

CYC 2011

The 5th Annual Children & Youth Conference for North Texas Libraries

Thursday, November 17, 2011 at the Lockheed Martin Recreation Area in Fort Worth

Why exhibit at this conference?

- ◆ Network with attendees throughout the day and especially during scheduled Exhibit Hall times.
- ◆ Expand your contacts to more of the library personnel who interface daily with children and youth, from babies through teens.
- ◆ Offer hands-on review and demonstrations of your products.
- ◆ Be available in person to explain your services and answer questions about them.
- ◆ Schedule meetings with library staff.
- ◆ Attend the keynote and break-out sessions, at no additional charge, to learn more about the issues and concerns of your customers.
- ◆ Get your company's business card printed in the conference program and posted indefinitely on the conference website.

What's included with each exhibit space?

- ◆ Each 8' exhibit space includes one 8' x 2½" table, 2 chairs, an 11" x 17" sign identifying your company, Wi-Fi access and – *by advance request only* – electricity. Please bring table drapes, wastebaskets, paint masking tape and any other items you expect to need.
- ◆ Lunch plus complimentary refreshments throughout the day will be provided, and one business card ad for each company represented will be printed in the conference program and posted indefinitely on the [conference website](http://www.librarypresentationsnetwork.com/LP3_2009/exhibitorinfo.html). For an example of that indefinite posting, see http://www.librarypresentationsnetwork.com/LP3_2009/exhibitorinfo.html.

Why pay to advertise in the conference program if I can't attend?

Your business card(s) in the printed program will reflect your support and provide *some* representation of your company's products and services. Additional business cards increase your company's exposure.

Why sponsor a session at the conference?

Your sponsorship will be reflected in the conference program, on the conference schedule, behind the session leader during that session and indefinitely on the conference website.

Exhibit space is very limited and will be assigned in the order of receipt of payment and completed paperwork.

Please review this invitation and respond
NO LATER THAN 5 p.m. FRIDAY OCTOBER 28, 2011.

If you have questions, visit the [conference website](http://www.librarypresentationsnetwork.com) or contact dweisman@ntrls.org.

TERMS & CONDITIONS FOR EXHIBITORS

1. SPACE ASSIGNMENTS

Spaces are assigned on a first-paid & registered, first-guaranteed basis while space is available. If no space remains when your payment & completed paperwork arrive at NTLP, your payment will be returned.

2. EXHIBITOR REPRESENTATIVES

Due to space considerations only two (2) exhibitor representatives are allowed per exhibit space.

3. USE OF BACKDROPS & TALL DISPLAYS

Exhibits with backdrops or with any part of the exhibit extending more than 5 feet off the floor, whether or not that item sits on the floor, must be located along the walls of the exhibit area to provide maximum visibility for all. Exhibitors should use the Exhibit Space Registration and Agreement form to indicate whether or not their exhibit will require a wall space.

4. WI-FI ACCESS & ELECTRICITY

Each space includes Wi-Fi access at no added charge. Electricity, if requested by the Exhibitor Registration deadline, is available without additional charge, also.

5. EQUIPMENT

Each exhibitor is responsible for providing all equipment needed for his/her company's exhibit.

6. SOUND AMPLIFICATION

Amplified sound is allowed as long as the sound doesn't overpower activities in other exhibit spaces.

7. ON-SITE SALES & RELATED TAXES

Exhibitors' on-site sales are allowed, and exhibitors are responsible, independently, for the collection and payment of related taxes. NTLP is not responsible for collection nor payment of exhibitor sales taxes.

8. WALL/CEILING & CARPET CONCERNS

Our contract with the facility provider prohibits the use of push pins, tacks, nails, staples or most adhesive tapes on walls or woodwork and also prohibits the drilling, coring or punching of holes. Please bring paint masking tape with you if you're hoping to attach anything to a surface near your exhibit. Our contract also prohibits hanging, attaching or suspending anything from the ceiling. In any instance where there is a risk of damage to carpeting, a protective coating, such as plastic, must be used. If NTLP is billed for an exhibitor's failure to comply, NTLP will bill the exhibitor for reimbursement.

9. INSURANCE

NTLP is not responsible for the security or safety of any exhibitor's equipment, products, displays, etc. Each exhibitor is expected to insure itself against property loss or damage and against liability for personal injury. Each exhibitor will be held responsible for any damage to the facility caused by that exhibitor's representatives.

10. AUDIOVISUAL COPYRIGHT

Each exhibitor, and not NTLP, is responsible for appropriate licensing for the use of copyrighted audio, video and/or photography in that company's exhibit space and promotions.

11. TOBACCO, SMOKING AND ALCOHOL

No alcoholic beverages may be brought into the building during the conference.

12. SIGN-IN, MOVE-IN & MOVE-OUT

Exhibitor sign-in begins at 8:30 a.m. Conference attendees will not be admitted to the Exhibit Hall before 10:00 a.m. Exhibitors are asked to keep their displays intact until 3:15 p.m.

13. REFUNDS & CANCELLATIONS

Exhibitors who must cancel after having paid for a space should notify dweisman@ntrl.org no later than 2 weeks before the conference date. A \$15.00 handling fee will be deducted from the refund. There will be no refund for cancellations after that date.

14. FAILURE TO OCCUPY SPACE

Unless previously arranged, any space not occupied by the exhibitor by 9:00 a.m. on the event date will be forfeited without refund and may be reassigned.

15. SUBLETTING/SHARING OF SPACE

Exhibitors may not assign, sublet nor apportion the whole or any part of the space allocated. If a space is occupied by any individual or entity not named in the agreement, the exhibitor-of-contract will be billed, after the conference, for additional spaces based on the additional number of exhibitors represented.

16. ADVERTISING IN THE PRINTED PROGRAM

Provided an exhibitor's business card is submitted in advance and in appropriate format, an image of that card will appear in the conference program. Any service provider and/or product vendor who does not rent an exhibit space may pay to have an image of his/her business card printed in the printed program.

17. UNAUTHORIZED PROMOTIONS

Only session presenters and exhibitors with signed agreements on file at NTLP may promote their products or services at the conference. No other persons or entities may sell, demonstrate products/services, or advertise during the event.

18. CANCELLATION OF CONFERENCE

Should any situation beyond the control of NTLP arise to prevent occurrence of the event, NTLP will not be held liable for any expenses incurred by the exhibitor other than the payment NTLP received for the exhibit space.

19. RIGHT OF REFUSAL

NTLP reserves the right to refuse to rent space to a potential exhibitor for any reason.

CYC 2011 - *The 4th Annual Children & Youth Conference for North Texas Library Personnel*

EXHIBIT SPACE REGISTRATION & AGREEMENT

Thursday November 17, 2011 at Lockheed Martin Recreation Area (3400 Bryant Irvin Rd., Fort Worth)
 Exhibits: 10:00 a.m.-3:15 p.m. (No exhibitors will be admitted before 8:30 a.m.)

Company Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Representative(s) who will be in the exhibit space (LIMIT TWO PER SPACE): _____

Please register my company for:

QUANTITY	DESCRIPTION	FEE	PAYMENT INCLUDED
1 (limit)*	One exhibit space with everything it includes	\$100.00	
	Business card ads in conference program (Limit 3 total per company.) Participating exhibitors: First card free!	Exhibitors: \$10.00 per card after initial free card; Non-exhibitors: \$50.00/ card	
	Conference session sponsorship(s)	\$100.00 per session	
To pay by check or credit card via Pay Pal: http://www.ntrls.org/exhibitors/payonline/			
TOTAL PAID OR ENCLOSED			

- I'll need a space along the wall since my display will include a backdrop or other item which will extend more than 5 feet off the floor, whether that item sits on the floor or on a table.
- I'll need electricity in my space.
- *I'd prefer a larger space. Let me know if any spaces remain available for rental after the deadline.
- I'll send my business card(s) in electronic format, as a .jpg or .gif file, to dweisman@ntrls.org.
- I won't be sending my business card(s) in electronic format. Instead I'll send hard copy business card(s) to be scanned by NTLF staff. I understand that the reproduction quality may not be as sharp as if I provide a .jpg or .gif file to NTLF.
- I paid online for all of the items listed above. **A copy of that payment confirmation is attached.**
- You can count on my company to donate a door prize at the event.

I have read and agree to abide by the terms and conditions for exhibitors.

Authorized signature: _____ Date: _____

Complete and sign this form and fax it, **along with proof of payment**, to: fax 800-856-8020 **OR** mail or deliver it, along with proof of payment or with complete payment made out to NTLF Conference.
NTLF Conference; 6320 Southwest Boulevard, Suite 101; Fort Worth, TX 76109

Receipt of your registration, agreement and payment will be confirmed via email within 10 days of receipt at NTLF.

Completed forms & payment must be received at NTLF by **5 p.m. Friday October 28, 2011.**