



**WEST VIRGINIA LIBRARY ASSOCIATION ANNUAL CONFERENCE  
EXHIBIT SPACE APPLICATION  
October 3-5, 2004**

Clarion Hotel & Conference Center  
Shepherdstown, WV

The undersigned desires to participate in the WVLA Conference to be held at the Clarion Hotel & Conference Center, October 3-5, 2005 subject to the terms, conditions, rules and regulations set forth in the attached **EXHIBIT AGREEMENT**. In executing this application the exhibitor agrees to be bound by the rules and regulations as if the same had been set forth fully in this application.

PLEASE PRINT OR TYPE:

COMPANY: \_\_\_\_\_

PREFERRED MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

Conference representatives attending booth

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Please provide a brief statement of the services provided for publication in the conference program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ We will need an Internet connection. I understand the fee is a flat \$100 for the entirety of the conference.

APPLICANT AGREES TO PAY THE SPACE RENTAL FEE OF \$350 FOR THE FIRST BOOTH AND \$300 FOR EACH ADDITIONAL BOOTH. ALL BOOTHS ARE 8x8 AND INCLUDE STANDARD FLAMEPROOF DRAPERY, DIVIDERS, 6' DRAPED TABLE, ONE CHAIR, TRASH CAN, AND IDENTIFICATION SIGN.

PAYMENT METHOD: CHECK \_\_\_\_\_ (MAKE PAYABLE TO WEST VIRGINIA LIBRARY ASSOCIATION)

CREDIT CARD (VISA OR MATERCARD ONLY) Circle one: VISA MASTERCARD

NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

AMOUNT TO CHARGE: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_

**RETURN APPLICATION TO:**

**Rebecca Van Der Meer ; West Virginia Library Commission; 1900 Kanawha Blvd East; Charleston, WV 25305**

**1-304-558-3978 Ext. 2011 ☎ 1-304-558-1612 (fax)**

**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_ SPACE ASSIGNED: \_\_\_\_\_  
AMOUNT PAID: \_\_\_\_\_ NO OF BOOTHS: \_\_\_\_\_ CHECK NO: \_\_\_\_\_  
CONFIRMATION SENT: \_\_\_\_\_

# Mark Your Calendar Now!

## Conference Date

October 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup>, 2005

## Conference Site

Clarion Hotel & Conference Center  
233 Lowe Drive  
Shepherdstown, WV 25443  
Phone: 304-876-7000 Room Reservations  
Fax: 304-876-8454

## Installation Hours:

Sunday, October 2 2 p.m. -- 8 p.m.

Monday, October 3 8 a.m. – 10 a.m.

## Exhibitors Hours:

Monday, October 3 10 a.m. – 6 p.m.

Tuesday, October 4 8 a.m. -- 1 p.m.

## Dismantling:

Tuesday, October 4 1 p.m.

## Exhibit Rental Fee

Exhibit space rental is \$350 per single 8' x 8' booth. An Internet connection for the full duration of the conference is \$100. A completed and signed application, along with payment, is required before booth or Internet assignments are made.

## Space Assignment

Exhibit space assignments will be made, whenever possible, in keeping with preferences requested by the exhibitor, and based on the availability of a particular exhibit space. Final determination in all space assignments will be made in the best interest of the conference.

## WVLA Exhibitor Contract

Enclosed

## Service Contractor

**Hollins Exposition Services** is the official service contractor for this event. Each registered vendor will receive an Exhibitor Service Manual from Hollins approximately six weeks prior to the event. This Service Manual will include shipping information.

## For More Exhibit Information

Rebecca Van Der Meer, Exhibit Coordinator  
West Virginia Library Commission  
1900 Kanawha Blvd East  
Charleston, WV 25305

**Phone:** 304-558-3978 Ext. 2011

**Fax:** 304-558-1612

**Email:** [vandermr@wvlc.lib.wv.us](mailto:vandermr@wvlc.lib.wv.us)

**For more information about the conference, visit the WVLA web site at:**

**<http://www.wvla.org/conference/index.htm>**



## VISIBILITY OPPORTUNITIES!!!

As an exhibitor at the West Virginia Library Association (WVLA) 2005 Annual Conference in Shepherdstown, you will make direct contacts with librarians, trustees, and administrators – so will the other exhibitors. What can you do to make your company stand out from the others? Increase your visibility by sponsoring one or more of a select group of special events at the conference and advertising in the WVLA Conference Program.

As a participant in the sponsorship program, your company will receive special recognition at the event and in the conference program. Your logo will be reproduced in the conference program and on any materials developed for the event. **Sponsorship commitments are due by September 8.** See pages 6 for sponsorship selections and registration.

Advertising in the WVLA Conference Program offers the perfect vehicle to reach conference attendees. Combine advertising with booth space and you have the ideal combination to reach the profitable library market. Have your company's logo or message placed in the West Virginia Library Association Annual Conference Program so that all can see. The conference programs go home with each attendee so they will have a reminder of your services. **Reservations are due September 8.** See page 5 for the **Advertising Contract**. You may contact Penny Pugh at (304) 293-4040 Ext. 4043 or via email at [ppugh@wvu.edu](mailto:ppugh@wvu.edu) for more information in regards to advertising.

### **Get Connected...to WVLA's Web site**

A list of all 2005 WVLA conference exhibitors, including the program listing information provided on your space application, will appear on WVLA's Web site at <http://www.wvla.org/conference/index.htm>. For an upgrade fee of \$100, your company's entry can be hot-linked to your own Web site. To secure your link, complete and return the Exhibitor Web Link Request Form below to

**Rebecca Van Der Meer**  
**West Virginia Library Commission;**  
**1900 Kanawha Blvd. East**  
**Charleston, WV 25305**

**304-558-3978 Ext. 2011 \* Fax 304-558-1612 \* [vandermr@wvlc.lib.wv.us](mailto:vandermr@wvlc.lib.wv.us)**

**Yes!** Please hotlink my site.

URL: \_\_\_\_\_

Company Name: \_\_\_\_\_

- Check (payable to WVLA) \$100
- Visa
- MasterCard

Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**West Virginia Libraries Bi-monthly Publication**

The West Virginia Libraries, the official newsletter of the West Virginia Library Association is published and distributed bi-monthly to the WVLA membership with a print run of 750 copies. Take advantage of this opportunity to advertise your company in the pre-conference issue that will be mailed in September. To advertise in the September issue and other issues contact or send your advertising copy to

**Kelly Funkhouser, Advertising Editor**

**[funkhous@clark.lib.wv.us](mailto:funkhous@clark.lib.wv.us)**

304-291-7425 Ext. 130

Fax: 304-291-7427

**CLOSING DATES & RATES**

<b>ISSUE</b>	<b>COPY DUE</b>	<b>PUBLICATION DATE</b>
No. 1	January 15	February
No. 2	March 15	April
No. 3	May 15	June
<b>No. 4 Pre-conference issue</b>	<b>July 15</b>	<b>August</b>
No. 5	September 15	October
No. 6	November 15	December

<b>AD SIZE</b>	<b>RATES</b>
Full Page	\$150
Half Page	\$100
Quarter Page	\$ 50

# PROGRAM ADVERTISING CONTRACT

West Virginia Library Association -- 2005 Annual Conference  
Clarion Hotel and Conference Center  
Shepherdstown, WV  
October 3 – 5, 2005

Questions: Call Penny Pugh at 304-293-4040 Ext. 4043 or [ppugh@wvu.edu](mailto:ppugh@wvu.edu)

## Reserving Space

Please reserve advertising space in the WVLA 2005 Annual conference Program as indicated below: (Please indicate your preference with a check mark.)

Page	Size	Cost
<input type="checkbox"/> Inside Front Cover	Full Page	\$200
<input type="checkbox"/> Center Page	Full Page	\$200
<input type="checkbox"/> Inside Back Cover	Full Page	\$200
<input type="checkbox"/> Full Page (printer's choice of location)	Full Page	\$150
<input type="checkbox"/> Half Page (printer's choice of location)		\$100
<input type="checkbox"/> Quarter Page (printer's choice of location)		\$ 50
<input type="checkbox"/> Eighth Page (printer's choice of location)	Business Card	\$ 25

## Closing Dates for Conference Program

All program advertisement must be in no later than September 8. All reservations must be accompanied by full payment.

### Payment by: (check one)

- Check (payable to WVLA) Card # Exp. Date:
- Visa
- MasterCard Signature:

### Submitted by: (Please Type or Print)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Mail payment and camera-ready art to: Rebecca Van Der Meer, West Virginia Library Commission;  
1900 Kanawha Blvd. East; Charleston, WV 25305.**

**Sponsorship Opportunities**  
**WVLA Fall Conference**  
**Clarion Hotel**  
**Shepherdstown, WV**  
**October 3-5, 2005**

These exhibits events are an excellent opportunity for exposure. Maximize your visibility by sponsoring! All sponsorships will be acknowledged in the conference program and at the Opening General Session and sponsors will be invited to attend the events they are supporting.

My Company, \_\_\_\_\_, would like to give a general donation to be used "as needed" for the WVLA Conference in the amount of \$\_\_\_\_\_.

**OR**

We would like to sponsor one of the following:

Please indicate which opportunity you would like to sponsor by placing a check mark in the box provided.

- Opening General Session:** **\$500 sponsorship**  
(Monday, October 3, Noon – 1 p.m.)  
The Opening General Session is attended by all conference participants and presents a unique opportunity to reach a large audience. Your company will be invited to send a representative to be recognized at the session.
- Monday Afternoon Refreshment Break:** **\$600 sponsorship**
- Monday Evening Reception:** (Monday, time to be announced.) **\$700 sponsorship**
- Tuesday Morning New Members Buffet Breakfast:** **\$1,000 sponsorship**  
(All registered conferees invited)
- Tuesday Afternoon Refreshment Break:** **\$600 sponsorship**
- Tuesday Banquet Speaker:** **\$2,000 sponsorship**
- Wednesday Morning Refreshment Break:** **\$600 sponsorship**
- Program Sponsorship** **\$\_\_\_\_\_**  
Your company determines its sponsorship amount to go toward the program of their choice.  
Watch the WVLA webpage at <http://www.wvla.org/conference/index.htm> to see listing of available programming.
- Door Prize Sponsorship**  
Your company is welcome to donate a door prize to be offered as a drawing during one of the breaks or during the last general session.  
I would like to donate the following to be offered as a drawing during one of the breaks or during the last general session. (Books, gift certificates, software, etc.)

Item donated \_\_\_\_\_