



# Exhibitor Information Package

April 25 - 28, 2019

[www.albertalibraryconference.com](http://www.albertalibraryconference.com)

Library Association of Alberta &  
Alberta Library Trustees Association

# Exhibits / Tradeshow Details

|                         |  |  |
|-------------------------|--|--|
| <b>Where</b>            | The Fairmont Jasper Park Lodge in Jasper, Alberta (approx. 374 km west of Edmonton, 410 km northwest of Calgary). <a href="http://www.fairmont.com/jasper">http://www.fairmont.com/jasper</a> . The exhibit hall is in the Mary Schaffer Ballroom.                             |  |
| <b>When</b>             | Exhibits open at 6:30 p.m. on Thursday, April 25 and remain in place until 1:15p.m. on Saturday, April 28.   |  |
| <b>Price</b>            | \$475.00 plus GST per table/booth space - postmarked on or before 31 January 2019.<br>\$575.00 plus GST per table/booth space - postmarked 1 February 2019 or later.<br>No exhibit space will be reserved until <b>payment in full</b> is received with the Registration Form. |  |
| <b>Deadline</b>         | The registration deadline is March 15. Late registrations will be considered if space is available.<br>\$100.00 processing fee for all refunds. No refunds after 15 March 2019.<br>Conference GST #R124163999  |  |
| <b>Payment</b>          | By cheque, Visa, or MasterCard.  |  |
| <b>Table Space Size</b> | 2 1/2 feet wide by 6 feet long. This is the total space allocated. A table cover, skirting and chairs are provided. Exhibits that occupy more than the allotted space will be charged for an additional booth. This charge may be imposed at the Conference.                   |  |
| <b>Chairs</b>           | Two chairs are provided and included per exhibit space.  |  |
| <b>Table Assignment</b> | Tables are not assigned until mid April. Specific locations may be requested but are not guaranteed.   |  |
| <b>Set-Up Hours</b>     | Thursday, April 25   | 12:00 p.m. - 5:00 p.m.                                   |
| <b>Viewing Hours</b>    | Thursday, April 25   | 6:30 p.m. - 10:00 p.m. (cash bar in Exhibits Area)       |
|                         | Friday, April 26   | 10:00 a.m. - 4:00 p.m. (morning coffee in Exhibits Area) |
|                         | Saturday, April 27   | 10:00 a.m. - 1:15p.m. (morning coffee in Exhibits Area)  |
| <b>Take-Down Hours</b>  | Saturday, April 27   | 1:15 p.m. - 3:00 p.m.                                    |

# Alberta Library Conference 2019

Jasper Park Lodge, Jasper Alberta

April 25-28, 2019

## Shipping

If you are shipping materials to the conference, please ensure that they are well marked with your company name and with the name Alberta Library Conference. The shipping address is:

Alberta Library Conference  
c/o Jasper Park Lodge  
Old Lodge Road  
Jasper, AB T0E 1E0

JPL recommends that all items arrive on or before Monday April 22. They would rather store items for a few days than have them arrive late! Overnight shipping does not exist, simply due to the location. Also, there is no shipping service on Saturdays or Sundays. The delivery can come directly to the loading dock, which has a 44 inch height. Loading dock hours are 8am-4pm. The Lodge has guest rooms close to the dock so they do not allow trucks in the dock prior to 8am or after 4pm, so please schedule your deliveries accordingly. After the conference, crates can be packed up on Saturday April 27 and left with the Lodge for collection on Monday.

## Responsibility

Neither the sponsoring organizations nor the Jasper Park Lodge assumes any responsibility for loss of or damage to exhibits.

## Accommodation

Each exhibitor is responsible for arranging his/her own accommodation. Accommodation at JPL is at the conference rate and includes breakfast, lunch and dinner. Please book early as the Lodge fills up quickly. Contact the Fairmont Jasper Park Lodge directly at (780)-852-3301.

## Give Aways

These should be handed out at your table/booth. We also welcome donations for doorprizes at the Conference. If you have a donation for doorprizes, please let us know.

## Website

Please check the ALC website, <http://www.albertalibraryconference.com/> for additional information throughout the year.

## NOTE:

**Conference attendees who plan to conduct commercial business at the conference must register as an exhibitor and maintain a presence in the Exhibits area (i.e., a table with materials).**

## Questions? Please contact the ALC Exhibits Coordinator

Jean Keetch, ALC Exhibits Coordinator  
c/o Rimbey Municipal Library  
Box 1130  
Rimbey, AB T0C 2J0

Phone 403-843-2841  
Email [exhibits@albertalibraryconference.com](mailto:exhibits@albertalibraryconference.com)

Contact: [exhibits@albertalibraryconference.com](mailto:exhibits@albertalibraryconference.com)