



Alberta Library Conference 2018
Jasper Park Lodge, Jasper AB
April 25-28, 2019

EXHIBIT SPACE APPLICATION

Please enclose the completed application contract with your payment in Canadian funds.

Company Name: _____

Contact Name: _____

Address: _____

Postal/Zip Code: _____ **Country:** _____

Phone: _____

Email: _____

URL: _____

(Exhibitors will be promoted on the Conference web site by company name and link to web site.)

ITEM	# REQUIRED	COST	GST (5%)	TOTAL COST
# Tables required \$475.00 plus GST per table/booth space postmarked on or before 31 January 2019 \$575.00 plus GST per table/booth space postmarked 1 February 2019 or later No exhibit space will be reserved unless payment for the full amount of the fee is received with the Registration Form				
Additional representatives @ \$100 + GST/representative 2 reps are included in the Table/Booth rental cost.				
TOTAL				
GST # R124163999				

Official Exhibit Representative Names (for name tags - please print clearly):

Note: the Exhibits fee includes 2 representatives per table.
Additional representatives may be added at a cost of \$100.00 plus GST each.

1. _____

2. _____

Product:

Please describe your product line. This description will be used in the conference app and will also help us place your table/booth space appropriately.

Location Requests:

Please note any vendor you would appreciate having your booth close to.

Please note any vendor you would appreciate having your booth away from.

(This information will be held in the strictest of confidence. It helps us in placing your booth but does not guarantee a location).

Exhibit Spaces Outside the Ballroom

A limited number of exhibit spaces will be available in the Great Hall, outside the ballroom. Would you be interested in a space outside the ballroom?

Yes _____ No _____

Special Requests:

Please indicate any special requests here.

Payment Options:

All registrations must be accompanied by the Exhibits Application form and payment. The form should be sent directly to Jean Keetch, Exhibits Coordinator (contact information below).

1. Cheque

Make cheque payable to "Alberta Library Conference 2019."

Cheques, the Application for Space and Space summary forms should be sent directly to Jean Keetch (contact information below).

2. Credit card (Visa or MasterCard) – email or mail

VISA MasterCard

Amount enclosed/or to be billed to Credit Card: _____

Credit Card Number _____

Expiration Date ____/____ CVC ____ Name on card _____
(please print)

Signature _____

Registration is official when payment is received. Post-dated cheques will not be accepted. The early application deadline is 31 January 2019.

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).

The cost of internet access is included in the exhibitor fee.

Please send the Exhibits application form and payment to:

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

Phone 403-843-2841

Email exhibits@albertalibraryconference.com