



HAWAI'I LIBRARY ASSOCIATION HAWAI'I ASSOCIATION OF SCHOOL LIBRARIANS 2017 JOINT CONFERENCE

Exhibitor Prospectus

Sun, sand, surf, and active volcanoes are beckoning you to join library professionals and members of the library community from Hawai'i and the Pacific for the region's most popular library conference, the **HLA/HASL Joint Conference**. This Annual Conference is the only library conference that many librarians throughout the state will attend. **This is the best opportunity to reach Hawai'i customers.**

The State of Hawai'i has all types of libraries:

- 67 special libraries
- 1 public library system with 51 branches
- 20 college & university libraries
- 390 school libraries

The HLA membership includes all types of settings:

- 36% Academic libraries
- 12% Public libraries
- 22% School libraries
- 19% Professional library schools
- 8% Special libraries
- 3% Other

The HASL membership includes these settings:

- 76% Public Schools
- 16% Private Schools
- 4% University
- 3% Other

The 2017 Hawai'i Library Association/Hawai'i Association of School Librarians Joint Conference will be held at the **University of Hawai'i at Mānoa Campus Center** which is on the island of O'ahu. The Campus Center is ideally situated on UH's campus, yet feels a world away from the bustle of Waikīkī and downtown. It provides a peaceful venue for the conference, whose theme this year is "Sustainability: More Than the Environment."

Join Us!

HLA/HASL makes a great effort to direct conference traffic to the Exhibits by holding food events in the exhibits area and by scheduling no-conflict time for exhibitors. Please join us for what will prove to be an educational, profitable, and enthralling conference.

Exhibit Hours

Installation:	Fri. Oct. 27	7:00 am - 8:30 am
Exhibits Open:	Fri. Oct. 27	9:30 am - 5:00 pm
	Sat. Oct 28	9:30 am - 3:20 pm
Dismantling:	Sat. Oct 28	3:20 pm - 4:20 pm

Exhibit Application

Complete the *HLA/HASL Exhibitor Contract* and mail with full payment to HLA **by August 1, 2017**. Payment is not refundable after October 1, 2017. A \$50 per exhibit space charge will be assessed on all refunds. Exhibit space includes:

- ✓ 1 table, 2 chairs, identification sign
- ✓ Conference attendee list
- ✓ Listing in the conference program

Registration and food are included in the Exhibit Space fee for **one** representative. There is a \$200 fee for each additional representative. Food includes continental breakfast, lunch, and morning and afternoon refreshments on both days.

Technical Details

See the *HLA/HASL Exhibit Space Contract* for electricity and Internet usage. One electrical outlet for one simple device, such as a laptop will be provided. If you will need to plug in more than one device or a device that may have a high power demand, please contact Junie Hayashi to see if there is an additional fee. Please indicate what device(s) you will plug in on the *HLA/HASL Exhibit Space Contract*. The Conference venue provides a wireless connection. Exhibitors with additional equipment needs should contact Junie Hayashi.

Shipping Exhibit Materials

Shipments will be accepted at the Conference **no earlier than October 23**. Boxes need to clearly marked with your Company's Name, Hawai'i Library Association, Oct. 27-28, 2017.

The mailing address is:

University of Hawai'i at Mānoa

Sinclair Library

Attn: Edythe Kaanapu and Carla Hose - HLA Conference
2425 Campus Road
Honolulu, HI 96822

Exhibit Space Assignment

HLA/HASL reserves the right to make the space assignment on the basis of (1) requests for electrical outlets, and (2) date of signed contract and payment. No exhibitor may change the location of the assigned table or move it to another location in the exhibits area.

Rules and Regulations

For a complete set of the rules and regulations see the *2017 Rules and Regulations for Exhibitors* posted on the HLA website. The rights and privileges of an exhibitor shall not be infringed upon by another exhibitor.

Installation and Dismantling

Exhibit installation will be on Friday, Oct. 27, 2017 from 7:00-8:30 am. All exhibits must be ready for viewing by opening of the Exhibit Hall. Exhibit dismantling will be on Saturday, Oct. 28, 2017 from 3:20-4:20 pm. No exhibit may be dismantled or removed before the scheduled dismantling time.

Liability and Security

Exhibitor material will be displayed overnight in the Campus Center ballroom on Friday evening. The ballroom will be locked however, HLA and HASL shall not be liable for damage or loss to exhibitor's properties through theft, fire, accident or any destructive cause, whether the result of negligence or otherwise.

Hotel Accommodations

Since the conference is being held at a non-hotel venue, the Hawai'i Library Association and Hawai'i Association of School Librarians recommend making reservations at a nearby hotel. Hotels in the Waikīkī and Ala Moana area have many affordable room rates.

More Information

Junie Hayashi

Exhibits Co-Coordinator

Leeward Community College Library

96-045 Ala Ike

Pearl City, HI 96782

808.455.0680

junie@hawaii.edu

