The American Library Association Office for Human Resource Development and Recruitment (ALA/HRDR) provides booth space in conjunction with Placement Services. Booth spaces are allocated on a first-come, first-reserved basis to paid recruitment vendors. Placement Service 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 Service:

- 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, attached interview area with:
    - cafe-style table
    - two chairs

  Please note: Additional furniture, A.V. equipment, 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
  - We will produce a 4-page, color booklet for distribution to job seekers. It will include your organization logo, your website address, names of staff attending conference, your booth number, and a 50-word description which you can provide.

- Refreshments
  - Coffee/tea will be provided on a daily basis. Lunch provided for 2 representatives per organization on Saturday and Sunday. Afternoon snacks may be available.
• Additional Services
  o Access to on-site copier (Limited to 50 copies)
  o Two exhibitor badges for booth personnel with access to the ALA exhibits area*
  o Listing on the Placement website
  o E-mailed conference updates
  o Access to on-site computer center
  o Access to a private computer and printer
  o Access to on-site interviewing facilities
  o Assistance with interview scheduling
  o Exclusive use of the recruitment vendor lounge
  o Professional around-the-clock security**
  o Assistance with shipping your materials
  o 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. Booths are $625 each.

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.
PLACEMENT CENTER OPERATION DATES

Set-up: Thursday, January 10, 2008; 3:00 - 5:00pm and Friday, Jan. 11; 8:30 - 10:30am

Open: Friday, Jan. 11 Noon – 5pm;
      Saturday, Jan. 12, 9am – 5pm;
      Sunday, Jan. 13, 9am – 5pm;
      Monday, Jan. 14, 9am – 1:00pm

Dismantle: Monday, Jan. 14, 1:00 – 3:00p.m.

Please complete this form. Mail original completed application to: American Library Association, HRDR Placement Services, 50 E. Huron St., Chicago, IL 60611, fax 312/280-3256, e-mail: bcalvin@ala.org. Upon assignment of booth space by the ALA/HRDR, a confirmation 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.

List the names of your 2 booth representatives. Additional booth personnel will be assessed a $50 fee per individual. Please print CLEARLY.

1. ____________________________________________

2. ____________________________________________

   ******************************************************************************

   Additional Staff

   3. ____________________________________________

   4. ____________________________________________

Authorized Contact Name                  Title and Department

Organization Name

Address                          City    State    Zip    Country

Phone                            Ext.    Fax    E-Mail
Payment Method

CHECK

Our check is enclosed for $_________________, 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