



**2022**

**CONFERENCE  
EXHIBITOR  
MANUAL**



**OCTOBER 14 - 16**

You are invited to register to attend this year's Arkansas Library Association Annual Conference in Fort Smith, Arkansas. We are so thrilled to offer you a great opportunity to reach out to so many decision makers from libraries across the state. Considering this will be our first in-person conference since the pandemic, we are expecting wide participation and a record-breaking registration!

We greatly appreciate the support that you show the Arkansas Library Association and our library communities through your participation in our conference. We hope to see you in Fort Smith, Arkansas!

## **Vendor Highlights**

### **Friday, October 14<sup>th</sup>**

Load in and Setup: 8am – Noon

### **Exhibitor Reception: October 14<sup>th</sup> 4:30pm – 6:00pm**

**Drinks and light hors d'oeuvres in vendor exhibit hall (SPONSORSHIP OPEN)**

- Exhibitor display space for **60**, 10' x 10' booths. Each booth will have a 6-foot table, two chairs, electricity.
- Door Prize giveaways to provide exposure to exhibitor participants.
- Exhibitor Sponsorships Available.
- All food breaks and reception will be held in the exhibit gallery.
- Free Wi-Fi in Conference Center, we also recommend bringing a hotspot for extra coverage.
- Deadline for vendor registration is September 30<sup>th</sup>, 2022.

### **All Hands-on Deck! Don't Delay!!**

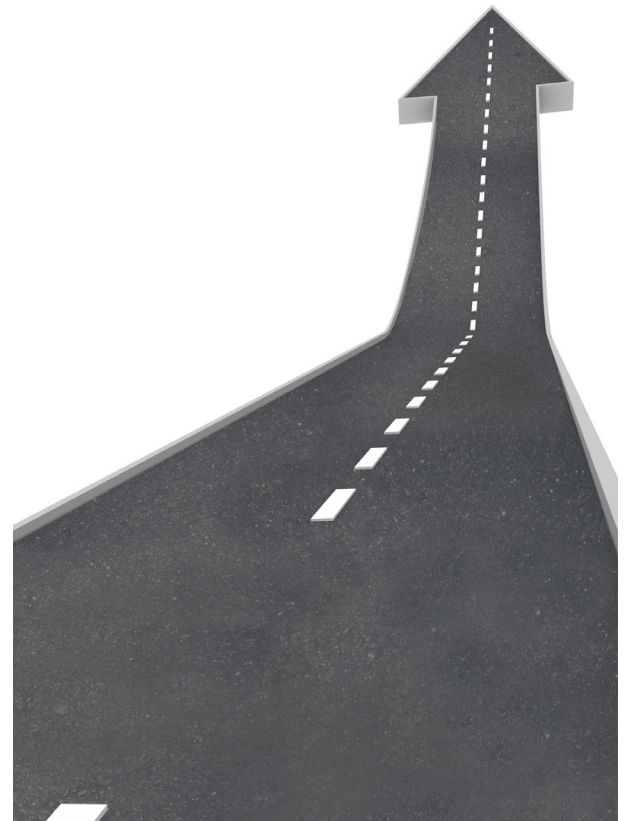
Exhibit space is limited to **60**, 10' x 10' booths.

### **Conference and Exhibit location**

Fort Smith Conference Center  
55 S. 7th Street, Fort Smith, AR 72901  
(479) 788-8932

### **For more information, please contact:**

Tammie Evans, Adult Services Supervisor  
William F. Laman Public Library  
(501) 758-1720  
tammie.evans@lamanlibrary.org



# Vendor Registration Fees

Deadline for vendor registration is September 30th, 2022

Vendor Fee: \$450



## Sponsorships

Sponsorships are in addition to the already paid registration fees. They provide expanded visibility of your logo and name to conference attendees. Sponsorships should be reserved as soon as possible to guarantee availability.

- \$2,500 Vendor Reception Sponsor: One paid drink ticket to cash bar for each attendee, and light hors d'oeuvres to be hosted in Vendor Hall, and special vendor listing in the conference brochure. Name and logo on AV Screen Savers. Your organization will receive sign recognition on each food station. 1 Sponsorship available.
- \$1,500 Breakfast Sponsorship: Light buffet Breakfast and drinks served in Vendor Hall. The sponsor will receive a vendor listing in the conference brochure. Name and logo on AV Screen Savers. Your organization will receive sign recognition on each food station. 2 Sponsorship available.
- \$350 Refreshment Station Sponsorship: Various breakout sessions are held throughout the conference. Organizations have the opportunity to sponsor water/coffee/snacks for the members and presenters in the Vendor Hall. Your organization will receive sign recognition on each refreshment station throughout the conference. 2 sponsorships available.
- \$200 If you would like to have one of your organization's brochures or business cards already pre-filled into the attendee swag bags, provide us with 300 of your items at this sponsorship level. Items must be received by the registration deadline of September 30th.

## **Additional Options**



Looking for a Swag Bag Sponsor (300) *(one available)*  
Sponsor will provide registration swag bags with their logo to be passed out to participants.

# **Hotel Reservations**

Reservations may be made  
by calling the Wyndham Hotel at 1-479-783-1000.

Rooms for the conference have been blocked at the Wyndham Fort Smith City Center. When making reservations, ask for the ArLA Conference rate to receive discounted rates.

## **Conference Hotel**

Wyndham Fort Smith City Center  
700 Rogers Ave, Fort Smith, AR 72901  
(479) 783-1000

## **Overflow Hotel**

Courtyard by Marriott Fort Smith Downtown  
900 Rogers Ave, Fort Smith, AR 72901  
(479) 783-2100

# **Key Contacts**

## **Conference Chair**

Carol Coffey, Patron Experience and Library Analytics Coordinator  
Central Arkansas Library System  
Main Branch: 100 Rock Street, Little Rock, AR 72201  
Office: (501) 918-3008  
[ccoffey@cals.org](mailto:ccoffey@cals.org)

## **Exhibitor Chair**

Tammie Evans, Adult Services Supervisor  
William F. Laman Public Library  
2801 Orange Street, North Little Rock, AR 72114  
(479) 758-1720  
[Tammie.evans@lamanlibrary.org](mailto:Tammie.evans@lamanlibrary.org)

## **Conference Registrar**

Kathleen Ashmore  
[info@arla.org](mailto:info@arla.org)

## **Hotel Event Coordinator**

Amanda Sanders, Director of Sales  
Work: (479) 788-8932  
[Amanda.sanders@fortsmithar.gov](mailto:Amanda.sanders@fortsmithar.gov)

# Exhibitor Schedule

## Exhibitor Set-Up

Friday, October 14, 2022  
8:00am – 12:00 pm

## Exhibitor Reception

Friday, October 14<sup>th</sup>, 4:30pm- 6:00pm

Tear down will occur at 2:00pm on Saturday afternoon.

## Exhibitor & Sponsorship Space Assignments

Booth spaces will be in **Exhibit Hall B**. There is a loading dock on the west side of the Convention Center for convenient load in and out.

Booths will be assigned on a first come first serve basis. Remaining booths will be assigned on a first-come basis. ArLA will make every effort to offer exhibitors and sponsors their choice of exhibit space.

## Electricity & Internet Access

Electricity and internet access is provided to all conference exhibitors at no additional charge.

## Liability

Arkansas Library Association and the Conference Center assume no responsibility, either individually or collectively, for damage or loss of any kind. Every precaution will be taken to safeguard the exhibitors' property.

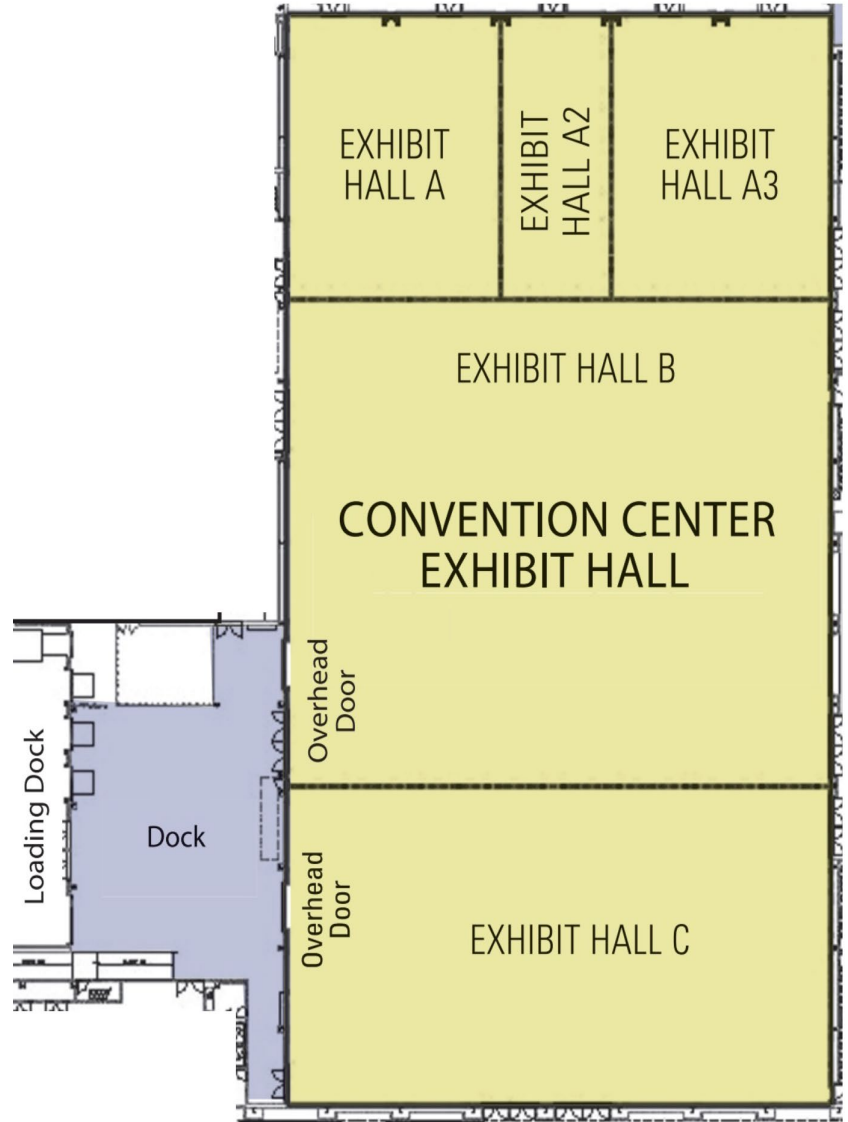
## Shipping & Booth Equipment:

Shipping and storage arrangements should be made through the conference Center. The exhibitor is encouraged to make such arrangements beforehand. If you need equipment other than what is included in your booth rental, please contact the conference center. To ship your equipment please contact  
Each booth will be set with 8' high back drape and 3' high side divider drape. Each booth will be furnished with a 6' skirted table and two chairs. A company sign will be provided. **Pipe and Drape provided by RSVP Event Rentals, Phone Number.**

## Conference Conditions, Cancellations & Payment Terms

Written requests for refunds by exhibitors must be received 30 days prior to the start of the conference. No refunds will be made following that date. All requests for refunds are subject to a 10% administrative cancellation fee.  
After September 14<sup>th</sup>, no refunds will be given.

Exhibitors should plan and arrange exhibits so as not to obstruct the view of neighboring booths.



# Arkansas Library Association 2022 Annual Conference

October 14-16, 2022

## Exhibitor Registration

Please complete All information Below

Company:

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Address:

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Telephone: \_\_\_\_\_

Representative(s) name:

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Email:

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Telephone:

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Name Badges (Please print clearly the Company and Representative names exactly as you want them on the badge.)

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### Door Prizes:

I will give a door prize at my booth. Yes\_\_\_ No\_\_\_

I will give a door prize for the exhibit's door prize giveaways. Yes\_\_\_ No\_\_\_

Exhibitors will have an opportunity to have promotional events and items posted on the ArLA 2022 Conference Resources page.

Please email your questions or information for the conference to: Tammie Evans, Exhibits Chairperson:  
tammie.evans@lamanlibrary.org

## Exhibitor lunch ticket

Lunch is not included in registration, but lunch options available. All lunches will be delivered to your booth, or you can choose to attend the general session lunch with the members.

Name of representative(s) receiving lunch ticket(s):

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I want a boxed lunch in my booth @ \$30.00 each \_\_\_\_\_

I will eat at the general session in the ballroom @\$37.00. \_\_\_\_\_

Exhibit Fee @ \$450.00 \_\_\_\_\_

Additional Booths @ 450.00 \_\_\_\_\_

## Sponsorship:

Vendor Reception @ \$2,500 \_\_\_\_\_

Breakfast sponsorship @ \$1,500 \_\_\_\_\_

Refreshment Station Sponsorship @ \$350 \_\_\_\_\_

Swag Bag Sponsorship @ \$500 \_\_\_\_\_

Total Amount Due to ArLA \_\_\_\_\_

The exhibitor's company and personnel agree to comply with the regulations and information governing this agreement and attachments to it.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment:

Return entire contract with payment by September 30th, 2022.

Credit card and checks are accepted. You may pay by credit card here

Send checks payable to  
Arkansas Library Association  
P.O. Box 3821  
Little Rock, AR 72203

Please send me an Invoice

Booth spaces are limited and will be assigned on a first received basis.