

**Alberta Library Conference 2008
April 24– April 27, 2008**

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 24 and remain in place until 12:00 noon on Saturday, April 26.
- Price:** \$395.00 plus GST per table/booth space - postmarked by February 29, 2008
\$475.00 plus GST per table/booth space - postmarked after February 29, 2008
No exhibit space will be reserved unless payment **for the full amount of the fee** is received with the Registration Form
- Deadline:** Registrations are NOT accepted after March 31, 2008, subject to availability. A \$30.00 surcharge will be added for late registration.
No refunds after March 31, 2008
\$30.00 processing fee for all refunds
Conference GST #R124163999
- Table /Booth Space Size:** 2 1/2 feet wide by 6 feet long. A table cover and skirting is provided. Exhibits that occupy more than the allotted space will be charged for an additional booth. This charge may be imposed at the Conference.
- 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 provided. Please attach a sketch or photograph of your exhibit so we may locate it appropriately in the Exhibit Area.
- Electronic Data:** Jasper Park Lodge provides wireless internet service. To book your wireless Internet connection, contact the Lodge directly.(1-800-465-7547 (in Alberta) or 1-800-411-1414 (outside Alberta)
- Set-Up Hours:** Thursday, April 24th 12:00 p.m.. - 5:00 p.m.
- Take-Down Hours:** Saturday, April 26th 12:00 p.m. - 2:00 p.m.
- Viewing Hours:** Thursday, April 24th 6:30 p.m. - 10:00 p.m. (cash bar in Exhibits Area)
Friday, April 25th 9:30 a.m. - 3:00 p.m. (morning coffee in Exhibits Area)
Saturday, April 26th 9:30 am - 12:00 noon (morning coffee in Exhibits Area)
- Advance Shipping:** Alberta Library Conference
c/o Jasper Park Lodge
Jasper, AB T0E 1E0
- Responsibility:** Neither the sponsoring organizations or the Jasper Park Lodge assumes any responsibility for loss of or damage to exhibits.

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.
Ads must be submitted in electronic form. No print copy will be accepted.

Deadlines –

LAA : **Dec. 15, 2007** - for receipt of your business card in electronic form + payment for the February issue
Mar. 15, 2008 - for receipt of your business card in electronic form + payment for the pre-conference April issue.

**Deadline –
Conference
Brochure:**

November 16, 2007 - for receipt of copy in electronic form + payment

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
Book **early** as the Lodge fills up quickly.
Contact Jasper Park Lodge directly at 1-800-465-7547 (in Alberta) or 1-800-411-1414 (outside Alberta)

Give Aways: These should be handed out at your table/booth. We do welcome donations for draws at the Conference. If you have a donation for draws at the Conference, please let us know.

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://albertalibraryconference.com/2008/>, for additional information throughout the year.

Questions?

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