



### **Reserve your exhibit space now!**

The North Dakota Library Association's annual conference will be held September 19-22, 2012 at the Best Western Doublewood Inn & Conference Center in Fargo, North Dakota. My name is Al Peterson and I am the Exhibits Chair for this year's conference. My goal is to make this event successful for you, our valued supporters, as well as for association members.

We hope you will take this opportunity to join us to meet and talk with librarians.

With that in mind, here are some things you need to know about the facilities and our plans:

- Scheduled, no-conflict, times for visiting the exhibit hall.
- Morning and afternoon coffee breaks will be held in or near the exhibit hall.
- The Best Western Doublewood Inn and Conference Center meeting rooms are equipped with complimentary wired and wireless internet. (bring your own cords for your computer equipment). Remember it is always good to have any presentations or slideshows backed up on a flash drive or other device.
- Exhibit space includes a table with tablecloth and two chairs. If you need more tables, chairs, or anything special, please indicate that on the registration form.
- Security will be provided in the exhibit hall.
- A vendor hospitality room with refreshments will be provided for your comfort and convenience.
- Vendor scavenger hunt will encourage exhibit hall traffic.
- Friendliest Booth award sponsored by the NDLA New Members Round Table.
- Exhibitor Social Hour will offer a casual atmosphere to visit with attendees.

#### **Tentative Exhibit Hall Schedule:**

Set up: Wednesday, September 19<sup>th</sup> 12:00-8:00 pm

Set up: Thursday, September 20<sup>th</sup> 6:00-10:00 am

Exhibits open: Thursday 10:00 am-5:00 pm (breakfast begins at 7:30 and conference attendees may stop in at exhibits early)

Opening ceremony: Thursday, September 20<sup>th</sup> 10:00 am

Exhibitor Social Event: Thursday, 5:30-6:30 pm (cash bar and hor d'oeuvres)

Exhibits open: Friday, 8:00 AM-11:30 AM

Closing ceremony and door prizes: Friday, 11:30-12:00 pm

Exhibit Hall Breakdown on Friday at 11:30 AM

Please complete and return the enclosed Exhibitor Registration form, along with your check payable to NDLA 2012 Conference, on or before **August 17, 2012**. **Prices will increase after August 17<sup>th</sup>, see the registration form for cost details.** A conference program, list of attendees, tickets to all meals except the

Awards Banquet (tickets for Awards Banquet may be purchased separately), and a name badge will be included in your conference packet.

**Credit Card registration is available online at:** <http://www.ndla.info/Conference/12confexhibitform.htm>

### **Conference Sponsorships**

If you cannot attend the 2012 NDLA Annual Conference as an exhibitor, but would like to contribute to its success as a sponsor or co-sponsor, these opportunities are available:

**\$100 Bronze; \$250 Silver; \$500 Gold; \$1,000 Platinum; \$1,000+ Titanium**

Special signage at the conference and in the program will recognize your generosity.  
We can also include ad space in our conference book.

**Please coordinate your logo and ad details with me by August 10<sup>th</sup>.**

Bronze: ¼ page, Silver: ½ page, Gold and up: full page

**We also welcome sponsorships of socials, breaks, door prizes, or auction items.**

For information about the hotel, contact:

Best Western Doublewood Inn & Conference Center

3333 13th Avenue South

Fargo, ND 58103

(800) 433-3235

[http://www.doublewoodinn.com/fdw\\_amenities.html](http://www.doublewoodinn.com/fdw_amenities.html)

The Best Western Doublewood Inn and Conference Center offers free parking and complimentary shuttle service is available to the airport, bus, and train terminals.

For more information about NDLA or the conference, visit <http://ndla.info/> or <http://ndla.info/Conference/12conf.htm>

For more information about the 2012 Conference Exhibits, contact:

**Al Peterson**

**President Elect, Exhibit Chair**

**North Dakota State Library**

**(Work) 701-328-4021**

**(Cell) 701-527-1400**

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