

2019 HLA Annual Conference Exhibitor Contract

Location: Kōloa Landing Resort, Po'ipū, Kaua'i
Exhibit Dates: Sunday, November 10, 2019 -
Monday, November 11, 2019

For HLA use only Date Rec'd _____ Paid \$ _____

This information will be published in the final conference program.

Company Name _____

Address _____

City State Zip _____ Phone _____

Website: _____

Description: (Limited to 15 words)

Number of exhibit tables @ _____ **\$800 (regular rate)** OR _____ **\$500 (kama'āina*)** for a total of:
\$ _____

The fee includes:

- Table, 2 chairs, identification sign
- Conference program and attendee list
- Listing in the conference program
- Wifi and electricity
- Meals for one representative
- Parking for one vehicle
- Registration and food for one representative.

*kama'āina rate is for organizations with corporate headquarters in Hawai'i

I will be sending a TOTAL of _____ representatives.

Each exhibit space includes registration, exhibit hall morning & afternoon refreshments and lunch for one (1) representative.

Fee for additional representative(s) is **\$200 per additional person.**

Number of additional representatives: _____ @ **\$200**

2019 HLA Annual Conference Exhibitor Contract – Exhibit Space

The applicant agrees to abide by all exhibit rules, terms, conditions set forth on both sides of this contract and in the *HLA Exhibitor Prospectus* as well as to all conditions under which the exhibit area is leased to the association. Payment must be received before August 31, 2019. **Cancellations MUST be in writing.** NO REFUNDS will be made after October 15, 2019.

Authorized By: _____ (Print Name)

Signature: _____

Title _____

Phone _____

E-mail: _____

Date _____

If you would like HLA to direct all further exhibit information to someone other than above, please indicate below:

Name: _____

Phone: _____

E-mail: _____

2019 HLA Annual Conference Exhibitor Contract - Sponsorship

I would like to provide the following level of sponsorship:

\$ _____ Pueo Sponsor - \$1000.00 and over

- Complimentary exhibitor booth
- Complimentary conference registration for one person.
- Identification as the host of the lunch with your name on event notices and signs.
- Acknowledgement as a Pueo sponsor in the online conference program and on the HLA website.
- Your representative and booth will be identified by a special Pueo sponsor decoration.

\$ _____ 'Elepaio Sponsor - \$500.00 - \$999.00

- Complimentary conference registration for one person.
- Identification as the host of the breakfast with your name on event notices and signs.
- Your company will be acknowledged as an 'Elepaio sponsor in the online conference program and on the HLA website.
- Your representative and booth will be identified by a special 'Elepaio sponsor decoration.

\$ _____ 'Amakihi Sponsor - \$250.00 - \$499.00

- Identification as the host of the snack break with your name on event notices and signs.
- Acknowledgement as an 'Amakihi sponsor in the online conference program and on the HLA website.
- Your representative and booth will be identified by a special 'Amakihi sponsor decoration.

2019 HLA Annual Conference Exhibitor Contract - Product Demonstration

_____ (Company Name)
will conduct a 50-minute product demonstration at the 2019 HLA Annual Conference for a fee of \$250. HLA will provide a conference room for the demonstration; an internet connection; listing in the online conference program; and an email sent to the HLA listserv prior to the conference.

This information will be published in the final conference program.

Company Name: _____

Demo Presenter(s): _____

Demo Title: _____

Demo Description:

Space is limited; contract acceptance will be made based on order of receipt of contract and payment.

Payment

Enclose a check payable to *Hawai'i Library Association* or contact Gwen Sinclair (gsinclair@hawaii.edu) to request a PayPal invoice for credit card payment.

Send contract and payment no later than August 31, 2019 to: Gwen Sinclair, University of Hawai'i at Mānoa Library, 2550 McCarthy Mall, Honolulu, HI 96822 or gsinclair@hawaii.edu

_____ \$500 or \$800 Table x _____ tables

_____ \$200 Additional Representatives x _____ representatives

_____ \$250 Demonstration

_____ Sponsorship

_____ Total Due

An email will be sent to confirm receipt and acceptance of the contract.