT**

1st General Session	\$2,500.00
Conference Banquet	\$1,000.00
Legislative Luncheon	\$500.00
Author Luncheon	\$500.00
All Conference Event	\$1,000.00
Public Libraries Division Luncheon	\$500.00
Continental Breakfast in Exhibit Hall (Tuesday)	\$1,000.00
Snack Break in Exhibit Hall (Tuesday)	\$1,000.00
Continental Breakfast in Exhibit Hall (Wednesday)	\$1,000.00

Full sponsors will have their logo printed next to the title of the event in the Conference Program. Partial sponsorship will be listed on the "Thank You to Our Donors" page.

**Make Checks Payable to Oklahoma Library Association**

**DONATE ITEMS FOR DOOR PRIZES** (List prizes here, but keep them at your booth. Winners will come to your booth to collect their prize. Your company and/or representative name will be announced at the Opening General Session on Tuesday when the prizes are awarded. Vendors donating prizes for this event must be registered as Exhibitors. Other donations will be awarded at the Membership Meeting on Wednesday afternoon)

NAME OF COMPANY \_\_\_\_\_

NAME OF REPRESENTATIVE \_\_\_\_\_

Description of Prize(s): \_\_\_\_\_

WEB PAGE ADDRESS \_\_\_\_\_

**THANK YOU!**