

NJLA



NJASL

NJLTA

NEW JERSEY LIBRARY ASSOCIATION



VENDOR REGISTRATION

ANNUAL SPRING CONFERENCE

APRIL 25 & 26, 2006

Ocean Place, Long Branch, NJ

ANNUAL SPRING CONFERENCE

Jointly sponsored by the

NEW JERSEY LIBRARY ASSOCIATION

NEW JERSEY ASSOCIATION OF SCHOOL LIBRARIANS

NEW JERSEY LIBRARY TRUSTEE ASSOCIATION

Our annual spring conference attracts over 1000 librarians from school, public, college and special libraries throughout the state of New Jersey. This is one of the oldest library professional shows on the east coast, dating back to the 1890s.

EXHIBIT DATES & TIMES

Tuesday, April 25th 8:00 am - 5:00 pm

Wednesday, April 26th 8:30 am - 3:30 pm

FEATURED EVENTS

Exhibit Hall Ribbon Cutting

TUESDAY 8:00 AM

FREE TIME FOR EXHIBITS-ONLY has been scheduled on BOTH DAYS

Display Rules

- Sides will not impede visual flow down aisle nor exceed 5' in height.
- Front will not interfere with flow of traffic by exceeding side rail length.
- Equipment sounds cannot interfere with a conversation in adjoining booths.
- If display exceeds these requirement, the Exhibit Chairperson must be notified prior to February 3, 2006.
- The committee will try to accommodate, but cannot guarantee that the exhibit will be allowed.

Mailing Labels Service

Public library labels are always available from NJLA. Spring conference exhibitors may want to consider targeted mailing just prior to the conference to help to generate interest in new and standard products.

Request for mailing labels should be E-mailed to Sue Rice at the NJLA office at srice@njla.org or you can call 609-394-8032.

Pressure sensitive labels
\$50.00

Please allow 2 weeks for delivery

Exhibit Information

RESERVATIONS	Reservations for exhibit space must be submitted on the enclosed "Application For Exhibit Space". Make your reservations no later than February 10, 2006.
BOOTH NUMBER	Booth assignments will be made in late February.
BOOTH SPACE	6' x 8' area, draped sidewalls and back, 1 table (2' x 6' draped), 2 chairs, wastebasket and identification sign.
COST	One booth 6' x 8' is \$550.00, two or more are \$500.00 each.
DISCOUNT	10% Discount for Commercial Members of N.J.L.A. 20% Discount for Building Fair Participants.
PAYMENT	Payment in full is expected at time of application. No booth will be assigned without full payment.
CANCELLATION	Cancellations cannot be accepted after February 28, 2006. If an exhibitor must cancel, a 50% refund will be made prior to the February 28th deadline. No refunds after that date!
EXHIBITOR AGREEMENT	* EXHIBITORS MUST BE READY BY 8:00 AM on Tuesday and must agree not to dismantle, pack or remove any part of the exhibit before 3:30 PM, Wednesday. Failure to abide by this agreement will result in a loss of seniority. * Sub-letting booth space to other companies is not acceptable. An exhibitor could, at future conferences, be limited to <u>space available after registration deadline</u> .
QUESTIONS:	Call Glynis Way, Ocean County Library (732-349-6200 ext.5111; Fax: 732-349-0478) or C.L. Quillen, Ocean County Library (732-1555; Fax: 732-714-1578) E-mail: njlaexhibits@gmail.com
DRAYAGE:	The company will maintain a service desk during the conference.
MAKE CHECKS PAYABLE TO:	<i>NEW JERSEY LIBRARY ASSOCIATION</i>

MAIL TO:

N.J.L.A. Spring Conference Exhibits, P.O. Box 1534, Trenton, NJ 08607

Exhibit Installation

The N.J.L.A. Exhibits Committee Desk will be open during the entire conference.

Booth Assignments

- Exhibit space is assigned by a combination of date receipt of your **APPLICATION**, product category and seniority with the NJLA Spring Conference.
- Every attempt is made to match location with request.
- Booth numbers will be mailed by early March with our Ocean Place Resort & Spa information packet.



HOTEL RESERVATIONS

Ocean Place Resort & Spa

One Ocean Boulevard

Long Branch, NJ 07740-6770

- Reservations must be made by March 15, 2006
- Special Room Rates for NJLA Convention Attendees
- \$135.00 for Single or Double Occupancy / no resort fee
- When making reservations by telephone (800-411-6493) indicate that you are with the NJ Library Association