

West Virginia Library Association

invites you to our

2019 Spring Fling & Fall Conference



Announcement of Events



www.wvla.org

We invite you to showcase your company's products and services at both the West Virginia Library Association's (<http://www.wvla.org>) 2019 Spring Fling and 2019 Fall Conference hosted at:

2019 Spring Fling

Thursday-Friday,

April 4-5

at the

Lakeview Golf Resort & Spa

1 Lakeview Drive

Morgantown, WV 26508

1.304.594.1111

www.lakeviewresort.com



2019 Fall Conference

Wednesday-Friday, Oct. 16-18 at
Clarion Hotel & Conference Center

233 Lowe Drive

Shepherdstown, WV 25443

1.304.876.7000

www.clarionshepherdstown.com



Get a \$50.00 Discount!!

Get your \$50 discount by taking advantage of both our Spring and Fall opportunities. Exhibitor booths for both Spring Fling and Fall Conference cost \$350 each. Sign up for both and receive a \$25 discount on each for a savings of \$50!

Booth rental fees for exhibitors taking advantage of the reduced rate for both Spring Fling and Fall Conference are due by Friday, March 29, 2019. Booth rental fees for exhibitors participating in only the Fall Conference are due by Friday, September 27, 2019.

Booth Assignment

Exhibit booth rental is for a single 8' x 8' booth, with one table (6' or 8' length depending on venue availability) at each event. A completed and signed Exhibit Booth Application, along with full payment for table(s) and all sponsorships at both events, and a signed Exhibitor's Agreement are required prior to booth assignment. Hours for installation, display and dismantling will be determined prior to each individual event and provided to exhibitors.

Exhibit booth assignments will be made, whenever possible, in keeping with preferences expressed by the exhibitor, based on the availability of a particular exhibit booth. Final determination of all booth assignments will be made in the best interest of the conference. Wireless Internet is available in the exhibit area.

Booth Requirements & Service Contractor

The WVLA works with Lakeview Golf Resort & Spa for booth set-up for Spring Fling and with the Clarion Hotel & Conference Center for booth set-up for Fall Conference. Any requirements needed by exhibitors must be listed on the Exhibit Booth Application. Exhibitors are strongly encouraged to take their own electrical cords, etc. When a Service Contractor is used for Spring Fling and/or Fall Conference, additional information regarding offerings by or requirements of the Service Contractor will be provided by the WVLA and/or the Service Contractor.

Cash Sponsorships & Door Prizes

Cash sponsorships and door prizes are also available to provide you with unique opportunities to promote your company. You are invited to sponsor a general session, lunch break, breakfast buffet, refreshment break, the banquet speaker or a program and/or donate a door prize such as a book, gift certificate, computer software, etc.

Sponsors will be recognized in the program booklet and with appropriate signage at the sponsored event. Some sponsorships and door prize drawings include recognition at the session in question, at which a company representative is invited to attend.

Cash sponsorship commitments for exhibitors taking advantage of the reduced rate for both Spring Fling and Fall Conference are due by Friday, March 29, 2019. Cash sponsorship commitments for exhibitors participating in only Fall Conference are due by Friday, September 27, 2019. Door prizes for both Spring Fling and Fall Conference are due at the start of the respective event. Camera-ready art may be E-mailed to: connie.frederick@mail.mln.lib.wv.us

For Additional Information Contact:

Connie Frederick-Williams, Exhibit Coordinator
Ritchie County Public Library,
411 Main Street,
Pennsboro, WV 26415

Office: 304.659.2197

Mobile: 304.266.2250

Fax: 304.659.3698

E-mail: connie.frederick@mail.mln.lib.wv.us

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Exhibit Booth Application

The undersigned desires to participate in the WVLA's 2019 Spring Fling and/or Fall Conference.

Spring Fling is hosted Thursday-Friday, April 4-5, 2019, at Lakeview Golf Resort & Spa, 1 Lakeview Drive, Morgantown, WV 26508.

Fall Conference is Wednesday-Friday, Oct. 16-18, 2019, at the Clarion Hotel & Conference Center, 233 Lowe Drive, Shepherdstown, WV 25443.

The undersigned is subject to the terms, conditions, rules and regulations set forth in the attached **Exhibit Agreement**.

In executing this application, the exhibitor agrees to be bound by the rules and regulations as if the same had been set forth fully in this application.

Please print or type all information:

Company: _____

Preferred Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____ Contact Name: _____

Conference representatives attending booth:

Name: _____ E-mail: _____

Name: _____ E-mail: _____

Please provide a brief statement of services provided for publication in the conference program:

Exhibit Booth Rental

_____ **Spring Fling & Fall Conference Exhibit booth rental fee** **\$ 650.00**

YES!! I would like to take advantage of the reduced booth rate of \$325.00 for both Spring Fling & Fall Conference!! Booth rental fee of \$ 650 covers a single 8'x8' booth at Spring Fling and a single 8'x8' booth at Fall Conference.

_____ **Spring Fling Exhibit booth rental fee** **\$ 350.00**

The booth rental fee of \$ 350.00 covers a single 8' x 8' booth at Spring Fling.

_____ **Fall Conference Exhibit booth rental fee** **\$ 350.00**

The booth rental fee of \$ 350.00 covers a single 8'x8' booth at Fall Conference.

Cash Sponsorships & Door Prizes

_____ **Cash Sponsorship** **\$ _____**

For ___ Spring Fling ___ Fall Conference ___ Split for both events
Please indicate amount and if sponsorship is provided for a specific purpose. Also, please indicate acknowledgement (Max. 50 characters):

_____ **Door Prize Sponsorship**

For: ___ Spring Fling ___ Fall Conference

Please list the item(s): _____

GRAND TOTAL (*Total of combined event discount rate or individual event rate + sponsorships*) **\$ _____**

Payment Method: _____ Check made payable to West Virginia Library Association

_____ Credit Card (Visa or MasterCard only). Please check one: ___ Visa ___ MasterCard

Credit Card Number: _____ Exp. Date: _____

Amount to charge: _____ Authorized Signature: _____

Return Application to:

Connie Frederick, Exhibit Coordinator

Ritchie County Public Library, 411 Main Street, Pennsboro, WV 26415

Office: 304.659.2197 Mobile: 304.266.2250 Fax: 304.659-3698

E-mail: connie.frederick@mail.mln.lib.wv.us

FOR OFFICE USE ONLY

Date Received: _____ Booth Assigned: _____

Amount Paid: _____ Check Number: _____ Confirmation sent: _____

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Exhibitor's Agreement

The following rules and regulations are incorporated by reference into the Exhibit Booth Application and shall govern the use of the exhibit booth contracted for as if they had been fully set forth in the Exhibit Booth Application. These regulations are established for the mutual protection of West Virginia Library Association and the exhibitors. It is the responsibility of the exhibitor company to be fully familiar with these regulations and to see that each member of the company attending the conference is also familiar with the rules and regulations.

1. Agreement For Booth:

- The application for booth, upon acceptance by WVLA, assignment of booth and full payment of fees, constitutes an agreement for rental of the booth assigned.
- The agreement will not be binding upon WVLA in the event of strikes or other circumstances beyond WVLA control.

2. Payment For Booth:

- Applications must be accompanied by full payment, made payable to West Virginia Library Association.
- WVLA reserves the right to delay booth reservations if the full amount is not received with the application.

3. Cancellation Or Withdrawal:

- Upon giving written notice the exhibitor may cancel or withdraw from exhibiting at the 2019 Spring Fling subject to the following conditions and restrictions:
 - Written cancellations received after payment is made - NO REFUND.
 - WVLA will have the right to use the cancelled booth to suit its own convenience, including sale of the booth to another exhibitor without any rebate or allowances to the cancelled exhibitor.
- Upon giving written notice the exhibitor may cancel or withdraw from exhibiting at the 2019 Fall Conference subject to the following conditions and restrictions:

- Written cancellations received within 15 days of date of application and before Friday, August 30, 2019 - FULL REFUND.
- Written cancellations received 15 days or more after application and before Friday, August 30, 2019 - \$50.00 FEE WITHHELD FROM REFUND.
- Written cancellations received after Friday, August 30, 2019 - NO REFUND.
- WVLA will have the right to use the cancelled booth to suit its own convenience, including sale of the booth to another exhibitor without any rebate or allowances to cancelled exhibitor.

4. Allocation Of Booth:

- Applications will be dated and time of receipt applied, allowing for a first-come, first-served approach to assigning booths.
- WVLA reserves the right to alter the exhibit floor plan or change booth assignments in the event of emergency and/or in the interest of any exhibitor. In such event, exhibitor(s) affected will be notified.

5. Occupancy Of Booth:

- Installation will be completed prior to the opening of the West Virginia Library Association's Spring Fling and/or Fall Conference.
- Exhibitors will be notified of any difference in the time schedule.
- WVLA reserves the right to repurpose any booth not occupied on the opening day.
- Final closing time for exhibits will be designated by WVLA and no dismantling or packing may begin prior to closing time for Spring Fling and/or Fall Conference.

6. Use Of Booth:

- All demonstrations or other activities must be confined to the limits of the exhibit booth.
- Displays shall not be placed in such manner as to interfere with other exhibitors.
- No exhibitor shall assign, sublet or share the booth allotted.

7. Restrictions In Operations of Exhibits:

- WVLA reserves the right to restrict exhibits, which because of noise, method of operation, materials, or any reasons, become objectionable, and also to prohibit or even evict any exhibit, which in the opinion of the management may detract from the general character of the exhibits as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character the management determines is objectionable to the exhibits. In the event of such restriction or eviction, WVLA is not liable for any refunds or rentals or other exhibit expenses.
- Showing of projected pictures will only be permitted within the confines of the exhibitor's booth.
- Exhibitor's operating sound reproducing equipment will be expected to keep the sound at a reasonable volume in order to avoid disturbing or interfering with other exhibitors.

8. Care of Building & Equipment:

- Exhibitors, or their agents, shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage occurs, the exhibitor is liable to the owner of the property so damaged.

9. Liability & Insurance:

- WVLA or Summersville Arena & Conference Center and The Stonewall Resort (including their officers, representatives, conference committee and any individuals, or firms retained by it to assist in exhibit work) shall not be responsible for or liable for any bodily injury or property damage, loss or destruction that may occur to the exhibitor, or to any of the exhibitor's employees, personnel, or property, prior to, during, or subsequent to exhibitor's use and occupancy of the exhibit booth during the period of time contracted for thereunder.
- Exhibitors are advised to consult their insurance brokers for proper coverage on display material from the time it leaves their company's premises until its return. In most cases, a rider can be added to a current policy for a nominal cost.

10. Miscellaneous Regulations:

- WVLA reserves the right to determine the eligibility of any company or organization to an exhibit booth.
- WVLA reserves the right to make changes in the time schedule or in the general plan of the exhibit booth if the changes are deemed in the best interest of exhibitors and the exhibit booth in general.
- Drawing for prizes may be conducted by exhibitors within their exhibit area if done in a dignified manner.

These regulations have become a part of the contract between the exhibitor and WVLA. They have been formulated in the best interest of the exhibitors. The management respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the management.

Agreement:

We, _____ (company name)

acknowledge receipt and compliance with all Exhibitor's Agreement Rules and Regulations.

Company Representative Signature: _____ Date: _____

Company Representative Signature: _____ Date: _____

Company Representative Signature: _____ Date: _____