



Dear Exhibitor:

You are cordially invited to exhibit at the 2012 Kansas Library Conference. This year's conference will be held April 11-13, 2012, in Wichita, Kansas, at the Hyatt Regency Wichita, 400 W. Waterman. The Exhibits Hall will be open Wednesday afternoon, April 11, and all day on Thursday, April 12. *There is significant "No Conflict" time built into the session schedule this year.* We are expecting about 400 librarians from public, academic, special and school libraries across Kansas. Last year's Conference in Topeka had 436 attendees.

The cost per booth is \$475.00. *After February 24, 2012, the cost will increase to \$525.00.*

All exhibits will be centralized in the Hyatt's newly-remodeled 10,000 square foot EAGLE BALLROOM. Owing to its central location, the EAGLE BALLROOM will be a central lounge and meeting point between, and during, sessions. This should significantly increase foot traffic and contact opportunities during exhibit hours.

Please read this packet carefully. Exhibit policies and contract are included. Please complete and return your contract as soon as possible. Booth spaces will be assigned on a first-received priority basis. To be considered valid, contracts must be accompanied by AT LEAST HALF the exhibit fee. To guarantee inclusion in the conference program, contracts must be received by March 2, 2012. After that date we cannot guarantee that your company name will appear in the printed program. If you have any questions please feel free to contact me.

We look forward to seeing you in Wichita in April, 2012.

Sincerely,

Mickey Coalwell
Vice President, Kansas Library Association
2012 Conference Chair & Exhibits Coordinator
(785) 838-4090; (785) 838-3989 FAX
(816) 804-0942
mcoalwell@nekls.org



EXHIBIT POLICIES

1. Be sure your exhibit is set up WITHIN the confines of your booth space, as indicated by the draperies outlining your booth.
2. Your booth will be 8' deep by 10' wide and will be equipped with drapery background and side dividers, a sign indicating company name, one 8' draped table, 2 side chairs and a wastebasket. Cost per booth will be \$475.00 if reservation is received on or before February 24, 2012. After that date, cost will be \$525.00 per booth.
3. Wireless internet service is provided AT NO COST to all exhibitors. If you require a wired internet connection, there will be an additional charge.
4. If your exhibit requires electricity, please note this on the contract. There is an additional charge for one 120 volt single phase outlet (5 amps). If you have special electrical requirements, contact the Exhibits Coordinator. Additional charges will apply.
5. No tape, staples, tacks, nails, etc. may be attached to the walls or floors of the Eagle Ballroom, doors or walls of the hotel or its meeting rooms.
6. Exhibit hours will be:

Wednesday, April 11, 2012.....2:00 p.m. to 6:00 p.m.
Thursday, April 12, 2012.....8:00 a.m. to 6:00 p.m.
7. If for any reason it should be necessary for you to cancel your exhibit, there will be a \$50.00 per booth cancellation fee prior to March 2, 2012. NO REFUNDS can be made after that date. Notices of cancellation must be sent to Mickey Coalwell, Exhibits Coordinator.

The Hyatt Regency Wichita cannot be responsible for any damages to electrical, mechanical and computer equipment which is caused by power surge, voltage drop, loss of building power by Public Service or any other failure which is deemed "Act of God." It shall be the responsibility of the exhibitor to provide surge protection for their equipment and act in good faith with installation and removal of all equipment, including, but not limited to any electrical, mechanical and computer equipment. It shall also be the responsibility of each exhibitor to ensure their equipment is properly secured and unplugged during non-operating hours.



DIRECTIONS FOR COMPLETION OF CONTRACT

1. Please complete ALL item lines on contract.
2. Complete the contract, MAKE A COPY FOR YOUR FILES, and return it to:
Mickey Coalwell
4317 W. 6th Street
Lawrence, KS 66049
3. In order for the contract to be considered valid, it must be accompanied by AT LEAST one-half the exhibit fee of \$475.00 per booth (\$525.00 after February 24, 2012). All monies are due by March 23, 2012 unless previous arrangements have been made.
4. Make checks payable to KANSAS LIBRARY CONFERENCE 2012, and mail with completed contract to Mickey Coalwell at the above address.
5. Alternatively, you can reserve exhibitor space ONLINE from the Exhibitors link on the Conference page of the Kansas Library Association website,
<http://kslibassoc.org/home/conference/>
6. Exhibitors' names will be included in the Conference Program if reservations are received on or before March 2, 2012.
7. Please be sure to read the enclosed EXHIBIT POLICIES. You should consider them part of the contract.



**Kansas Library Conference
APRIL 11-13, 2012 WICHITA, KANSAS
Exhibitor Contract**

Number of 8' by 10' booths needed: 1 2 3 4

Name of company as you wish it to appear in program:

Address _____

City, State, Zip _____

Authorized by (please print name) _____

Title _____ Phone _____

UNDER WHAT CATEGORIES DO YOU WISH TO BE LISTED IN THE PROGRAM? (Limit 2)

- | | |
|---|--|
| <input type="checkbox"/> Affiliate Organization | <input type="checkbox"/> Gifts & Clothing |
| <input type="checkbox"/> Architecture & Design | <input type="checkbox"/> Library Automation Products |
| <input type="checkbox"/> Audiobooks | <input type="checkbox"/> Online Services |
| <input type="checkbox"/> Books | <input type="checkbox"/> Reference |
| <input type="checkbox"/> Book Distributor/Wholesaler | <input type="checkbox"/> Security Systems |
| <input type="checkbox"/> Book Repair/Binding | <input type="checkbox"/> Subscriptions |
| <input type="checkbox"/> Children's Services | <input type="checkbox"/> Supplies & Services |
| <input type="checkbox"/> Electronic Databases, Resources & Services | <input type="checkbox"/> Video |
| <input type="checkbox"/> Equipment/Furniture | <input type="checkbox"/> Miscellaneous |

Do you need electricity? No Yes (\$50 flat fee for single outlet, 120 volts)

Booth sign should read as follows (please print clearly):

Name badges needed for: (Limit 3)

Who should receive confirmation and follow-up information? *(Please forward pertinent information to the representatives who will be attending the conference.)*

Name _____

Title _____

Telephone _____ Email _____



**Kansas Library Conference
 APRIL 11-13, 2012 WICHITA, KANSAS
 Payment Form**

Booth Fee: \$475 each; after February 24, 2012, \$525	\$ _____
Electrical (optional): \$50	\$ _____
Internet access	FREE!
Sponsor Options:	
Platinum \$2,500 (includes 1 free exhibit booth)	\$ _____
Gold \$1,000 (includes 1 exhibit booth at half-price)	\$ _____
Silver \$500 (does not include booth fee)	\$ _____
Advertiser \$100-400 (does not include booth fee)	\$ _____
Total Amount	\$ _____

At least one-half the exhibit fee of \$475.00 per booth (\$525.00 after February 24, 2012) is due now. All fees are due by March 23, 2012 unless previous arrangements have been made.

If you wish to charge your exhibit fees to Visa or MasterCard, complete the section below and return it with your completed contract:

 Visa

 MasterCard

Account No. _____

Expiration Date _____

Cardholder Name _____

Company Name _____

Authorized Signature _____

Date _____



KANSAS LIBRARY CONFERENCE DOOR PRIZES

We are planning some prize drawings in the exhibit area during our conference. There are no guidelines for these prizes - they may be samples of your products or anything else you might wish to donate. Anything would be welcome and would be good publicity for your company.

This drawing is for general conference door prizes, not ones given away by a specific company at their own booth. Drawing slips for these prizes will be picked up during exhibit times and will NOT be returned to you. If you plan a drawing of your own, and intend to use the entries to build your mailing list, these drawing slips will not serve that purpose.

If you are interested in contributing an item for these drawings, please complete this form and return it by March 2, 2012.

Please be sure you bring the door prize to the conference. If you wish to donate a prize, but are not exhibiting, you may send the prize directly to me.

TO: Mickey Coalwell
4317 W. 6th Street
Lawrence, KS 66049

We plan to donate the following item(s) for door prize drawings at the KANSAS LIBRARY CONFERENCE to be held in Wichita, April 11-13, 2012.

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

CONTACT PERSON _____

BRIEF DESCRIPTION OF ITEM(S):



Kansas Library Conference Sponsorship Opportunities

Exhibitors are invited to participate as sponsors for the Kansas Library Conference to be held at the Hyatt Regency Wichita, April 11-13, 2012. Sponsorship levels are detailed below.

PLATINUM \$2,500 or more

- Designated as sponsor for keynote, author event or other major event
- Introduced at sponsored event
- Space for sign at event
- 1 free exhibit booth (8' x 10')
- Platinum sponsor sign for exhibitor booth
- Full page ad in program book (8" x 10")
- Acknowledgement in program book
- Website link on conference website
- Company literature distributed at sponsored event & in registration bags
- 1 year membership in Kansas Library Association

GOLD \$1,000

- Designated as sponsor for a refreshment break or activity
- Introduced as sponsor for the break or activity
- Signage on tables during sponsored event
- 1 exhibit booth at ½ price (8' x 10')
- Half page ad in program book (8" x 5")
- Gold sponsor sign for exhibitor booth
- Acknowledgement in program book
- Website link on conference website
- Company literature distributed in registration bag
- 1 year membership in Kansas Library Association

SILVER \$500

- Designated as contributing sponsor for an activity or refreshment break
- Introduced as sponsor at the activity or break
- ¼ page ad in program book (4" x 5")
- Silver Sponsor sign for exhibit booth
- Acknowledgement in program book

ADVERTISER \$100 - \$400

- \$400: Full page ad in program book (8" x 10")
- \$300: ½ page ad in program book (8" x 5")
- \$200: ¼ page ad in program book (4" x 5")
- \$100: small boxed ad in program book (4" x 2 ½")

Thank you for your support of Kansas Libraries!



**HYATT REGENCY WICHITA
400 W. WATERMAN, WICHITA, KANSAS 67202
(316) 293-1234**

SHIPPING & RECEIVING

Arrangements can be made to ship packages out of the Hotel. A method of payment for the shipping must be arranged. The Hotel will arrange for DHL, UPS, or Federal Express to pick up any packages for shipping. Packages to be shipped by UPS must be to the Security Office before 2:00 PM for same day shipping. Packages to be shipped by Federal Express must be to the Security Office before 5:00 PM for same day shipping. Any packages to be shipped must be properly packaged and labeled for delivery prior to giving them to Security. All packages should be clearly marked with a return address. The Hotel does not accept any liability for equipment, goods, displays or other materials shipped from the Hotel. The Group is responsible for insuring its property for loss or damage.

Special arrangements must be made with Security for receiving any equipment, goods, displays, or other materials that will be sent, delivered, or brought into the Hotel. Failure to do this may result in deliveries being refused or materials being unavailable when required. The Hotel's receiving entrance is open twenty-four (24) hours a day, seven (7) days a week. Any materials being sent to the Hotel must be marked as follows:

Your Name, Company Name & Convention (KLA), Arrival Date

c/o Hyatt Regency Wichita, 400 W. Waterman, Wichita, Kansas 67202

Number of Boxes (Ex: Box 1 of 2, Box 2 of 2)

Packages will not be accepted more than seventy-two (72) hours prior to set-up time (without an additional drayage charge of 100%).

Rates and Guidelines

Handling & Storage Charges		
SIZE	INBOUND	OUTBOUND
Letter (or any item under 1lb)	No Charge	No Charge
Box/Case	\$5.00	\$5.00
Pallets/Crates	\$100.00	\$100.00

Items are stored complimentary for 48 hours prior to the function and 48 hours following the function. If items arrive or remain later than 48 hours Boxes and Cases will be charged \$5.00 per day and pallets will be charged \$50.00 per day as a storage fee.

The Hyatt Regency Wichita will not accept palletized items or items in excess of 200 lbs. without prior notification. Please contact the Security Office for details and note that there will be additional charges for items over 200 lbs.

The charge for guests shipping from the Hyatt without their own account is the standard DHL, UPS, or FedEx rate plus the above handling charges. Handling charges are subject to change without notice. Due to limited storage space, additional Storage Charges will be applied to packages stored more than three (3) business days. On the *label* or *air bill*, please include a telephone number of the *from address*. In the event of a problem, this will help us contact you.