

April 30, 2004

Dear Exhibitor,

The North Dakota Library Association's 2004 Annual Conference "**Making a Case for Libraries**" will be held September 22nd-24th. The conference will take place at the International Inn in Minot, North Dakota. We invite you to come to the conference to showcase your products and services. This is a chance for you to contact and network with over 200 librarians and NDLA members. They look forward to viewing what is new and available.

We are still working on the details of the schedule. We wanted to let you know that we are planning on having a North Dakota Authors event from 5:30 pm - 8:00 pm Wednesday, September 22nd and would like to have the exhibits open at the same time. This would mean you would want to come and set up Wednesday afternoon between 1 pm – 5 pm. Our conference breaks mid-morning and mid-afternoon on Thursday and Friday morning will be held in the exhibit hall and we plan to make them no conflict times. Exhibits can be taken down after the Friday morning break.

The International Inn currently has 6-8 hookups for Internet and plan to have airport hookups by the date of the conference. You will need to bring your own projectors, computers and patch cords for the computer. NDLA's contract with the hotel provides security 24-hours a day for the exhibit hall, where the doors can be locked when the exhibit hall is not open. If you need to ship items to the hotel and have them held in a secure area you can do that by contacting the hotel and letting them know what is arriving and who will be claiming it for set up in the exhibit hall.

You may also be interested in signing up for a live-demo session to showcase your wares. On the enclosed registration form, please indicate which day you prefer and how long the presentation will last.

Attached is hotel registration information and exhibitors contract. Please note the early-bird deadlines to avoid late registration and higher fees. There is a complimentary shuttle service to and from the airport and train station provided by the hotel.

Please plan to come to the NDLA conference and help us "Make a case for libraries."

Sincerely,

Kaaren Pupino
NDLA Past President/2004 Exhibits Coordinator

Reserve your space now!

HOTEL INFORMATION:

International Inn
Minot, ND, 58702-0777
(701) 852-3161

Free airport shuttle available to the hotel.

Conference sleeping room rates are \$51 for both single and twin double. Please book rooms before September 11st to get the conference rate.

Please complete and return the enclosed registration form, along with your exhibit fee, on or before August 1, 2004. Included in your registration fee will be a conference program, tickets to all meals except the awards banquet held Thursday evening, a name badge and an Exhibitor's ribbon. Exhibits will be in the Executive Room of the International Inn of Minot.

If you are unable to attend the 2004 NDLA Conference, but would like to contribute to the Conference's success as a sponsor or co-sponsor, opportunities are available. Special signage at the conference and in the conference program will recognize your generosity. Sponsorships of socials, breaks, door prizes or other amenities and novelties are most welcome.

For more information contact:

Kaaren Pupino, exhibits coordinator
UND Thormodsgard Law Library
P.O. Box 9004
Grand Forks, ND 58202-9004

Phone: (701) 777-2486

Fax: (701) 777-2217

Email: kaaren.Pupino@thor.law.und.nodak.edu

**NORTH DAKOTA LIBRARY ASSOCIATION
2004 Conference Exhibitors Registration Form**

Enclosed is \$ _____ for _____ 8X10' booths and a Sponsorship of \$ _____

Enclosed is \$ _____ for _____ 8' tabletop and a Sponsorship of \$ _____

Total \$ _____

Electricity is needed for my booth: Yes _____ No _____

An Internet connection is needed for my booth: Yes _____ No _____

Please reserve a live demo time for me: Thursday _____ Friday _____

Please make checks payable to: NDLA Annual Conference

Mail a check and completed contract to:

**Kaaren Pupino
UND Thormodsgard Law Library
P.O. Box 9004
Grand Forks, ND 58202-9004**

FOR NDLA USE ONLY:

Contract received: _____ Assigned booth/table: _____

Booth Contract

Application for Exhibit Space

We hereby submit our application to exhibit at the 2004 North Dakota Library Association Conference. We agree to remit 100% of the exhibit space rental fee with this application/contract.

Cancellation policy: Exhibitors submitting written notice of cancellation of booth space by August 15, 2004, shall be entitled to a booth rental refund minus \$50 processing and resale fee. Cancellations received between August 15 and September 1, 2004, will qualify for a 50% refund of booth rental. No refunds will be made for cancellations received after September 1, 2004.

Authorized Signature:	Date:
-----------------------	-------

Key Contact:
Company Name:

Address:

E-mail:	Phone:	Fax:
---------	--------	------

Product/Services to be featured in booth:		
Electricity needed:	Yes_____	No_____
Internet connectivity needed:	Yes_____	No_____

We <u>prefer</u> not to be located next to the following competitors:

SPACE RENTAL

SPACE RENTAL		
___ 8X10 ' Booth on or before Aug 1, 2004	/	___ 8' tabletop on or before Aug 1, 2003
\$350.00 (2 or more \$325.00 each)	/	\$125.00 (no electricity or Internet)
	/	
___ 8X10 ' Booth after Aug 1, 2004	/	___ 8' tabletop after Aug 1, 2003
\$375.00 (2 or more \$350.00 each)	/	\$150.00 (no electricity or Internet)
	/	
___ 8x10' Booth by the entrance \$400.00 (space limited – check on availability by calling Kaaren Pupino before sending check)		

CONFERENCE SPONSORSHIPS

_____ \$100.00 Bronze _____ \$250.00 Silver _____ \$500.00 Gold

_____ \$1,000.00 Platinum _____ over \$1,000.00 Titanium