



2016 Andrew Carnegie Medals for Excellence Award Ceremony Table Reservations



Booklist and RUSA are pleased to offer 2016 ALA Annual Conference publishers and attendees the opportunity to sponsor a table at the Andrew Carnegie Medals for Excellence award ceremony on Saturday, June 25, 2016, in Orlando.

To reserve your table(s), complete the form on the reverse and e-mail by May 15, 2016, to: Leighann Wood (lwood@ala.org), RUSA awards program coordinator. Seating is not reserved until payment is received.

Please note: the following information is for table sponsorships only, not for individual ticket requests. If you wish to order one or more individual tickets, you may do so via regular conference registration at <http://2016.alaannual.org/ticketed-events#RUSA>. Individual ticket holders will find open seating at non-reserved tables. If you order 10 tickets through ALA Registration, you will be ordering 10 individual open-seating tickets.

Details on Table Reservations

How many seats are there at each table? Each table can accommodate up to 10 people, and all tables will be located in the front of the room.

How much does a table cost? Please see pricing levels outlined below.

What is included in my sponsorship?

- Ten tickets to the Andrew Carnegie Medals for Excellence award ceremony dessert reception
- Sponsorship recognition in award ceremony PowerPoint
- Sponsorship recognition in award ceremony program (Gold sponsors only)
- Pre-event acknowledgement in *Booklist's* June REaD ALERT newsletter and the June issue of RUSA's newsletter *RUSA Update* (Gold sponsors only)

Can I purchase a partial table? Anyone attending the award ceremony may place a table order, but the table must be purchased as a whole and paid for in a single transaction. Please note, individually purchased tickets may not be applied toward the cost of the table. Refund requests for individual tickets will be subject to a \$25 handling fee.

I need two or more tables. Will they be located together? We will make every effort to locate tables together, as long as your tables are ordered at the same time and at the same pricing level.

How will I receive my table tickets? Tickets will be mailed in advance or delivered onsite to your booth. You can then distribute the tickets to your table guests.

Table Reservation Form

All table orders will be acknowledged upon receipt. If you do not receive an acknowledgement within three business days, please contact Leighann Wood, lwood@ala.org, 312-280-5837.

Organization name, as it should appear on table card and in sponsorship acknowledgement:

Main Contact Information for Table Order (contact for payment):

ALA Membership Number: _____
First Name: _____ Last name: _____
Job Title: _____ Organization: _____
Street Address: _____ City: _____
State: _____ Zip: _____
Phone: _____ Email: _____

Maroon Sponsor (\$750 per table) No. of tables _____ x \$750 each = \$ _____

- 10 tickets to the Andrew Carnegie Medals for Excellence award ceremony and dessert reception
- Sponsorship recognition in award ceremony PowerPoint

Gold Sponsor (\$1,000 per table) No. of tables _____ x \$1,000 each = \$ _____

- 10 tickets to the Andrew Carnegie Medals for Excellence award ceremony and dessert reception
- Sponsorship recognition in award ceremony PowerPoint
- Sponsorship recognition in award ceremony program
- Pre-event acknowledgement in *Booklist's* June REaD ALERT newsletter and the June issue of RUSA's newsletter *RUSA Update*

Total no. of tables: _____ Total Amount Due: \$ _____

Method of Payment

___ **Check.** Please make payable to the *Reference and User Services Association* and write, "RUSA Carnegie 2016" in the memo field.

___ **Invoice me.** Purchase Order No: _____

___ **Credit Card.** Please charge the following (circle one): MasterCard Visa American Express

Name as it appears on card: _____ Contact Phone: _____

Credit card number: _____ Expiration date: _____

Cardholder signature: _____

Submit your completed form via e-mail by **May 15, 2016**, to: Leighann Wood (lwood@ala.org).

Tables are not reserved until payment is received.