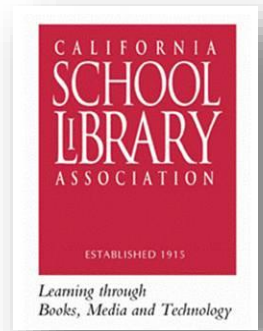


CSLA



2020 Annual Conference & Exhibits

February 6 – 8, 2020



Pacific Palms Resort
One Industry Hills Parkway, City of Industry, CA 91744

Exhibitor Prospectus

Exhibitor Days

February 6 – 8, 2020

CSLA EXHIBITOR PROSPECTUS 2020

California School Library Association

2020 Annual Conference and Exhibits
February 6 - 8, 2020

Pacific Palms Resort, 1 Industry Hills Parkway,
City of Industry, CA 91744

Exhibitor Days: February 7 - 8, 2020

About the CSLA Annual Conference and Exhibits

California School Library Association (CSLA) is pleased to announce the 2020 Annual Conference and Exhibits in City of Industry, California. Exhibit dates are February 7 and 8, 2020 (Friday afternoon and Saturday). There will be a block of "conflict free" exhibit time. Exhibiting during this conference will provide you with access to the qualified buyers and decision-makers in the school library profession, as well as invited guests attending from partner organizations such as California Library Association (CLA), California Association of Teachers of English (CATE), and California Reading Association (CRA).

Top Reasons to Exhibit:

- Showcase your products and/or services in one place with current and prospective customers
- Communicate directly with decision-makers, teacher librarians, school library administrators, classified library staff, public librarians, classroom teachers, technology educators, reading specialists, and school administrators
- **NEW!** Exhibitor Learning Sessions will be offered throughout the conference during concurrent sessions. **Sessions will be one (1) hour long and clearly identified as commercial presentations** in the program and all communications
- Enjoy exclusive exhibit hours. For exhibitor convenience, exhibit days are compacted into one and one-half days, and we continue to provide exclusive exhibit hours
- Promote your company as an exhibitor on the conference website
- Target your marketing opportunities in conjunction with CSLA promotions

**Please reserve space early,
last year exhibit space SOLD OUT!**

The following materials comprise the contract regulations set forth by CSLA for all organizations and their personnel exhibiting at the **2020 CSLA Annual Conference and Exposition**. Please read the exhibit terms, conditions, deadlines, and rules *carefully* as outlined in this exhibitor prospectus.

CSLA encourages conference attendees to visit the exhibit hall by offering:

- Dedicated conflict-free exhibit hours
- Food in the exhibit hall during Friday exhibit hall opening reception
- California School Library Foundation Drawings held in the exhibit hall. We encourage you to bring one or more items as prizes
- Opportunities to attend Exhibitor Learning Sessions throughout the conference

For the past five years, the Exhibitor Learning Sessions have sold out well ahead of the final deadline. For 2020, exhibitor learning sessions will be held throughout the conference in one (1) hour time blocks during concurrent sessions. Contact Exhibits Coordinator for available times. See available [session time slots here](#)

bit.ly/cslaELS20

2020 Deadline Dates to Remember

September 30, 2019

Exhibit Space Early Registration Price **Deadline**
Sponsorship 20% Discount **Deadline**.
Deadline for exhibitor listing in Preliminary (online) Program.
Exhibitor Description and Sponsor Logo **due** to CSLA

November 29, 2019

Exhibitor Space Regular Registration Price **Deadline**
Sponsorship 10% Discount **Deadline**
Deadline (exhibit space sales end)
Deadline for the Final (online and printed) Program,
Exhibitor Description, all camera-ready artwork, and sponsor logos **due** to CSLA
Last day to reserve hotel rooms at conference rate
(hotel rooms may sell out earlier)

EXHIBITS LOCATION

Pacific Palms Resort, Majestic Ballroom

EXHIBIT MOVE-IN HOURS

Friday, February 7, 2020
12:00noon – 3:00pm

EXHIBIT HOURS

Friday, February 7, 2020
3:30pm – 6:30pm, conflict-free time
Saturday, February 8, 2020
8:30am – 2:30pm
Exhibit Hall Closing Festivities 1:30 – 2:30 conflict-free time

EXHIBIT DISMANTLE HOURS

Saturday, February 8, 2020
2:30pm – 4:30pm
All material MUST be removed by 4:30pm

PRE AND POST REGISTRATION LISTS

Pre-conference registration lists will only be provided to sponsors (Level 1 & Level 2) and those exhibitors who purchase them. All exhibitors will receive the complimentary post conference registration list.

The lists will not include registrants who opt out from having their information shared.

Lists will include participant's:

- Name
- Email address

Please note that registrants provide their information by updating their accounts, therefore, CSLA is not responsible for inaccurate or incomplete records.

Conference attendee lists shall be provided on the following schedule:

- Complimentary pre-conference lists are provided to level 1 and 2 conference sponsors
- Pre-conference lists may be purchased for \$100
- A post-conference list will be sent electronically within ten (10) days of the end of the conference

2019 CSLA Conference – Fees, Advertising and Sponsorships

FEE SCHEDULE

** Electricity and WiFi will be included in your package (a \$100.00 value).

Membership MUST be current through the dates of the conference

Tabletop Contracts Received by September 30, 2019

	Non Sponsor Pricing	Sponsor Pricing (20% discount)
CSLA Sustaining Members	\$570	\$456
CSLA Commercial & Institutional Members	\$665	\$532
Non-members	\$820	\$656

Tabletop Contracts Received on or after October 1, 2019

	Non Sponsor Pricing	Sponsor Pricing (10% discount)
CSLA Sustaining Members	\$725	\$638
CSLA Commercial & Institutional Members	\$825	\$726
Non-members	\$975	\$858

Please note that tabletop dimensions are 72" x 30" and include two chairs. Multiple tabletops may be ordered. Wi-Fi service and electrical outlets will be provided at no additional charge.

Hotel Accommodations

CSLA has negotiated a very attractive discounted room rate of \$149.00 single/double at the Pacific Palm Resort to exhibitors and attendees.

Call to reserve a room 1-800-524-4557

or make your reservation online: <http://bit.ly/ppreserv20>

The **deadline** for hotel reservations is **November 30, 2019**. Room availability is limited, so please register for your table and reserve your hotel room(s) early.

CSL FOUNDATION DRAWING

CSLA and the CSL Foundation appreciate any and all donations as do our attendees. To gain additional visibility, donate one or more drawing prizes (\$25.00 minimum value each).

CONFERENCE PROGRAM ADVERTISING

Conference sponsors receive complimentary advertising space:

Level 1	Full page
Level 2	½ page
Level 3	¼ page

All other exhibitors may purchase advertising space at the following rates:

Full page	\$1,100
½ page	\$550
¼ page	\$275

Sustaining and commercial members not exhibiting at the conference may purchase advertising space at the following rates:

Full page	\$1,600
½ page	\$800
¼ page	\$475

Non-Members who do not exhibit may not advertise in the conference program.

All ads must be to CSLA no later than **June 28, 2019** in order to be included in the **Preliminary Program**; or no later than **November 15, 2019** to be included in the **Final Program**. Please provide camera-ready artwork.

We would like to acknowledge the commitment of our sponsors, exhibitors, and sustaining members from the 2019 conference. Their investment was integral to the success of the conference.

We look forward to your participation at
PACIFIC PALMS – February 6 – 8, 2020.



- ♥ indicates a conference sponsor
- ◆ indicates a CSLA sustaining member
- ◆ indicates a conference partner

- | | |
|---|---|
| ABC-Clio | Infobase Learning |
| ◆ ABDO | Insignia Software |
| Alexandria | J. Appleseed |
| Bound to Stay Bound | ◆ ♥ Junior Library Guild |
| BrainPOP | Kajeet |
| ◆ Britannica Digital | KO Kids Books |
| ◆ California Library Association | LAUSD |
| California Mathematics Council | Lectorum |
| California School Employees Association | Library Skills, Inc. |
| ◆ California Science Teachers Association | Lerner Publishing |
| Cavendish Square | ◆ ♥ Mackin |
| CaliforniaStreaming | Media Flex - OPALS |
| ◆ ♥ California Teachers Association | Mitinet |
| Capstone | ◆ Mrs. Nelson's Book Fairs (bookseller) |
| Children's Plus | Newseum |
| Copyright and Creativity | Nullmeyer and Associates |
| Cover One | OverDrive |
| CSLF Opportunity Drawing | ◆ ♥ PermaBound |
| CUE | PowerKids |
| CYRM | ProQuest |
| ♥ Demco | Pura Vida |
| Delaney Educational Products | Rainbow Books |
| EBSCO Information Services | Readers To Eaters |
| Emporia State University | Readerbound Books |
| FactCite: Lincoln Library On Line | Rosen |
| ◆ ♥ Follett School Solutions | Ross McDonald |
| Follett Book Fairs | Rourke Publishing Group |
| Fresno Pacific University | ♥ Scholastic Book Fairs |
| ◆ ♥ Gale, a Cengage Company | Scholastic Library Publishing |
| Gareth Stevens | Stop Falling Productions |
| Garrett Books | T-Mobile |
| Greenhaven | Tales2go |
| Gumdrop Books | TeachingBooks.net |
| | The Child's World |
| | University of North Texas |

2019 CSLA Conference Sponsorship Opportunities and Thanks

Level 1 Sponsors \$2,000

In appreciation for your sponsorship you will receive:

- A full-page ad in the final Conference Program **\$1,500 value**
- One complimentary **Exhibitor Learning Sessions** (60 minutes each) **\$225 value**
- Two complimentary tickets for the California Young Reader Medal banquet **\$160 value**
- The opportunity to briefly address the audience at the Session you sponsor
- Special recognition on our web site your company link
- Public recognition signage at the conference
- Pre-registration lists **\$100 value**
- Listing on pre-conference materials and in the monthly CSLA newsletters leading up to and immediately following the conference

Sponsorship contracts with payment received before **September 30, 2019**:

- Receive a 20% discount on table space (10% on or after **October 1, 2019**)

Level 1 Sponsorship choices:

CSLA reserves the right to reassign sponsorship choice in the event of unforeseen circumstances.

- _____ **Opening Session**
- _____ **CYRM Banquet**
- _____ **Sched – Web based event App**
- _____ **Coffee sponsor (7am - 2pm Thursday - Sunday)**
- _____ **Official Conference Gift Sponsor**

Level 2 Sponsors \$1,000

In appreciation for your sponsorship you will receive:

- A half-page ad in the final Conference Program **\$800 value**
- One discounted Exhibitor Learning Session (60 minutes) **\$100 value**
- Special recognition on our web site your company link
- Public recognition signage at the conference
- Listing on pre-conference materials and in the monthly CSLA newsletters leading up to and immediately following the conference

Sponsorship contracts with payment received before **September 30, 2019**:

- A 20% discount on table space (10% on or after **October 1, 2019**)

Level 2 Sponsorship choices:

CSLA reserves the right to reassign sponsorship choice in the event of unforeseen circumstances.

(your corporate logo will appear prominently on the item)

- _____ **Name Badge Holders**
- _____ **Ice Cream Social at Closing of Exhibit Hall**
- _____ **Conference Bag**
(your corporate logo will appear prominently on the item)
- _____ **First Timers Reception**
- _____ **Dance it UP! (Friday night at Officers' Reception)**
Sponsor the disc jockey and get your company shout outs throughout the night.

Publishers wishing to bring their own authors may do so, but do not qualify for this sponsorship. Contact Dr. Virginia Loh Hagan virginialoh@cs.com to have sponsored authors indicated in the printed program.

Level 3 Sponsors \$600

In appreciation for your sponsorship you will receive:

- A quarter-page ad in the final Conference Program **\$275 value**
- Special recognition on our web site your company link
- Public recognition signage at the conference
- Pre-registration lists **\$100 value**
- Listing on pre-conference materials and in the monthly CSLA newsletters leading up to and immediately following the conference

Sponsorship contracts with payment received before **September 30, 2019**:

- A 20% discount on table space (10% on or after **October 1, 2019**)

Level 3 Sponsorship choices:

CSLA reserves the right to reassign sponsorship choice in the event of unforeseen circumstances.

- _____ **Student Performance Group**
- _____ **1st time attendee sponsorships (2 attendees)**
- _____ **Librarian Fashion Show**
- _____ **TEDx Talks**
- _____ **Poetry Slam**

Other ideas? If you have any other sponsorship ideas, please contact Exhibits Coordinator, **Mark Williams** at exhibitors@csla.net to create your custom sponsorship.

Exhibitor Terms, Conditions, Rules, and Regulations

The following materials comprise the contract regulations set forth by CSLA for all organizations and their personnel exhibiting at the **2020 CSLA Annual Conference and Exposition**. Please read the exhibit terms, conditions, and rules as outlined in this exhibitor prospectus.

CONTRACT FOR SPACE

The "Application and Contract" must be completed in its entirety and accompanied by full payment of the total fee for the number of tables requested. **No applications will be processed or space assigned without both the contract and payment being received.** The signed "Application and Contract" and subsequent notice of assignment constitute a contract between CSLA and the exhibitor. Any point not specifically covered in these regulations is subject to the decision of CSLA, whose decision shall be final.

SPACE ASSIGNMENT

Assignments of tabletop space are based on the time and date that a signed and paid contract is received and solely at the discretion of CSLA. CSLA will give priority to members and sponsors for tabletop assignment. Although every effort will be made to assign spaces requested, CSLA reserves the right to make assignments that, in its opinion, may be necessary for the general good of both exhibitors and the conference. CSLA reserves the right to relocate/reassign tabletops at any time for the overall benefit of the conference. All such decisions are final.

EXHIBITING MEMBERS

Exhibitors who are also CSLA commercial and sustaining members receive a discount on the cost of each table. Individual members do not receive discounts on tables.

SUBLETTING TABLETOP SPACE

Exhibitor may not assign, sublet, or apportion all or any part of exhibitor's contracted tabletop space, nor may exhibitor permit the display, promotion, sales or marketing of non-exhibitor products or services on its tabletop. Failure to adhere to these regulations may result in the exhibit being removed at exhibitor's expense. Exhibitor hereby waives any claim to a refund of the exhibit space or other damages arising out of such termination and/or exhibit removal.

INSTALLATION AND DISMANTLING

Exhibitors are responsible for decorating, setting up, and dismantling of tabletop displays. A tablecloth, two chairs, and a trash can will be supplied by the Pacific Palms Resort. Please refer to the schedule on page 2 for set-up hours, dismantling stipulations, and exhibit hours. Storage space is not available for display materials and/or show merchandise. At the conclusion of the set-up operation, all related equipment, trash, etc., must be removed from the premises no later than Saturday, February 8, 2020 at 4:30pm.

CSLA does not contract for drayage. **If you need to ship material ahead please review the ADDENDUM information provided by the hotel.**

The hotel reserves the right to refuse to accept packages that appear to be damaged, and, in the event, assumes no liability for the condition of such packages. The hotel assumes no responsibility for packages delivered prior to seven (7) days before the function.

Exhibits may not be dismantled prior to the conclusion of the exhibit time at 2:30pm on Saturday, February 8, 2020. All exhibits must be dismantled and exhibitors must vacate the exhibit floor by 4:30pm on Saturday, February 8, 2020. Please note that early dismantling could jeopardize your exhibit placement for future conferences.

EXHIBITOR LEARNING SESSIONS

Exhibitors who purchase a session in a breakout room agree to abide by the time limitations by setting up and breaking down within five (5) minutes prior to and after the time allotted. A projector and screen will be provided, but exhibitors must bring their own computer, speakers, and adapters as needed. Exhibitors must provide learning session information no later than November 29, 2019, including the title and a short description of the presentation, demonstration, or user group meeting.

CANCELLATION, REDUCTION, OR UNCLAIMED SPACE

Should an exhibitor need to cancel or reduce a space reservation, written notice of the cancellation/reduction is required. Cancellations or reductions deadlines:

• On or before September 30, 2019	50% refund
• October 1, 2019 - November 15, 2019	25% refund
• After November 15, 2019	no refunds

Any space not claimed or occupied by 3:00pm Friday, February 7, 2020, may be reassigned without refund.

USE OF EXHIBIT SPACE DURING EXHIBIT HOURS

Exhibitors shall reflect their highest standard of professionalism while maintaining the exhibit space during exhibit hours. All demonstrations and exhibits must be confined to the contracted space as outlined in the exhibit specifications. Space is leased under the definite pledge that an exhibit germane to the profession and of interest or educational value to the trade will be presented. The use of strolling entertainment or personnel is prohibited.

The use or presence of live animals is prohibited. Distribution of samples/souvenirs is permitted only from the contracted exhibit space. Exhibitors are prohibited from using loud audio. Loudspeakers or the operation of machinery that is of sufficient sound volume to be annoying to neighboring exhibitors or guests will not be permitted.

Special equipment needs must have prior approval by CSLA. No exhibit will be permitted that interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles. Display equipment may not be placed or displayed outside exhibitor's exhibit space unless approved in writing by CSLA. Exhibits must be supervised at all times, unless expressly approved otherwise by CSLA. In the event exhibitor plays recorded music at the space that is the subject of this contract, exhibitor warrants that it shall obtain appropriate licenses and have the authority to use such copyrighted music and that exhibitor shall comply with all terms and conditions of said licenses. Exhibitor agrees not to have any live musical performance in its exhibit space. Exhibitor agrees to defend, indemnify, save, and hold harmless CSLA from any claims brought against CSLA alleging a breach of the warranties made in this paragraph.

Non-exhibiting companies may not display or advertise their products or services in any exhibit area or elsewhere in the conference facility, or official conference hotel, when, in the judgment of CSLA, such products are competitive to the products of exhibiting firms. Exhibitors are requested to inform CSLA of their knowledge of any such solicitation activity.

UNAUTHORIZED SOCIAL EVENTS, MARKETING EVENTS, FOCUS GROUPS

Exhibitor agrees that it will not conduct any marketing, social, or other functions during the official daily hours of the CSLA Conference without the expressed written consent of CSLA. In order to coordinate the scheduling of special functions, any exhibitor/company interested in planning an event during the conference should submit a written request to the Conference Coordinator conference@csla.net by January 3, 2020. All functions are subject to written approval by CSLA.

Exhibitor Terms, Conditions, Rules, and Regulations

LIABILITY INSURANCE

Exhibitor acknowledges to protect, save, and hold harmless CSLA and the facility from any damages or charges for violation of any law or ordinance, as well as to comply strictly with applicable terms and conditions contained in the agreement between CSLA and the facility. The exhibitor will at all times protect, save, and hold harmless CSLA and the facility from all loss, cost, or liability arising from or by reason of the exhibitor's occupancy and use of the exhibit premises or a part thereof. Neither CSLA, the facility, any officers/directors, nor staff members will be responsible for the safety of the property of the exhibitors from theft, damage by fire, accident, or other causes, but will use reasonable care to protect the exhibitors from such loss. Materials may not be shipped in advance directly to the exhibit site, and no responsibility is assumed for materials in this case. No responsibility is assumed for materials left to be picked up by the exhibitor or other agent(s) of the exhibiting company after the close of the exhibit. All exhibit materials must conform to local fire regulations.

The exhibitor, their agents, employees, contractors, or invitees agree to indemnify, protect, save, and hold harmless CSLA and the facility, its agents, employees, or contractors from and against any and all losses, damages, injuries, claims, demands and expenses, including legal expenses, of whatsoever kind and nature, arising due to negligence during exhibitor's participation in the exposition during the installation, show, or dismantling period.

Damage to inadequately-packed property is the exhibitor's own responsibility, and CSLA will not be liable for any such damage. The cost of repair or replacement due to damage to the facility housing the exposition caused or done by the exhibitor shall be the responsibility of the exhibitor causing such damage. Exhibitor shall assume all risks, costs and expenses arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights used during or incorporated during the conduct of its activities in the CSLA Annual Conference and Exhibits, and agrees to protect, indemnify, defend, and hold CSLA, facility, and their employees and agents harmless from all damages, costs, and expenses in law or equity for or on account of any infringement or alleged infringement of the intellectual or intangible property rights of any person (including without limitation patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights furnished to or used by exhibitor in connection with its activities in the CSLA Annual Conference and Exhibits), including the costs and expenses of defending any such action even if it is groundless or fraudulent.

SECURITY

The exhibits will be located in The **Majestic Ballroom** (configured as a single room), which will be locked when the hall is closed. Reasonable precautions are taken to protect property, but CSLA cannot and does not insure the safety of persons or the protection of exhibitor's property. The furnishing of such security shall not be deemed to increase the liability of CSLA, its representatives and employees, the general contractor, convention center or city where the venue is located, their representatives and employees, or to modify in any way the assumption of risk and release provided for above. If insurance is desired, it must be placed by exhibitor. It is recommended that exhibitors take precautionary measures of their own, such as the securing of small or easily portable articles of value and the removal of them to a place of safekeeping after exhibit hours. Under no circumstances shall CSLA be liable for lost profits, exemplary or consequential damages or punitive damages.

BADGES AND REGISTRATION

All exhibitors must register and obtain exhibitor badges at the exhibitor registration desk prior to entering the exhibit area. Exhibitors, representatives, or their guests may not attend presentations done by other commercial exhibitors except at the personal invitation of the presenter. For each tabletop space purchased, the exhibiting company receives two (2) personnel badges (to staff the table).

CALIFORNIA SELLER'S PERMIT

No exhibitor will be permitted to sell (retail) merchandise in the exhibit hall unless the exhibiting company has submitted a California State Board of Equalization Seller's Permit Number to CSLA with their registration form.

AMERICANS WITH DISABILITIES ACT (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA). Information regarding ADA compliance is available from the U.S. Department of Justice ADA information line (800-514-0301) and at www.ada.gov

SHOW MANAGEMENT AUTHORITY

CSLA reserves the right to interpret, amend, and enforce the terms, conditions, rules, and regulations at its sole discretion. Each exhibitor, for itself, its agents, and employees, agrees to abide by the terms set forth in this exhibitor prospectus or by any amendment thereto or interpretation thereof. CSLA reserves the right to refuse to sell space, to exclude, or restrict exhibits that may be objectionable, or to order the removal of any portion of an exhibit that in the judgment of CSLA is detrimental to or detracts from the general order of the exhibits.

At any time and for any reason, CSLA may, at its sole discretion and without prior notice, rescind and cancel any contract, arrangement or agreement with any exhibitor, or any other person concerning exhibit space or attendance at the conference or both, upon refund of monies received from the exhibitor or person. This applies to persons advertising or soliciting, or anything of similar nature. Failure to comply with any of the regulations as outlined in this prospectus will grant CSLA the right to remove the company from the exposition without recourse for any reason, including but not limited to, loss of sales, damages, or disparagement.

All exhibitors and other persons expressly agree to waive any rights to damages or other forms of relief related to such decision and cancellation by CSLA as consideration for the conditional privilege to exhibit at and/or attend the conference.

SHOW MANAGEMENT COMMUNICATION/PUBLISHER

As show management, CSLA is the official publisher, and, as such, communication from a third-party vendor regarding advertising, sponsorship, etc., would be erroneous. All correspondence, including invoices, will be generated by CSLA carrying the conference logo, association's logo, and/or address. If there is any relationship with a third-party provider, CSLA will provide any notice to exhibitors, sponsors, and advertisers. All questions regarding exhibitors should be addressed to **Mark Williams, CSLA Exhibits Coordinator, directly at (909) 792-7154** or exhibitor@csla.net.

TERMS OF AGREEMENT

Exhibitor acknowledges that he/she has read and agrees to the exhibit terms, conditions, rules, and regulations as outlined in this exhibitors' prospectus. Exhibitors shall be bound by and must comply with, at exhibitor's sole cost and expense, all applicable national, state, and local laws, codes, and regulations of governmental or other authorities having jurisdiction over the exhibit facility or over the conduct of the CSLA Conference and Exposition, together with the rules and regulations of the owners and/or operators of the facility in which the CSLA Conference and Exposition is held.

Exhibit Hall Floor Plan

Exhibits





PACKAGE HANDLING POLICIES AND FEES

- Package Handling Fees for the first three (3) business days:
 - 0-10 Pounds \$10/3-days
 - 11-20 Pounds \$20/3-days
 - 21-50 Pounds \$30/3-days
 - 51-100 Pounds \$50/3-days
 - 100+ Pounds .50 cents/pound/day
 - \$100.00 per pallet/3-days plus \$100 if pallet unloading is necessary. The maximum size to avoid unloading is 36" x 36".
- Materials should not be shipped to arrive more than **three (3)** business days prior to the start of your conference/event, or additional charges will incur.
- Any package(s) that arrive more than **three (3)** business days prior to the event will incur additional charges in 3-day increments.
- There is no charge for storage of outgoing materials when it occurs no later than the next business day, and the required shipping/billing information is presented.
- A handling fee of **\$25.00** per box charge will apply if the Hotel is required to box and seal the material. Charges will be placed on individual rooms, credit cards or the master account with authorization.
- Receiving hours are from 7:00 a.m. to 2:30 p.m. Mondays to Fridays

SENDING YOUR MATERIALS:

Tradeshow Exhibitor Shipments:

Attn: (Exhibitor Contact Name)

Name of Event:

Booth Number:

Event Date(s):

Hotel Contact: (Kathy French)

Pacific Palms Resort

1 Industry Hills Parkway

City of Industry, CA 91744

MEETING PLANNER / EXHIBITOR STORAGE AREA(S):

- Upon arriving on property, packages/freight will be stored in a secured location until your arrival.
- Please contact the Front Desk or your Conference/Event Manager to arrange delivery of your packages after your arrival.

OUTBOUND SHIPMENTS:

- Outbound items will be shipped per the instructions of the Group Meeting Planner, Individual or Speaker.
- All freight charges will be assessed to the Group Master Account or the Individual/Guest Account.
- A handling fee of **\$25.00** per box charge will apply if the Hotel is required to box and seal the material. Charges will be placed on individual rooms, credit cards or the master account as requested.
- All outbound packages shipped out of the property on the client's accounts must be given to the Conference Manager and/or Receiving department for shipping.
- Each label needs to be filled out completely. Guests must use their own FedEx, UPS or other preferred carrier number to avoid an additional **\$10** per box handling fee.
- Pacific Palms Resort is only able to ship via FedEx/UPS using our hotel account. If you wish to ship via these carriers through the Resort, you will need to use a personal/corporate account or individual credit card.
- FedEx pickup times are as follows:
 - **FedEx Ground**
 - *Monday through Friday* - 10:00am
 - **FedEx Express**
 - *Monday through Friday* - 2:00pm
 - *Saturday* - by appointment only and add \$15 fee by FedEx or UPS
 - *Sunday* - no pickup
 - **Any Other Carriers** - we do not have a daily pickup. If you plan to ship boxes out via another carrier we will be happy to assist or you may call your preferred carrier in advance to arrange a pickup date/time.

*The Resort has standard FedEx shipping supplies available.
If you require large quantities or specialized boxes please notify your
Conference or Event Service Manager prior to group arrival.*

EXHIBITORS Tabletop Application & Contract 2020

1. Send Confirmation To - PLEASE PRINT

IMPORTANT

Account Number _____ (Leave blank if unknown)

Company/Organization _____

Contact Name _____

Contact Email _____

Phone 1 +ext. _____

Address _____

City _____

State _____ Zip _____

2. Table Location Selection - PLEASE PRINT

Based upon the exhibit floor plan provided, please reserve the following **72" x 30" tabletop(s)**. Tabletops include free Electricity and WiFi, **(\$100.00 value)** a tablecloth and two chairs. Space(s) will be assigned on a first-come, first-served basis with full payment. Members and sponsors will be given priority.

Tabletop Space Preferences (REQUIRED)

 1st Choice 2nd Choice 3rd Choice

 Please **DO** assign us a table near Not applicable

 Please **DO NOT** assign us a table near Not applicable

CA Re-seller's Permit # _____

California Re-seller's Permit Number is required to sell at your table

3. Sponsorship Opportunities

Please reserve the following sponsorship opportunities. Check all boxes that apply.

LEVEL 1 Sponsor \$2,000 (Select one event below)

- Opening General Session (Friday)
- CYRM Banquet (Saturday)
- Sched – Web based event App
- Coffee Sponsor (7am – 2pm Thursday – Sunday)
- Official Conference Gift Sponsor

LEVEL 2 Sponsor \$1,000 (Select one event below)

- Name Badge Holder
- Ice Cream Social at Closing of Exhibit Hall
- Conference Bag
- First Timers Reception
- Dance it UP! (Friday evening)

LEVEL 3 Sponsor \$600 (Select one event below)

- Student Performance Group (Saturday)
- 1st time attendee sponsorships (2 attendees)
- Librarian Fashion Show
- TEDxTalks
- Poetry Slam

4. Fee Schedule

PLEASE NOTE: Sponsors receive discounted rates on tables (as listed below).

 ** Electricity and WiFi will be included in your package (a \$100.00 value).
Membership MUST be current through the dates of the conference

Tabletop Contracts Received by September 30, 2019

	Non Sponsor Pricing	Sponsor Pricing (20% discount)
CSLA Sustaining Members	\$570	\$456
CSLA Commercial & Institutional Members	\$665	\$532
Non-members	\$820	\$656

Tabletop Contracts Received on or after October 1, 2019

	Non Sponsor Pricing	Sponsor Pricing (10% discount)
CSLA Sustaining Members	\$725	\$638
CSLA Commercial & Institutional Members	\$825	\$726
Non-members	\$975	\$858

Please note that tabletop dimensions are 72" x 30" and include two chairs. Multiple tabletops may be ordered. Wi-Fi service and electrical outlets will be provided at no additional charge.

Exhibitor Learning Sessions (Exhibitor LS) See details on page 4.

Item	Qty	Rate	Total
SPONSORSHIP			
Tabletop			
Exhibitor LS Sponsor Level 1 (60 min.)		Free	-----
Exhibitor LS Sponsor Level 2 (60 min.)		\$125.00	
Exhibitor LS (60 min.)		\$225.00	
Conference Program Advertising			
Total Due \$			

5. Payment Selection (select one) - PLEASE PRINT

 AMEX MasterCard Visa Check (payable to CSLA)

Credit Card # _____

V Code _____

Expiration Date _____

Name on Card _____

Signature _____

Typed signature will be accepted as electronic signature

6. Terms of Agreement

 I have read and understand the terms, conditions, rules, and regulations as outlined in the CSLA Exhibitor Prospectus, which are hereby incorporated into this agreement, and agree to exhibit on the basis set forth in these documents. See cancellation details on page 4

Authorized Signature _____

Date _____

For electronic submissions, acceptance of the waiver statement serves as an electronic signature

Mail or Fax application and payment to:

CSLA 2020 Conference Exhibits 6444 E. Spring Street #237 Long Beach, CA 90815-1553

Voice & Fax Phone (toll-free): 888-655-8480 Email info@csla.net **QUESTIONS: Mark Williams** (909) 792-7154 direct line Email exhibitor@csla.net



California School Library Association Membership Application

Download this form as a fillable PDF FORM - Fax/Email or print

First _____ Last _____

Work Home

Primary Address _____

City _____ State _____ Zip _____

School / Company _____ District _____

Title _____

Phone 1 - Primary _____ Work Home Mobile

Phone 2 _____ Work Home Mobile

Phone 3 _____ Work Home Mobile

Email 1 - Primary _____ Work Home Other

Email 2 _____ Work Home Other

Email 3 _____ Work Home Other

School Level Elementary Elementary/Middle Middle
 Middle/High High School TK-12
 College University Other / NA

Please do not post my information in the CSLA Online directory. Only members have access to the Online directory.
By checking this box, members will not have access to your contact information. Do not share my information with any other organizations

Region Section NORTH *Hover over Section #s to see County Listing* SOUTH **Section Map on page 2**
 1 2 3 4 1 2 3 4 5 6

Twitter _____ Google+ Acct _____

Library Facebook _____ LinkedIn _____

School District _____

Work Location Type _____

Membership Types and Dues*	
<input type="checkbox"/> Professional	\$75
<input type="checkbox"/> Paraprofessional	\$45
<input type="checkbox"/> Associate (Retired)	\$35
<input type="checkbox"/> Student*	\$25
<input type="checkbox"/> Friend	\$15
<input type="checkbox"/> Institutional	\$150
<input type="checkbox"/> Commercial	\$125
<input type="checkbox"/> Sustaining	\$500

***Students please provide additional information: Educational institution attending and estimated graduation date.**

See website www.csla.net for membership type, and definitions.

Method of Payment
<input type="checkbox"/> Check <i>Check#</i> _____
<input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
Card # _____
Expiration Date _____
Verification Code _____ <i>3 digits on back of card / 4 digits on front of American Express</i>
Name on Card _____
Billing Address <input type="checkbox"/> Same _____
City/State/ZIP+4 _____ <i>Please use your credit card billing ZIP+4 for verification process</i>
Signature _____

**18% of CSLA dues are allocated to legislative activity and that portion is not tax-deductible as a business expense.

Member Benefits
Monthly newsletters, semiannual Journals, online directory, discounts on annual conferences, regional workshops and publications, legislative advocacy, and a network of more than 1,000 colleagues who share your commitment and enthusiasm!