



# ALABAMA LIBRARY EXPO

PO Box 680122 | Prattville, AL 36068

Phone (334) 590-6888

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

## 2018 CONTRACT FOR EXHIBIT SPACE

It is understood that the rules and regulations contained herein, and those on the application, become a part of the contract between the exhibitor and Alabama Library Expo. Acceptance of an exhibit application and notification to the applicant of such acceptance by Alabama Library Expo constitutes a contract. All points not covered in this document are subject only to the discretion of Alabama Library Expo.

In accordance with the rules and regulations governing the exhibits for the Alabama Library Expo Annual Tour scheduled to be held in Daphne, Montgomery, Bessemer, and Decatur, the undersigned makes application for the exhibit space and encloses a check made payable to **Alabama Library Expo**.

Return this completed application and payment to:

**Alabama Library Expo**  
**PO Box 680122**  
**Prattville, AL 36068**

Questions?  
 Contact **Chip Crane**  
 Phone: (334) 590-6888  
 FAX: (800) 230-4183  
 E-mail: [chip@cranebooksales.com](mailto:chip@cranebooksales.com)

Should your company need to cancel, August 10, 2018 is the last day to receive a refund. Exhibitor space is limited and will be reserved and confirmed according to the date applications and payments are received.

## 2018 Dates and Locations

- Monday, September 17** ... Daphne, **Daphne Civic Center**
- Tuesday, September 18** ... Montgomery, **Taylor Road Baptist Church**
- Wednesday, September 19** ... Birmingham Area, **Gardendale Civic Center**
- Thursday, September 20** ... Decatur, **Calhoun Comm. College Aerospace Exhibition Center**

### EXHIBITOR'S FEES PER TABLE:

Location / Services	Price	Quantity	Extended Fees
All 4 Locations	<b>\$600.00</b> per table		\$
Early Registration <b>Discount</b> <i>Application &amp; fee must be received by July 31, 2018</i>	<b>Subtract \$100.00</b> per table		-\$
Electricity	<b>\$35.00</b> (one-time fee for all 4 days)		\$
Wireless Internet access (where available)	No Charge		\$ —
One Day Location(s) [Check Location Box(es)]	<b>\$250.00</b> per day per table <input type="checkbox"/> Daphne <input type="checkbox"/> Montgomery <input type="checkbox"/> Gardendale <input type="checkbox"/> Decatur		\$
One Day Location(s) <b>Discount</b> <i>Application &amp; fee must be received by July 31, 2018</i>	<b>Subtract \$50.00</b> per day per table <input type="checkbox"/> Daphne <input type="checkbox"/> Montgomery <input type="checkbox"/> Gardendale <input type="checkbox"/> Decatur		-\$
<b>Total Enclosed:</b>			

\*PLEASE COMPLETE ALL THE INFORMATION ON THE NEXT PAGE FOR YOUR COMPANY AND INDICATE HOW YOUR COMPANY SHOULD BE LISTED IN THE PRINTED PROGRAM AND ON THE ALABAMA LIBRARY EXPO WEB SITE.

## COMPANY INFORMATION

Company Name

Contact

Title

Address

City, State, ZIP

Daytime Phone

FAX

Email for Company Contact

Website

We prefer NOT to be near these exhibitors or types of exhibits (*Note: Your preferences will be considered, but are not guaranteed.*)

Future contact should be sent to (*if different from above*)

### Name(s) of Representative(s) and the site(s) in which they will be exhibiting

Exhibiting at ALL Locations     Daphne     Montgomery     Gardendale     Decatur

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## INFORMATION FOR PROGRAM/WEB SITE LISTING

Company Name

Representative(s) Attending Exhibits

E-mail Address(es) for Representative(s)

Address

City, State, ZIP

Daytime Phone

FAX

Cell Phone

Website

Description of Products/Services

Description of Products/Services Cont.

# ALABAMA LIBRARY EXPO

## RULES, REGULATION AND INSTRUCTIONS

1. Acceptance: Applicants will be accepted on first received/first served based on date of receipt of application and accompanying check. An application submitted without an accompanying check paying the full exhibit fee is not considered binding by Alabama Library Expo for the reservation of an exhibit table.
2. Use of exhibit table space:
  - Subletting of exhibit tables or space occupied by exhibit table is prohibited. No exhibitor shall assign, sublet, or apportion the whole or any portion of table space allotted, nor exhibit therein any goods other than those manufactured or distributed by the exhibitor in the regular course of business, nor permit any firm not exhibiting to solicit business or take orders in his place.
  - Sound equipment may be used for demonstration only. The use of sound or music for attracting attention is prohibited.
  - Exhibit tables furnished at each exhibit location establish the exhibit space allotted to each vendor (either 6' or 8' depending on the tables furnished at each location). Book fair vendors or any vendor utilizing display cases in lieu of display tables shall count each opened display case as one table and shall restrict the width of the open display cases to the width of the tables supplied at each location (either 6' or 8' depending on the tables furnished).
  - Extra tables or floor display stands may be used only in conjunction with the rented exhibit tables provided at each location if these items are placed in front of the rented table (or display case) and do not interfere with the attendees' movement through the aisles or from table to table. If the extra tables or floor display stands do not adhere to these guidelines, an extra table to provide space for these items should be rented. No display case or placement of other display devices shall in any way block the aisle of the exhibit area or unfairly prevent attendees from viewing or visiting adjoining exhibit display tables. All decisions concerning the placement of exhibit tables, exhibit display cases, or other alternative display devices used in the Alabama Library Expo exhibits areas shall be made by the ALE Exhibits Coordinator and shall be final and binding upon the membership.
3. Absence of liability: Alabama Library Expo does not carry insurance covering exhibits and does not assume any responsibility for damage arising from fires, lightning, smoke, civil commotion, or safety of property from theft. It is expressly understood that the exhibitor assumes all risks at all times relating to participation in the exhibit.
4. Terms of payment: There is a rental charge of \$500 per table for a table at all four locations, or \$200 per table for a single location, if payment is received on or before July 31, 2018. After July 31, 2018, rental charge is \$600 per table for all four locations, or \$250 per table for a single location. No refund of exhibit fees will be made after August 11, 2018. No exhibitor will be allowed to place materials or equipment in the exhibit halls or areas until full payment of the table rental is received prior to the meeting date. Checks should be made to Alabama Library Expo and mailed to PO Box 680122, Prattville, AL 36068.
5. Exhibit setup and hours:
  - **Setup times:**
    - Daphne – Monday morning **ONLY**, Sept. 17 – 6:00 am – 7:45 am
    - Montgomery – Sept. 17 - 3:00 pm – 6:00 pm; Sept. 18 – 7:00 am – 7:45 am
    - Gardendale – Sept. 18 – 1:00 pm – 4:00 pm; Sept. 19 – 7:00 am – 7:45 am
    - Decatur – Sept. 19 – 2:00 pm - 5:00 pm; Sept. 20 – 7:00 am – 7:45 am
  - **Exhibit hours daily** – 7:45 am - 10:30 am
  - **Business Meeting** – Sept. 18 – 6:30 pm – 8:00 pm

*FOR ADDITIONAL INFORMATION, PLEASE CONTACT **CHIP CRANE AT (334) 590-6888.***



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### Locations, Setup Times & Exhibit Hours:

- **Daphne Civic Center**

2603 US Highway 98

Daphne, AL 36526

Directions: <http://www.daphneciviccenter.org/contact/>

(251) 626-5300

**Setup:**

Monday morning **ONLY**, Sept. 17 – 6:00 am – 7:45 am

**Exhibit Hours:**

Monday, Sept. 17 – 7:45 am - 10:30 am

- **Taylor Road Baptist Church**

1685 Taylor Rd.

Montgomery, AL 36117

Directions: <http://www.taylorroad.org>

(334) 271-3363

**Setup Times:**

Monday afternoon, Sept. 17 - 3:00 pm – 6:00 pm

Tuesday morning, Sept. 18 – 7:00 am – 7:45 am

**Exhibit Hours:**

Tuesday, Sept. 18 – 7:45 am - 10:30 am

- **Gardendale Civic Center**

857 Main St.

Gardendale, AL 35071

Website: [www.gardendaleciviccenter.com](http://www.gardendaleciviccenter.com)

(205) 631-5679

**Setup Times:**

Tuesday afternoon, Sept. 18 – 1:00 pm – 4:00 pm

Wednesday morning, Sept. 19 – 7:00 am – 7:45 am

**Exhibit Hours:**

Wednesday, Sept. 19 – 7:45 am - 10:30 am

- **Calhoun Community College**

Aerospace Conference Center

6250 US Hwy. 31 N

Decatur, AL 35671

Directions: <http://www.calhoun.edu/Content/Uploads/calhouninnovate.edu/files/Decatur-Campus-Map.pdf>

Aerospace Training Center 'White Bldg. on North Side of campus'

(256) 306-2666

**Setup Times:**

Wednesday afternoon, Sept. 19 – 2:00 pm - 5:00 pm

Thursday morning, Sept. 20 – 7:00 am – 7:45 am

**Exhibit Hours:**

Thursday, Sept. 20 – 7:45 am - 10:30 am

*IF YOU NEED ASSISTANCE, PLEASE CONTACT **CHIP CRANE AT (334) 590-6888.***

*For changes to your company's program listing on the Alabama Library Expo web site or program:*

SUZANNE BURTON – (256) 520-9068



## **Hotels Near Each Stop of the 2018 ALE Tour**

### **Daphne**

Hampton Inn Mobile-East Bay/Daphne  
Hilton Garden Inn  
Microtel Inn and Suites by Wyndham Daphne Mobile  
Homewood Suites by Hilton Mobile - East Bay - Daphne  
Comfort Suites  
Courtyard Mobile Daphne/Eastern Shore

### **Montgomery**

Hampton Inn & Suites Montgomery – East Chase  
Staybridge Suites Montgomery – East Chase  
Holiday Inn & Suites Montgomery E – East Chase  
Sleep Inn & Suites East Chase

### **Gardendale**

Best Western Plus Gardendale  
Microtel Inn & Suites by Wyndham Gardendale

### **Decatur**

DoubleTree by Hilton Hotel Decatur Riverfront  
Best Western River City Hotel  
Microtel Inn & Suites by Wyndham Decatur  
Hampton Inn Decatur  
Courtyard Decatur