

Manitoba Libraries Conference 2012

TRADE SHOW REGISTRATION

Thank you for your interest in exhibiting at the 2012 Manitoba Libraries Conference!

The Manitoba Libraries Conference invites library and archives suppliers/vendors to book now for either a table or booth at the 2012 Conference. The Manitoba Libraries Conference hosts up to 300 delegates from Manitoba and neighbouring states and provinces. The Conference is a partnership of several Manitoba library associations.

Location: Delta Winnipeg, 350 Saint Mary Avenue, Winnipeg, Manitoba

Dates: May 15-16, 2012

Your Trade Show Registration includes:

- Trade Show booth or table
- Unopposed time with delegates
- Additional networking opportunities outside of the Trade Show
- Lunches and coffee breaks in the Trade Show

TRADE SHOW HOURS

Tuesday, May 15: Noon – 5 pm

Wednesday, May 16: 10 am – 3 pm

Setup is May 15 from 7-11:45 am*. Take down is May 16 at 3 pm.

* The Conference may have access to the Ballroom where the trade show is located on the evening prior. Early setup will not be known until closer to the date. Your Coordinator will advise if you are able to access early.

By booking in the Trade Show you agree to have your booth or table set up and staffed for the duration of both days.

TRADE SHOW COORDINATOR

Kathleen Williams

Winnipeg Public Library, Administrative Coordinator of Community Outreach and Marketing

Email: KathleenWilliams@winnipeg.ca

Phone: 204.986.4255 / Cell (during the conference): 204.951.8923

Thank you for supporting the 2012 Manitoba Libraries Conference!

EXHIBITOR DETAILS

Please complete this form and email or fax to the address below. *Note: Not all registrations will be accepted for reasons including lack of space. The Exhibits Coordinator will confirm your registration by email within 2 weeks of receipt.*

Company/organization name: _____

Main Contact name: _____ Position/title: _____

Main contact email: _____

Street Address: _____ City/town: _____

Province/state: _____ Postal/zip code: _____ Phone: _____

Fax: _____ Website: _____

Name(s)/title(s) for representatives staffing your booth/table:

Print exactly as you'd like printed on your name tags.

Special requests: _____

We will do our best to accommodate your wishes.

SPONSORSHIP

Consider becoming a sponsor and receive even more recognition!

Sponsor Benefits	Gold \$2,000	Silver \$1,000	Bronze \$500	Friend \$250	
1 Free Booth	✓				
Choice of Booth Location	✓	✓			
Logo placement on all printed schedules and conference website	✓	✓	✓		
Advertising placement in Conference bag	✓	✓	✓	✓	
Coffee Break Sponsorship (includes signage)					\$250
Lunch Break Sponsorship (includes signage)					\$500

Additional Sponsorship Opportunities:

Please contact the Sponsorship Coordinator to discuss options. Items needed include:

- Delegate lanyards and tags
- Conference bags
- Prize for delegate Early Bird deadline
- In-kind items

REGISTRATION

CHOOSE BETWEEN A BOOTH OR TABLE. Access to the hotel's wi-fi is included in your registration.

An exhibit **booth** is:

Eight feet deep x 10 feet wide booth with 6' skirted table, 2 chairs, back drape and side drape.

An exhibit **table** is:

6' skirted table with 1 chair.

Tip: Booths are a larger display space. Tables have no backdraping and are close together. Pick one – not both – on the form below, for what works best for you.

Is electrical required? Yes No *Note: There is a charge for electrical service.*

	Early bird rate Deadline: March 2, 2012	Regular rate Deadline: April 13, 2012
<i>Please circle selections</i>		
Booth <u>or</u>	\$295	\$365
Table	\$115	\$145
+ Electrical	\$40	\$40
SUBTOTAL:		
+ Sponsorship		
Gold	\$2000	
Silver	\$1000	
Bronze	\$500	
Friend	\$250	
Coffee Break	\$250	
Lunch	\$500	
TOTAL:		

PAYMENT

- Cheque *Please make cheques payable to: Manitoba Library Association*
- Credit Card (**VISA** only) Credit Card #: _____ Expiry Date: _____
- I require an invoice to make payment.

Return form and payment to:

Manitoba Libraries Conference – Trade Show
c/o Kathleen Williams, Winnipeg Public Library
251 Donald Street
Winnipeg, MB R3C 3P5
Fax: 1-204-942-5671
Email: KathleenWilliams@winnipeg.ca