

GUIDELINES FOR EXHIBITORS
ARKANSAS LIBRARY ASSOCIATION CONFERENCE
September 25 – 28, 2010

SPACE ASSIGNMENTS: Assignments will be based on the order in which they are received. While every effort will be made to honor your request, there are no guarantees. ArLA reserves the right to locate exhibits as necessary.

EXHIBIT SPACE: A space agreement must be executed by each exhibitor for the right to use the allotted space. No space shall be sublet for any reason. ArLA reserves the right to decline any exhibit or part thereof which it considers unsuitable, and to amend these conditions and restrictions when it deems necessary to the proper operation of the exhibition.

LIABILITY: The exhibitor will be responsible for loss or damage to goods or property in his/her ownership and the exhibitor agrees that he/she will indemnify and save harmless ArLA for all injuries or damages to persons or property through the fault, in whole or in part, of the exhibitor, his/her employees, licensees, invitees, or guests. All safety regulations and restrictions of the city of Little Rock and the state of Arkansas must be followed. ArLA is not responsible for damages or otherwise to any exhibitor by reason of strikes, labor disputes, or any other causes beyond its control, which in any manner restrict, limit, or cancel this scheduled meeting

SHIPPING AND ADDITIONAL BOOTH EQUIPMENT: The exhibitor is encouraged to make such arrangements beforehand. On-sit storage facilities are not available; therefore, early delivery of equipment and/or holding after the event is not possible except through the *Sunbelt Convention Services*.

BOOTH EQUIPMENT: Each booth will be set with 8' high back drape and 36" high side divider drape. Each booth will be furnished with a 8' skirted table, two chairs and a 7" x 44" sign indicating your company. If you need equipment other than what is included in your booth rental, please contact the *Sunbelt Convention Services*, Tim Glasscock, **501-244-9955** or sunbelt4U@sbcglobal.net.

TELEPHONE/ELECTRICAL CONNECTIONS: If you have telephone or electricity installation requirements for your exhibit booth, please send the enclosed order form directly to the Statehouse Convention Center.

SECURITY: The exhibit area will be provided with security when the exhibits are closed.

HOURS OF EXHIBITION: Exhibitors may begin setting up booths beginning at 12 Noon on Sunday, September 26, 2010. All exhibitors must be set up and prepared for the Grand Opening on Sunday evening at 3:00 p.m. to 6:00 p.m. Exhibits will re-open at 8:00 a.m. on Monday and close at 4:30 p.m. Teardown will occur immediately following the end of the show. You should be out by 6:30 p.m.

EXHIBIT BOOTH COST: Booth costs are listed on the enclosed registration form.

CANCELLATION: No refunds on booth space cancellations will be made after September 6, 2010.

CONTACT INFORMATION: ArLA – Barbara Martin – 501-860-7585
Peabody Hotel - 501-906-4000 or www.peabodylittlerock.com