



ALA MEMBER LIBRARY GROUP RATE REGISTRATION & HOUSING FORM

Early Bird deadline is March 6, 2009; Advance deadline is May 22, 2009

Exclusive Benefit for ALA Member Libraries and Non-Profits:

Send professional and support staff who are not ALA members to the 2009 Annual Conference at a special Group Rate for groups of 4 or more. Trustees and Friends are also eligible for this special rate.

Use this form to save an extra 15% off the non-member rate for staff, trustees and friends in groups of 4 or more from your ALA Member Library or Non-Profit.

Registration Per-Person for Groups of 4 or More:

EARLY BIRD BY MARCH 6	\$255	\$225	
ADVANCE BY MAY 22	\$298	\$250	Special 15% Discount
ON-SITE	\$380	\$330	

Register

ALA's registration is handled by Experient. You must register for the group rate using this form. Registration for the group rate is not available online or by phone. To register:

BY MAIL

Send the completed group rate registration form with payment to:

ALA Group Rate Registration
Alicia Babcock
50 E. Huron St.
Chicago, IL. 60611

BY FAX

To pay with a credit card, fax your completed group rate registration form 24 hours a day by dialing 312-280-3224 ATTN: Alicia Babcock. Note: Do not mail form if previously faxed. Send fax only once.

Confirmations

The ALA Registration & Housing Headquarters will e-mail or mail registration and housing confirmation. If you do not receive a written confirmation within one week, please email or call Experient's Customer Service Center at ala@experient-inc.com or 800-974-3084 or 847-996-5876, to verify the status of your registration and housing.

Badges

If registration is received by May 22, 2009, badges will be mailed to you no later than two weeks before the conference. Badges will not be sent to countries other than the U.S. and Canada. Residents of other nations may pick up badges at the Will Call Counter in the McCormick Place West Convention Center.

Photos

Registration constitutes permission to utilize photos taken at the event for news, promotion and similar purposes.

CANCELLATION POLICY:

Written requests for refunds must be postmarked by May 22, 2009. Cancellation of registration will result in a handling fee of \$25 for each item cancelled. No phone cancellations. No refunds after May 22, 2009. No refunds given for "Exhibits Only" and "Exhibits Supreme" badges. Refunds will be processed after the Annual Conference. Send cancellations to 568 Atrium Drive, Vernon Hills, IL 60061 or email ala@experient-inc.com.



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Meeting Registration Fees for Groups of 4 or More

Please fill out ONE copy of this page and attach as many copies of Page 3 (Badge and Tickets) and Page 4 (Housing) as needed for individuals under the Group Rate

RATES: Exclusive pricing for ALA Member Libraries and Non-Profits: For Groups of 4 or More	EARLY BIRD	ADVANCE	ON-SITE
	BY MARCH 6	BY MAY 22	
	\$225	\$250	\$330

Group Rate of _____ x Number of Individuals _____ = Total Fees for Full Registration \$ _____

GROUP REGISTRANT INFORMATION:

All mailings concerning the Annual Conference will be sent to the address provided below:

ALA Member ID – Library or Non-Profit: _____

Organization Name: _____

Address: _____

Address: _____

City: _____

State/Province: _____ Zip Code: _____ Country: _____

Primary Contact for this Group Registration: _____

Daytime Phone: _____ Fax Number: _____ Email: _____

PAYMENT INFORMATION:

Please add up the Total Full Registrations, above, plus any ticketed events purchased for group rate registrants (from any attached copies of Page 3).

TOTAL FULL REGISTRATIONS: \$ _____

TOTAL TICKETED EVENTS: \$ _____

GRAND TOTAL DUE: \$ _____

- BY INSTITUTIONAL CHECK OR PURCHASE ORDER
- Our Institutional check made out to "American Library Association" is enclosed
 - Our Institutional Purchase Order is Enclosed

- BY CREDIT CARD: Check the type of payment enclosed:
- Visa Mastercard American Express

If paying by credit card, signature indicates that you agree to the terms to the right.

CREDIT CARD NUMBER

EXPIRATION DATE
(must be 7/09 or later)

CARDHOLDER'S SIGNATURE

DATE



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SECTION I. BADGE AND OTHER EVENT TICKETS

Please fill out one page per attendee and return all pages (together with page 1) by mail or fax

ALA MEMBER ID FOR LIBRARY OR NON-PROFIT _____

ORGANIZATION NAME: _____

BADGE INFORMATION: Complete the information below, abbreviating as needed. Write clearly and please do not exceed the maximum characters.

FIRST NAME _____
(15 characters)

LAST NAME _____
(15 characters)

INSTITUTE/ORGANIZATION _____
(25 characters)

CITY _____ STATE _____
(25 characters)

EMAIL _____
(will not appear on the badge)

- Check here if this individual has a physical or communication need that may affect his/her participation in Annual Conference activities. Please contact Anne Weglewski at aweglewski@ala.org, 312-280-3220 no later than May 22, 2009. We cannot ensure the availability of appropriate accommodations without prior notification of need.
- This individual is a first time attendee to ALA Annual Conference

Attendees may receive information from exhibitors like invitations, contests and other hot news. Yes No

OTHER EVENTS - See www.ala.org/annual or *American Libraries* (Jan/Feb 2009)

Copy the event code for the event(s) you wish to register this individual for into the columns below. Include the non-member price of the event and the number of tickets you wish to purchase under that individual's name, then put the final amount in the "Amount Due" column. Add up all the events and put that amount into the "Total from Section I". Please print clearly.

EVENT CODE	NON-MEMBER PRICE PER TICKET	# OF TICKETS	AMOUNT DUE
	\$	x	= \$
	\$	x	= \$
	\$	x	= \$
	\$	x	= \$
	\$	x	= \$

TOTAL FROM SECTION I: \$ _____



ALA MEMBER LIBRARY GROUP RATE REGISTRATION & HOUSING FORM

Early Bird deadline is March 6, 2009; Advance deadline is May 22, 2009 ;
Housing deadline is June 5, 2009

SECTION II. HOUSING

Please return all pages (together with page 2 and 3) by mail or fax.

ALA MEMBER ID FOR LIBRARY OR NON-PROFIT _____

ORGANIZATION NAME: _____

HOUSING: Deadline June 5, 2009

Individuals using the group rate must be registered for the Annual Conference to register for housing. This section is not valid without the attached registration form. Credit card information is required to confirm a hotel reservation. Complete the credit card guarantee portion below to guarantee the hotel reservation for the individual(s) named below. **DO NOT DUPLICATE FORMS.**

ARRIVAL DATE _____ DEPARTURE DATE _____

OCCUPANT(S) (Please do not duplicate. If sharing a room, designate one person to complete form.) Print last name first.

1 _____ 2 _____ 3 _____ 4 _____

HOTEL CHOICES (Please print name and number of hotel as listed on Hotel Locator Map at www.ala.org/annual)

1 _____ 2 _____ 3 _____ 4 _____

ROOM PREFERENCE Bedding requests are based on availability. Every effort will be made to accommodate requests.

- Single (one person/one bed)
- Double (two people/one bed)
- Double/double (two people, two beds)
- Triple (three people/1-2 beds)
- Quad (four people/two beds)
- Requires ADA accessible room
- Mobility Hearing impaired Visually impaired

- IMPORTANT NOTES:**
- Rooms are assigned on a “first come/first served” basis and room availability for your arrival/departure.
 - * Failure to check into your hotel on the scheduled date of your arrival will result in the cancellation of your reservation and a charge equal to one night’s room and tax to the credit card used to guarantee your reservation.
 - All changes and/or cancellations prior to June 5, 2009, must be made through the ALA Housing Headquarters. Last minute changes and cancellations must be made to the hotel at least. After June 5, changes and cancellations must be made direct to the hotel at least 24 hours prior to arrival date.

CREDIT CARD GUARANTEE An alternate credit card can be used to charge this room at the time of check in.

Check here to use the same credit card as the group rate registration

CREDIT CARD NUMBER

EXPIRATION DATE
(must be 7/09 or later)

CARDHOLDER’S SIGNATURE

TODAY’S DATE