

2023

HOT SPRINGS,
ARKANSAS



Library Conference



**Shining Light in
the Darkness**

October
13-15 2023

For Information :

Tammie Evans

501-758-1720

tammie.evans@lamanlibrary.org

You are invited to register to attend this year's **joint** conference with the Arkansas Library Association (ArLA) and the Southeast Library Association (SELA) in Hot Springs, Arkansas. We are so thrilled to offer you a great opportunity to reach out to so many decision makers from libraries across the country!

We greatly appreciate the support that you show to our library communities through your participation in our conference. We hope to see you in Hot Springs, Arkansas!

Vendor Highlights

Friday, October 13th

Load in and Setup: 3pm – 5pm

- Exhibitor display space for **30**, 10' x 10' booths. Each booth will have a 6-foot table, and two chairs. Electricity is an extra cost.
- Lunches are included in registration.
- Door prize giveaways to provide exposure to exhibitor participants.
- Exhibitor Sponsorships Available.
- All food breaks and cocktail mingle 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 30th, 2023.

HURRY TO REGISTER! LIMITED BOOTHS AVAILABLE!

Cocktail Mingle: October 13th 7:30pm – 9:30pm
Drinks and DJ in vendor exhibit hall (SPONSORSHIP OPEN)

Conference and Exhibit location

Hot Springs Convention Center
134 Convention Blvd., Hot Springs, AR 71901
(501) 321-2277

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, 2023.

Vendor Fee: \$500 (Meals Included)

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.

\$2,000 **Cocktail Mingle:** Opportunity for vendors and attendees to mingle! This sponsorship includes paid drink tickets to the cash bar for each attendee, and a DJ for music. Mingle will be hosted in Vendor Hall. Special vendor recognition will be added to the conference brochure, and Name and logo on AV Screen Savers. All Vendors are invited to mingle. 1 Sponsorship available.

\$1,500 **Trivia Night:** Host a venue at one of the many Hot Springs restaurant/bar locations for ArLA's annual trivia night. 1 Sponsorship available. Date, time, and number of participants TBA.

FILLED

~~**\$800** **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.~~

SWAG

\$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.

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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 Embassy Suites by Hilton Hot Springs Hotel & Spa at (501) 624-9200.

Rooms for the conference have been blocked at Embassy Suits. When making reservations, ask for the ArLA/SELA Conference rate to receive discounted rates.

Conference Hotel

Embassy Suites by Hilton Hot Springs Hotel & Spa
400 Convention Blvd, Hot Springs, AR 71901
(501) 624-9200

Key Contacts

Conference Chair

Taylor Vanlandingham, Patron Library Director
John Brown University
2000 W. University St.
Office: (479)524-1527
Mobile: (479)236-5669
tvanlandingham@jbu.edu
www.jbu.edu/library

Exhibitor Chair

Tammie Evans, Adult Services Supervisor
NLR Library System
2801 Orange Street, North Little Rock, AR 72114
(479) 758-1720
Tammie.evans@lamanlibrary.org

Conference Registrar

Kathleen Ashmore
info@arla.org

Hotel Event Coordinator

Tracey Smith
Event Coordinator
P 501-620-5010
C 501-363-8314
tsmith@hotsprings.org

Exhibitor Schedule

Exhibitor Set-Up

Friday, October 13, 2023

3:00pm – 5:00 pm

Cocktail Mingle

Friday, October 13th, 7:30pm- 9:30pm

Tear down will occur at 3:00pm on Sunday afternoon.

Exhibitor & Sponsorship Space Assignments

Booth spaces will be in **Exhibit Hall B**. There is a loading dock on the South side of the Convention Center for convenient loading 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 can be added for an 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 Tracey Smith, Event Coordinator, Work: (501) 620-5010

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 Southwest Design and Display, (501) 376-9114.**

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 13th, no refunds will be given.

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

