



ALABAMA LIBRARY EXPO

PO Box 680122 | Prattville, AL 36068

Phone (205) 305-1511

www.alabamalibraryexpo.com

2023 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, Irondale, and Decatur, the undersigned makes application for the exhibit space which must be accompanied with a **check made payable to Alabama Library Expo.**

Should your company need to cancel, September 8, 2023 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.

Return this completed application and payment to:

Alabama Library Expo
PO Box 680122
Prattville, AL 36068

Questions?
 Contact **David Burrow**
 Phone: (205) 305-1511
 FAX: (800) 230-4183

E-mail: david4books@aol.com

2023 Dates and Locations

- Monday, September 18** ... Daphne, **Daphne Civic Center**
- Tuesday, September 19** ... Montgomery, **St. James Church**
- Wednesday, September 20** ... Irondale, **Irondale Civic Center**
- Thursday, September 21** ... Decatur, **Calhoun Comm. College Aerospace Exhibition Center**

EXHIBITOR'S FEES PER TABLE:

Location / Services	Fees	Quantity	Extended Fees
All 4 Locations	\$700.00 per table (1 table all four days)	_____ # of Tables	\$
All 4 Locations Early Bird Special <i>Application & fee must be received by 8/22/2023</i>	\$600.00 per table (1 table all four days)	_____ # of Tables	\$
Electricity	\$35.00 (one-time fee for all 4 days)		\$
Wireless Internet access (where available)	No Charge		\$ —
One Day Location(s) [Mark Location Box(es)]	\$250.00 per day per table <input type="checkbox"/> Daphne <input type="checkbox"/> Montgomery <input type="checkbox"/> Irondale <input type="checkbox"/> Decatur	_____ # of Tables	\$
One Day Location(s) Early Bird Special <i>Application & fee must be received by 8/22/2023</i>	\$200.00 per day per table <input type="checkbox"/> Daphne <input type="checkbox"/> Montgomery <input type="checkbox"/> Irondale <input type="checkbox"/> Decatur	_____ # of Tables	\$
Total Enclosed:			\$

NOTE: Please fill out & send this page with your registration.

COMPANY INFORMATION/MARKETING CONTACT

Company Name

Marketing Contact

Title

Address (including City, State, ZIP)

Daytime Phone

FAX

Email for Marketing Contact

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

Company Website

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

BOOTH REPRESENTATIVES **NOTE: Include Rep Name(s), Cell/Daytime Phone # & Email Address for each Rep Name(s) and Contact Info of ALL Booth Representative(s) and the site(s) in which they will be exhibiting:**

Exhibiting at ALL Locations Daphne Montgomery Irondale Decatur

Exhibiting at ALL Locations Daphne Montgomery Irondale Decatur

Exhibiting at ALL Locations Daphne Montgomery Irondale Decatur

Exhibiting at ALL Locations Daphne Montgomery Irondale Decatur

INFORMATION FOR PROGRAM/WEB SITE LISTING **NOTE: Please fill out & send this page with your registration.**

Company Name

Name(s) of ALL Booth Representative(s)

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

Address

City, State, ZIP

Daytime Phone

Cell Phone

FAX

Company Website

Social Media Links (i.e., Facebook, Twitter, Instagram, YouTube, etc.)

Description of Products/Services (40 words or less):

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 \$600 per table for a table at all four locations, or \$200 per table for a single location, if payment is received on or before August 22, 2023. After August 22, 2023, rental charge is \$700 per table for all four locations, or \$250 per table for a single location. No refund of exhibit fees will be made after September 8, 2023. 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. 18 – 6:00 am – 7:45 am
 - Montgomery – Sept. 18 - 2:00 pm – 4:30 pm; Sept. 19 – 7:00 am – 7:45 am
 - Bessemer – Sept. 19 – 1:00 pm – 4:00 pm; Sept. 20 – 7:00 am – 7:45 am
 - Rogersville – Sept. 20 – 2:00 pm - 5:00 pm; Sept. 21 – 7:00 am – 7:45 am
 - **Exhibit hours daily** – 7:45 am - 10:30 am
 - **Business Meeting** – Sept. 20 – 6:30 pm – 8:00 pm TBD

*FOR ADDITIONAL INFORMATION, PLEASE CONTACT **DAVID BURROW** AT (205) 305-1511 CELL.*



ALABAMA LIBRARY EXPO

PO Box 680122 | Prattville, AL 36068

Phone (205) 305-1511

www.alabamalibraryexpo.com

Locations, **Setup Times** & **Exhibit Hours**:

- **Daphne Civic Center**

2603 US Hwy. 98

Daphne, AL 36526

Directions: <http://www.daphneal.com/188/Civic-Center>

(251) 626-5300

Setup Time:

Monday morning **ONLY**, Sept. 18 – 6:00 am – 7:45 am

Exhibit Hours:

Monday, Sept. 18 – 7:45 am - 10:30 am

- **St. James Church**

9045 Vaughn Rd.

Montgomery, AL 36117

Directions: <https://sjlife.com/>

(334) 277-3037

Setup Times:

Monday afternoon, Sept. 18 - 2:00 pm – 4:30 pm

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

Exhibit Hours:

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

- **Irondale Civic Center (former Zamora Shrine Center)**

3521 Ratliff Rd.

Irondale, AL 35210

Website: <https://cityofirondaleal.gov/irondale-civic-center/>

(205) 769-0900

Setup Times:

Tuesday afternoon, Sept. 19 – 1:00 pm – 4:00 pm

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

Exhibit Hours:

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

- **Calhoun Community College**

Aerospace Conference Center

6250 US Hwy. 31 N

Decatur, AL 35671

Directions/Map: <https://catalog.calhoun.edu/campus-maps>

Go to Exit 1 and ALE will be in the building marked 1 on the Campus Map

It is a White Bldg. on the North Side of campus.

(256) 306-2666

Setup Times:

Wednesday afternoon, Sept. 20 – 2:00 pm - 5:00 pm

Thursday morning, Sept. 21 – 7:00 am – 7:45 am

Exhibit Hours:

Thursday, Sept. 21 – 7:45 am - 10:30 am

*IF YOU NEED ASSISTANCE, PLEASE CONTACT **DAVID BURROW** AT **(205) 305-1511** CELL.*

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

CONTACT SUZANNE LEWIS – (256) 520-9068 CELL



Hotels Near Each Stop of the 2023 ALE Tour

Sorted by Distance from Exhibit Location

Daphne

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

Montgomery

Sleep Inn & Suites East Chase
LaQuinta Inn & Suites by Wyndham
Fairfield Inn & Suites EastChase
Comfort Inn & Suites
Holiday Inn Express & Suites East Chase
Homewood Suites East Montgomery-Eastchase
TownePlace Suites Montgomery EastChase
Hilton Garden Inn Montgomery - EastChase
Hampton Inn & Suites East Chase

Irondale

Hampton Inn & Suites Birmingham East Irondale
Holiday Inn Express & Suites Birmingham
Comfort Inn (Montevallo Road)
Hilton Garden Inn Liberty Park

Decatur

DoubleTree by Hilton Hotel Decatur Riverfront
Home2 Suites by Hilton Ingalls Harbor
Holiday Inn Express & Suites Decatur
Best Western River City Hotel
Courtyard Decatur