



Exhibitor General Information

We are excited that you are participating in the 2013 OLA/WLA Conference. We are expecting a great event with 1,000 or more in attendance this year! Booth Numbers will be assigned about two weeks prior to the show. Below are the details you will need about your participation in the show.

Exhibit Schedule:

Move In:	Wednesday, April 24	1:00 pm – 5:00 pm
	Thursday, April 25	7:00 am – 9:00 am
Exhibit Hours:	Thursday, April 25	10:00 am – 6:30 pm
	Friday, April 26	10:00 am – 12:30 pm
Booth Dismantle:	Friday, April 26	after 12:30 pm*

**any exhibitors dismantling prior to 12:30 pm are charged a penalty of \$100*

Exhibits Event Schedule: (for a complete schedule of conference events, please visit <http://www.wla.org/2013-conference-home>)

Thursday:

Exhibits Grand opening	10:00 am
Break with Exhibitors	3:30 pm – 4:00 pm
Exhibitor Reception	5:30 pm – 6:30 pm

**note that exhibitors may partake of the food & beverages at the reception but are expected to staff your booth during this time as it is an opportunity for all attendees to visit with exhibitors*

Friday:

Exhibits Open	10:00 am
Exhibit Grand Finale	11:45 am – 12:15 pm

Location:

Hilton Vancouver Washington
Heritage Ballroom
301 West 6th Street
Vancouver, WA 98660
PH: (360) 993-4500

EXHIBITOR KIT: Click on this link to access the Exhibitor Kit:

<http://www.wla.org/assets/Conference/ola-wla%20exhibitor%20kit.pdf>. Inside the kit you will find order forms for furniture, show services, electrical, etc. The Exhibitor Kit can also be found on the conference website on the Exhibitor/Sponsor page.

Show Services: Booth furnishings/Plants, Lights & Labor/Shipping/ /Materials Handling/Advance Warehousing – Order Forms are included in the Exhibitor Kit.

DWA Trade Show and Exposition Services
3721 NW Front Avenue
Portland, OR 97210
PH: (509) 325-9656
FX: (509) 325-9670

OLA/WLA Conference • 23607 Highway 99, Suite 2C, Edmonds WA 98026 • 425.967.0739 • dana@wla.org

Electrical/Audio Visual/ Internet Services – order forms in the Exhibitor Kit.

Tiona Dumas
Hilton Vancouver Washington
301 West 6th Street
Vancouver, WA 98660
PH: (360) 828-4317
tiona.dumas@hilton.com

Food & Beverage *(all food & beverage is required to be provided by the Hilton Vancouver Washington)*

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Hilton Vancouver Washington
301 West 6th Street
Vancouver, WA 98660
PH: (360) 828-4317
tiona.dumas@hilton.com

OLA/WLA Exhibitor Contact:

Dana Murphy-Love
WLA Executive Director
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Joy Neal
Exhibits Co-Chair
PH: 360.466.3352
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Kathleen Joritz
Exhibits Co-Chair
PH: 541.387.7066
kathleen@hoodriverlibrary.org

All Exhibits include

8 x 10 **carpeted** exhibit space (per booth purchased)
Two chairs and one draped/skirted 6' table
12" x 44" identification sign

Exhibit Grand Finale & Prize Drawings

OLA/WLA will be putting together a passport contest to be used in the Exhibit Hall. Attendees will need to get their passport initialed a specific number of times and then it can be entered into a prize drawing. Additional details will be sent about the contest closer to the conference. Exhibitors can also provide prizes that will be awarded starting at 11:45 am on Friday. Prizes will be picked up at the Exhibitor Booth. Winners will need to be present to win. Information about prize drawings will be sent a few weeks prior to the conference.

Other Marketing Opportunities:

Sponsorships – several sponsorship opportunities are still available. The Sponsorship Form is included in the Exhibitor Prospectus and can also be found here:

<http://www.wla.org/assets/Conference/exhibitor-sponsor-advertiser%20prospectus.pdf>

Advertising – Advertising in the program is available and the **cut-off date for ads is March 15**. Information about Advertising is also included on the Sponsorship form on the website.

Housing and Conference Meals

OLA/WLA has room block at two hotels. **Reservations must be made by Monday, April 8** in order to guarantee a room.

The Hilton Vancouver, WA (360) 993-4500
301 West 6th Street Vancouver, WA 98660

- \$124.00 per night, single or double occupancy
- \$144.00 per night, triple occupancy

The Hilton Vancouver has set up an [on-line reservation system](#) for our conference!

- Group Name: OLA / WLA 2013 Joint Conference
- Group Code: WLM

Red Lion Hotel Vancouver, WA (360) 694-8341
100 Columbia Street, Vancouver, WA 98660

- \$89.95 per night, single occupancy (queen bed)
- \$99.95 per night, double occupancy (two queen or one king bed)
- \$109.95 per night, Riverfront rooms (two queen or one king bed)
- \$139.95 per night, Suite

Meals and Event Tickets:

Exhibitors may purchase tickets to attend OLA/WLA Conference Meals and Events. Please click [HERE](#) to register for meals and events. If you have not logged onto the conference registration site, you will need to click "Forgot my Password" to get a password to log in. The Username is your email address.

Photos:

Photos will be taken at the Conference. OLA/WLA reserves the exclusive right to use any and all photos taken OLA/WLA in any way deemed appropriate by OLA/WLA.