

ALAAmericanLibraryAssociation

JobLIST Placement & Career Development Center

ANNUAL CONFERENCE * June 20 – 25, 2019 * WASHINGTON, DC

Recruitment Booth Space Reservation Application

The American Library Association's Office for Human Resource Development and Recruitment (ALA/HRDR) provides booth space in conjunction with ALA meetings and conferences at the JobLIST Placement & Career Development Center. Booth spaces are allocated on a first-come, first-reserved basis to paid recruitment vendors. The JobLIST Placement & Career Development Center management reserves the right to rearrange the floor plan, reassign, or relocate booths.

Benefits:

For each booth purchased, your organization will enjoy the following benefits of being a Recruitment Vendor with the ALA Placement & Career Development Center:

- A draped and carpeted 10' x 16' booth, which includes the following items:
 - Furniture:
 - one 6ft. display table
 - two chairs
 - electrical hook-up (Arrangements for this service must be made at least 3 weeks before the start of conference.)
 - waste basket
 - Private interview area with:
 - cafe-style table
 - two chairs

Please note: Additional furniture, A.V. equipment, internet connections, other technology, etc. may be ordered at an additional cost. You will be notified via e-mail regarding your requirements.

- Listing in the Recruitment Vendor Locator Booklet
 - We will produce a color booklet for distribution to job seekers. It will include your organization's logo, your website address, names of staff attending conference, your booth number, and a description of your organization and/or city which you can provide.
- Meals/Refreshments
 - Coffee/tea will be provided daily. Lunch provided for two (2) representatives per organization on both days.

- **Additional Services**

- Access to on-site copier
- Badges for booth representatives
- Listing on the Placement website
- E-mailed conference updates
- Access to on-site computer center
- Access to on-site interviewing facilities
- Assistance with interview scheduling
- Exclusive use of the recruitment vendor lounge
- Professional around-the-clock security**
- Assistance with shipping your materials
- On-site assistance from dedicated, professional staff

PAYMENT

The American Library Association will invoice the recruitment vendor applicant immediately following the conference. Please complete the purchase order information with this form. If you prefer to pay with a credit card, we will charge the cost of the booth to the card number given following the conference. Booths are \$625 each. Additional charges may apply if additional equipment is ordered or more than two representatives are staffing a booth.

CANCELLATIONS

Cancellations must be received in writing two weeks prior to the start of conference. There will be an administrative fee of \$200 charged for all cancellations.

LIABILITY

ALA/HRDR assumes no liability whatsoever for loss or damage through any cause, of goods, or other materials owned, rented or leased by the recruitment vendor. The recruitment vendor shall indemnify ALA/HRDR against and hold it harmless for any complaints, suits or liabilities resulting from the negligence, or misconduct of the recruitment vendor in connection with the vendor's use of the display space. ALA may require the removal from the booth space of personnel or material for cause, in its sole judgment.

**Note: Although we will have security on site, if you plan to have valuable items in your booth (i.e. computer) we advise you to take these items with you at the end of each day.

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PLACEMENT CENTER OPERATIONAL DATES

Set-up:	Friday, June 21, 2019	12:00noon – 5:00pm
Open:	Saturday, June 22, 2019	9:00 am – 5:00pm
	Sunday, June 23, 2019	9:00 am – 5:00pm
Dismantle:	Sunday, June 23, 2019	5:00 pm – 6:00pm

Please complete this form. Mail original completed application to: American Library Association, HRDR Placement Services, 50 E. Huron St., Chicago, IL 60611, E-mail: bcalvin@ala.org.

Upon assignment of booth space by the ALA/HRDR, an information packet will be sent to you.

(Make a copy of this application for your files.) Please **PRINT CLEARLY** or type information.

Basic Fee: \$625.00 per booth. Cost may be more if you order special equipment or have more than 2 people staffing your booth. We will not bill for additional items unless you pre-approve the items/charges.

List the names of your two (2) booth representatives. Additional booth personnel will be assessed a \$75 fee per individual. If you intend to have more than four (4) people in your booth, we ask that you order two booths. Please type or print all requested information CLEARLY.

1. _____
2. _____

ADDITIONAL STAFF

3. _____
4. _____

Authorized Contact Name	Title and Department
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Organization Name	Web Site Address
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Street Address	City	State	Zip	Country
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E-Mail	Phone with ext.	Fax
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Payment Method

CHECK

Our check is enclosed in the amount of \$_____. Payable to the American Library Association.

PURCHASE ORDER

My purchase order is enclosed. Please send us an invoice.

Purchase Order No. _____

Send Invoice to Attention of: _____

(Address if different from above)

Authorized Signature

CHARGE

Charge \$ _____ to my

_____ VISA _____ MasterCard _____ American Express

Card Number Expiration Date

Name as it Appears on Card

Signature