

**American Library Association**  
Office for Human Resource Development  
and Recruitment (HRDR)  
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# **ALA**AmericanLibraryAssociation

## **JobLIST Placement & Career Development Center**

**ANNUAL CONFERENCE \* June 27 – July 2, 2024 \* CHICAGO, IL**

### **Recruitment Booth 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 on the Placement & Career Development Center's webpage
  - We will include your organization's logo, link to your website, your booth number, and a description of your library/organization which you can provide.

- Meals/Refreshments
  - Coffee/tea will be provided daily. Lunch provided for two (2) representatives per organization on both days. There is an additional fee of \$150.00 per person for additional staff to cover costs of extra furniture, food, etc.
  
- **Additional Services**
  - Access to on-site copier
  - Badges for booth representatives
  - E-mailed conference updates
  - Access to on-site computers
  - 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 staff 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 & CAREER DEVELOPMENT CENTER'S DATES OF OPERATION

Set-up: Friday, June 28, 2024 12:00noon – 5:00pm  
Open: Saturday, June 29, 2024 9:00 am – 5:00pm  
Sunday, June 30, 2024 9:00 am – 5:00pm  
Dismantle: Sunday, June 30, 2024 5:00 pm – 6:00pm

**Please complete pages 3 & 4 of this form and upload them to our secure site at: <https://bit.ly/3Rl8QcG>.** For questions, contact **Beatrice Calvin at: [bcalvin@ala.org](mailto:bcalvin@ala.org), or 312/280-4280.** Additional information will be sent to you once completed forms have been received.. 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, job titles and email addresses of your two (2) booth representatives. Additional booth personnel will be assessed a \$150.00 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. \_\_\_\_\_

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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.

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**Payment Method**

**CHECK**

Our check, payable to the American Library Association, in the amount of \$\_\_\_\_\_ is enclosed. If sending check, also email completed form to: bcalvin@ala.org.

**PURCHASE ORDER #** \_\_\_\_\_

My purchase order is enclosed. Please send us an invoice. Email completed form to: bcalvin@ala.org.

Send Invoice to Attention of: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Authorized Signature

**CHARGE**

Charge \$\_\_\_\_\_ to my

\_\_\_\_\_ VISA      \_\_\_\_\_ MasterCard      \_\_\_\_\_ American Express

Card Number

Expiration Date

Name as it Appears on Card

Signature