



**LIBRARIES**  
**@ THE CENTER**

## Welcome

You are cordially invited to exhibit at the 2015 Virginia Library Association Annual Conference, October 21-23, 2015 at the Marriott Hotel in downtown Richmond, VA. Your support is vitally important to us, and we have a variety of exciting Sponsorship Opportunities available to you. VLA is delighted to be commemorating our association's 110th anniversary in the state's capitol, and expect a record attendance turnout.

Whether you are a new or returning exhibitor, we are excited about welcoming you to our conference this October. On behalf of all the libraries in Virginia, I thank you for your support.

With appreciation,

Suzy Szasz Palmer, President  
Virginia Library Association



## Exhibitor Details

We recognize the importance of the Vendors and their participation to make our conference a success. The ribbon on our Exhibit Hall will be cut at 8:30am on Thursday, October 22, with the Registration Booths located in the rear of the hall. Attendees **MUST** walk through the Exhibit Hall to receive their registration packets. In an effort to provide more traffic to the exhibit booths, VLA will provide a box lunch to all registrants in the Exhibit Hall on Thursday, from 11:45 am-1:00 pm, and will provide non-conflict time on Thursday afternoon, and again on Friday morning. On Friday we will offer coffee in the Exhibit area from 8:00-9:00 am. We will also hold our extremely popular Scholarship Basket Raffle in the Exhibit Hall at 12 pm. The Exhibits will officially close at 1 pm. We ask that you not break your booth down before 1 pm.

**When making a hotel reservation, please indicate that you are with the Virginia Library Association to receive the conference rate.**

Please complete the application form at: <http://bit.ly/1GkGJQE>

Booth fees are \$550 for the first booth (\$600 if sent after October 10) and \$500 for each additional booth. Please refer to the enclosed booth layout when requesting individual booths. Booths will be assigned based on the date application and fee is received. Confirmation letters with booth assignments will be e-mailed to you. VLA accepts payments via credit card online or by phone or checks by mail. Included in this fee are piping and draping, a 6 foot draped table, two chairs, one wastebasket and complimentary wi-fi. The hall is carpeted. Hollins Exposition Services, our show decorator, will email a full kit to all exhibitors (including an order form for electricity) in early September.

## Keynote Speakers

### Carrie Brown

Carrie Brown is the author of six acclaimed novels – most recently *The Last First Day*—and a collection of short stories, *The House on Belle Isle*. A new novel, *The Stargazer's Sister* (Pantheon), will be published in February 2016. She has won many awards for her work, including a National Endowment for the Arts fellowship, the Barnes and Noble Discover Award, the Janet Heidinger Kafka Prize, The Great Lakes Book Award, and, twice, the Library of Virginia Award for fiction. Her short fiction has appeared in journals including *One Story*, *Glimmer Train*, *The Georgia Review*, and *The Oxford American*. Her work has been translated into several languages, and she has read at literary festivals, libraries, bookstores, and colleges and universities across the country. She taught for many years at Sweet Briar College in Virginia, where she lives with her husband, the writer John Gregory Brown. She is now Distinguished Visiting Professor of Creative Writing at Hollins University.

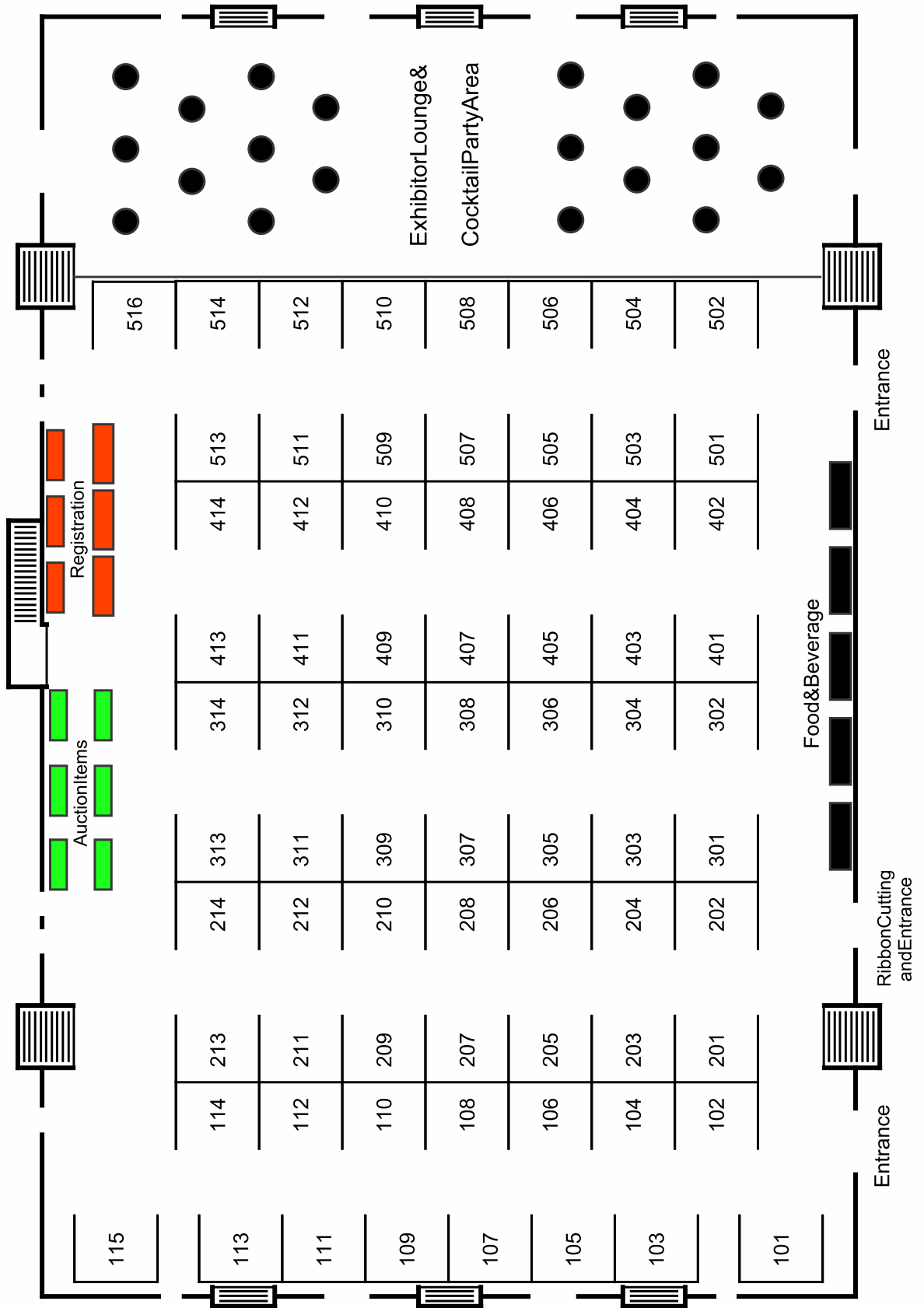


### Lydia Netzer

Lydia Netzer is the author of *Shine Shine Shine*, a *New York Times* Notable book, a *Library Journal* Best Book, and a finalist for the *LA Times* Book Prize. Her second novel, *How to Tell Toledo from the Night Sky*, was published in 2014 by St. Martin's Press. She was born in Michigan and educated in the Midwest, but now lives in Norfolk, Virginia with her husband and children, their dogs and horse.



## Booth Layout



## Grand Ballroom—Richmond Marriot

All booths: 10 ft. wide by 8 ft. deep

## Exhibitor Agreement

### EXHIBIT RULES AND REGULATIONS

The following rules and regulations are incorporated by reference into the Exhibitor's Space Application and shall govern the use of the exhibit space contracted for as if they had been fully set forth in the Exhibitor's Space Application. These regulations are established for the mutual protection of VLA and the exhibitors. It is the responsibility of the exhibiting firm to be fully familiar with these regulations and to see that each member of the firm attending the conference exhibit is also familiar with the regulations.

### AGREEMENT FOR SPACE

- The application for booth space, upon acceptance by VLA and assignment of space and full payment of fees, constitutes an agreement for rental of the space assigned.
- The agreement will not be binding upon VLA in the event of strikes or other circumstances beyond VLA's control.

### PAYMENT FOR SPACE

- Applications must be accompanied by the full payment, made payable to Virginia Library Association.
- VLA reserves the right to delay space reservations if the full amount is not received with the application.

### CANCELLATION OR WITHDRAWAL

- Upon giving written notice, the exhibitor may cancel or withdraw from exhibiting at the 2015 conference subject to the following conditions and restrictions.
- Written cancellations received prior to October 8, 2015- FULL REFUND.
- Written cancellations received after October 8, 2015 - NO REFUND.
- VLA will have the right to use the cancelled space to suit its own convenience, including sale of the space to another exhibitor without any rebate or allowances to the cancelled exhibitor.

### ALLOCATION OF SPACE

- Applications will be dated and time of receipt applied, allowing for a first-come first-served approach to assigning spaces.
- VLA reserves the right to alter the exhibit floor plan, or change space assignments in the event of emergency and/or in the interest of any exhibitor. In such event, exhibitor(s) affected will be notified.

### OCCUPANCY OF SPACE

- Installation may begin on Wednesday, October 21 after 5:00 pm and should be completed no later than 8:30 am on Thursday.
- Vendors will be notified of any difference in the time schedule.
- VLA reserves the right to occupy any space not occupied on the opening day.
- Final closing time for exhibiting will be designated by VLA and **no dismantling or packing may start prior to closing time.**

### USE OF SPACE

- All demonstrations or other activities must be confined to the limits of the exhibit booth space.
- Displays shall not be placed in such manner as to interfere with other exhibitors.
- No exhibitor shall assign, sublet, or share space allotted.

## **RESTRICTIONS IN OPERATIONS OF EXHIBITS**

- VLA reserves the right to restrict exhibits that because of noise, method of operation, materials, or any other reasons, become objectionable, and also to prohibit or even evict any exhibit that in the opinion of the management may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character that the management determines is objectionable to the exhibit. In the event of such restriction or eviction, VLA is not liable for any refunds or rentals or other exhibit expenses.
- Showing of projected pictures will only be permitted within the confines of the exhibitor's booth.
- Exhibitor's operating sound reproducing equipment will be expected to keep the sound at a reasonable volume in order to avoid disturbing or interfering with other exhibitors.

## **CARE OF BUILDING AND EQUIPMENT**

- Exhibitors, or their agents, shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage occurs, the exhibitor is liable to the owner of the property so damaged.

## **LIABILITY AND INSURANCE**

- VLA or the Richmond Marriott including their officers, representatives, conference committee (and any individuals, or firms retained by it to assist in exhibit work) shall not be responsible for or liable for any bodily injury or property damage, loss or destruction that may occur to the exhibitor, or to any of the exhibitor's employees, personnel, or property, prior to, during, or subsequent to exhibitor's use and occupancy of the exhibit booth space during the period of time contracted for thereunder.
- Exhibitors are advised to consult their insurance brokers for proper coverage on display material from the time it leaves their company's premises until its return. In most cases, a rider can be added to a current policy for a nominal cost.

## **MISCELLANEOUS REGULATIONS**

- VLA reserves the right to determine the eligibility of any company or organization to exhibit.
- VLA reserves the right to make changes in the time schedule or in the general plan of the exhibit if the changes are deemed in the best interest of exhibitors and the exhibit in general.
- Drawing for prizes may be conducted by exhibitors within their exhibit area if done in a dignified manner.

*These regulations have become a part of the contract between the exhibitor and VLA. They have been formulated in the best interest of the exhibitors. The management respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the management.*

Once you have completed the online registration form and paid for your space, a confirmation email will be sent to you.

Lisa R. Varga  
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