



EXHIBITOR/ADVERTISER RESERVATION FORM

Please print clearly. This form is available upon request as a PDF document or as an editable Word document.

Contact Information

Organization _____
 Contact Name _____
 Address (use _____
 credit-card billing _____
 address) _____
 City _____ State _____ Zip Code / Postal Code _____ Country _____
 Phone _____ Fax _____
 Email _____
 Company Description (25-50 words) _____

Table Reservation

Tables are reserved on a first-come, first-served basis upon receipt of this form and full payment. Please return this reservation form by 15 November 2009. All reservations must be paid in full by 15 December 2009.

Number of Tables	Description	Price	Total
	Exhibit Table	\$550.00 per table*	
			Exhibit Table Total
	Less discount for MLA Corporate Patrons (-20%) or MLA Corporate Members (-10%)		Less Discount

Do you have a backdrop for your display? _____
 If so, please indicate the size (may affect placement). _____

Table Reservation Total

*Each table reserved includes one 6-foot table, 2 chairs, sign, and conference registration. One ticket to the Saturday evening banquet is included. Additional tickets may be ordered (see. P. 3, conference registration). A signed copy of this form will be returned, to confirm your reservation, along with shipping instructions and hotel reservation information.

Order forms for telephone service, internet connections, electrical hook-ups, and special audio-visual equipment will be provided in the kit sent to exhibitors by GES Exposition Services, the firm providing exposition services for our exhibitors. These services are contracted directly with the hotel.

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and defend and save the Music Library Association, the Paradise Point Resort and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges of fines and attorney fees arising out of or caused by the Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding such liability caused by the sole negligence of the Paradise Point Resort and its employees and agents. In addition, the Exhibitor acknowledges that the Music Library Association and the Paradise Point Resort do not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor.



Program Booklet Advertising

Full- and half-page advertising spaces are available in the 2010 conference program booklet. Your ad will be seen by each of the 500 conference registrants.

Please submit ads in an electronic format with a hardcopy proof at 300 dpi, and using QuarkXPress, Photoshop EPS or TIFF, Adobe Illustrator EPS, or Acrobat PDF for formatting. When fonts are part of the art image, include both screen and printer versions of the fonts. Fonts must be PostScript, not TrueType. Scans must be at 300 dpi for grayscale images and 1200 dpi for line art. Black-and-white copy produces the best results. Camera-ready copy is non-returnable. Fonts must be imbedded in a PDF file. **Ads MUST be prepaid and received at the Business Office no later than 7 December 2009.**

Quantity	Location	Size*	Price	Total
	Full page(s)	4-1/2' x 7-1/2'	\$275.00	
	Half page(s)	4-1/2' x 3-1/2'	\$175.00	
	Inside front cover	4-1/2' x 7-1/2'	\$375.00	SOLD OUT
	Inside back cover	4-1/2' x 7-1/2'	\$375.00	SOLD OUT
	Outside back cover	4-1/2' x 7-1/2'	\$375.00	SOLD OUT

Less discount for MLA Corporate Patrons (-20%) or MLA Corporate Members (-10%)

*Size of ad, width x depth, with or without border. Costs incurred by necessary reductions or enlargements to meet scale will be charged to the advertiser.

Program Advertising Total

Packet Insert Service

Everyone attending the 2010 convention will receive a convention packet. Exhibitors can now insert printed materials in those conference packets.

Exhibitors using this service are responsible for the printing and shipping of the materials for distribution. Inserts are to be no larger than 8-1/2' x 11". Please prepare 500 copies of your insert and ship to:

Ken Calkins, MLA 2010
 Arts Library
 University of California, San Diego
 9500 Gilman Drive #0175Q
 La Jolla, CA 92093-0175

Materials should reach Ken Calkins no later than March 5, 2010. There will be NO REFUNDS for insert materials received late and they will not be included in the convention packets.

Number of Inserts	Description	Price	Total
	Packet Insert Service	\$300.00 per insert*	
			Packet Insert Total
			Less Discount

*Less \$200.00 discount for all registered exhibitors and non-exhibiting MLA Corporate Patrons and Members of MLA. No additional discounts can be applied.

Packet Insert Total



Conference Registration

All exhibitor registration categories include a name tag, conference program and packet, registration desk services, and admission to all MLA program events. Each Exhibitor Table Package includes ONE regular registration with banquet and up to two complimentary registrations without banquet tickets. Additional registration and banquet tickets can be purchased below. Please provide the name(s) as you would like them to appear on the name tags of those attending.

Name (Please complete for name badge)	Banquet	Registration	Total
1. _____	Included	Included	No Charge
2. _____	Purchase Below	Included	No Charge
3. _____	Purchase Below	Included	No Charge
4. _____	Purchase Below	\$155.00	
5. _____	Purchase Below	\$155.00	

Registration Total

Banquet

Please select meal options below. Indicate the number of meals, if purchasing more than one meal. If you will not be attending the banquet, please select "Not Attending." PLEASE NOTE: If no banquet selection is made, the Oven Roasted Chicken will be ordered for you.

Oven Roasted Breast of Chicken
 Hickory Smoked Wild Salmon
 Roasted Poblano Sweet Corn Ravioli
 Not Attending

Additional Banquet Tickets
Quantity

Description
 Additional Banquet Tickets
 Price
 \$90.00 per ticket*

Total

 Additional Banquet Total

Banquet Ticket Total

Service Information

The following information will help improve our service for you and assist in conference planning. Please check the lines below, as appropriate.

- I require accommodation as covered by the Americans with Disabilities Act
 This is my first MLA national convention
 I have special dietary requirements which are listed below:



Summary

Please summarize total from each category above.

Table Reservation Total \$ _____
 Program Advertising Total \$ _____
 Packet Insert Total \$ _____
 Registration Total \$ _____
 Banquet Total \$ _____

TOTAL AMOUNT ENCLOSED \$ _____ (Must be paid in full by 15 December 2009.)

Payment Options: Check/Money Order (enclosed) VISA MasterCard American Express

Please make checks payable to the **Music Library Association** in US funds drawn on a US bank.

Check Number: _____ Check Date: _____

Credit card payments require the completion of all the fields below.

Card Number: _____ Expiration Date: _____
 Phone Number: _____ Signature: _____

Please return payment and registration to the following address or fax 608-831-8200.

**Music Library Association
 Business Office
 8551 Research Way, Suite 180
 Middleton, WI 53562**

Questions about payments can be directed to the Business Office at mla@areditions.com or by calling 608-836-5825 during normal business hours.

All other questions should be directed to the Assistant Convention Manager Bonna Boettcher at 607-255-7126 or by e-mail: bjb57@cornell.edu.

REFUND POLICY: Registration fees will be refunded only in emergency situations and with the approval of the Convention Manager. Refunds will not be given for unused banquet tickets.

MLA Confirmation: _____ Date: _____

MLA FEIN: 52-6056338

For internal use	
<input type="checkbox"/>	Conventional managers
<input type="checkbox"/>	Access
<input type="checkbox"/>	Accounting
<input type="checkbox"/>	Business Office Manager
<input type="checkbox"/>	Batch File