

ALA American Library Association

JobLIST Placement & Career Development Center

ANNUAL CONFERENCE * June 25 – June 29, 2026 * CHICAGO, IL

Recruitment Booth Reservation Form

PLACEMENT & CAREER DEVELOPMENT CENTER'S DATES OF OPERATION

Set-up: Friday, June 26, 2026; 12:00noon – 5:00pm
Open: Saturday, June 27, 2026; 9:00 am – 5:00pm
Sunday, June 28, 2026; 9:00 am – 5:00pm
Dismantle: Sunday, June 28, 2026; 5:00 pm – 6:00pm

Please complete both pages and return the forms to via email to klredd@ala.org. In the subject line of the email use "Recruitment Booth Reservation Form". For questions, contact **Kimberly Redd** at: klredd@ala.org, or **312/280-4279**. Additional information will be sent to you once completed forms have been received. Please **PRINT OR TYPE CLEARLY**.

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. _____

Authorized Contact Name Title and Department

Organization Name Web Site Address

Street Address City State Zip Country

E-Mail Phone with ext.

ALAAmericanLibraryAssociation

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ANNUAL CONFERENCE * June 25 – June 29, 2026 * PHILADELPHIA, PA

Recruitment Booth Reservation Application

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: klredd@ala.org.

PURCHASE ORDER # _____

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

Send Invoice to Attention of: _____

Address:

Authorized Signature

CREDIT CARD

Please contact Kimberly Redd at klredd@ala.org or 312-280-4279 to make arrangements for credit card payments.