

Alberta Library Conference 2005
April 28 - May 1, 2005

EXHIBIT DETAILS

- Where:** Jasper Park Lodge, Jasper, Alberta (approx. 374 km west of Edmonton, 410 km west of Calgary).
- When:** Exhibits open at 6:30 p.m. on Thursday, April 28 and remain in place until 12:00 noon on Saturday, April 30th.
- Price:** \$295.00 per space - postmarked by January 31, 2005
\$375.00 per space - postmarked after February 1, 2005
No exhibit space will be reserved unless a cheque **for the full amount of the fee** is received with the Registration Form
- Deadline:** No registration accepted after April 4, 2005
Registrations may be accepted after this date subject to availability. A \$30.00 surcharge will be added for late registration.
No refunds after April 4, 2005
\$30.00 processing fee to all refunds
Conference GST #R124163999
- Table Size:** 2 1/2 feet wide by 6 feet long. A table cover and skirting is provided.
- Exhibit Area:** Mary Schaffer Ballroom and in the Great Hall (overflow space).
- Special Needs:** Space to specify your special needs is provided on the Registration Form.
Extension cords and exhibit signs are now provided.
Please attach a sketch or photograph of your exhibit so we may locate appropriately in the Exhibit Area.
- Set-Up Hours:** Thursday, April 28th 12:00 p.m. - 5:00 p.m.
Take-Down Hours: Saturday, April 30th 12:00 p.m. - 2:00 p.m.
- Viewing Hours:** Thursday, April 28th 6:30 p.m. - 10:00 p.m. (cash bar in Exhibits Area)
Friday, April 29th 9:30 a.m. - 3:00 p.m.
Saturday, April 30th 9:30 am - 12:00 noon.
- Advertising:** You are invited to advertise that your company will be a conference exhibitor in one or two issues of the "Letter of the LAA" the Library Association of Alberta newsletter or in the Conference Brochure.
For exhibitors, there is a special "business card ad" rate of \$25. per issue.
- Deadlines - LAA :** **Dec. 15, 2004** - for receipt of your business card + payment for the February issue
Mar. 15, 2005 - for receipt of your business card + payment for the pre-conference April issue.
- Deadline – Conference Brochure:** **Dec. 1, 2004** - for receipt of copy + payment
- Responsibility:** Neither the sponsoring organizations or the Jasper Park Lodge assumes any responsibility for loss of or damage to exhibits.

Accommodation: Each exhibitor is responsible for arranging his/her own accommodation.
Accommodation at the Jasper Park Lodge is at the conference rate and includes breakfast, lunch and dinner

Contact Jasper Park Lodge directly at 1-800-465-7547 (in Alberta) or 1-800-411-1414 (outside Alberta)

Advance Shipping: Alberta Library Conference
c/o Jasper Park Lodge
Jasper, AB T0E 1E0

Electronic Data: If you require an electronic data line, you must make your own arrangements with the Jasper Park Lodge (1-800-465-7547 (in Alberta) or 1-800-411-1414 (outside Alberta)
We will ensure that your table is close to a jack.
You will need to provide the cord from the jack to the terminal.
You may be as far as 39 feet from the jack.

Give Aways: If your company has items to give away (e.g. pens, pencils, pads, key chains), we can distribute them at the Conference Registration Desk. Plan for approximately 500 delegates. Please inform me if you plan to bringing some of these promotional give-aways

Sponsorships: If you are interested in sponsoring a session, a coffee break, cookies in the Exhibits area, or any other Conference activity, there will be sponsorship information sent to you at the beginning of November or you can contact the Sponsorship Coordinator noted below. Donations and sponsorships are acknowledged throughout the conference, at the events and/or in print in *Conference at a Glance*, the conference program, or *Info to Go*, the daily conference newsletter.

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Website: Please check the ALC website <http://freenet.edmonton.ab.ca/alconf> for additional information throughout the year.

Questions: Christine E. Sammon,
ALC Exhibits Coordinator
ACAD, 1407 14th Ave. NW
Calgary, AB T2N 4R3

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