



Dear WLMA Vendor and Advertising Partners,

The WLMA conference is in Yakima again this year, October 15-17, 2015. We hope you are planning on exhibiting at this year's conference. With over 500 members in WLMA, this conference is the best way to reach school librarians in Washington State along with administrators, tech department, and classrooms teachers who join us at the WLMA conference. This conference is a great way to demo new products and share new titles with this wide array of school library and information technology professionals.

- Vendor setup will be Thursday, October 15. There is no reception in the hall Thursday evening this year, instead an informal gathering will be held in conference hotel bar. Karaoke anyone?
- The exhibit hall will be open Friday, Oct. 16 from 8:00 a.m. – 4:00 p.m.
- The vendor booths are 8 x 10. You can rent more than one space. The booth fee will include standard draped booth 8' high drapery along the back, 3' high drapery on two sides, one 8' skirted table, one chair and electrical service of 110 Volt, 500 Watt.
- The booth fee also includes one sign, tables, chairs, opening gala food, and a box lunch. The vendor partner link on the WLMA website is <http://www.wla.org/wlma-conference-2015>
- The fall issue of the Medium, the WLMA journal will again be the conference program and will be available in both print and digital versions by early September.
- To place a business card sized ad in the fall issue and rent a booth at the conference, the fee will be \$375.
- Booth-only fee is \$325.
- The deadline is July 15, 2015 for the Medium ad and booth. The deadline for booths is Aug. 31.
- Advertising guidelines are on the WLMA website, <http://www.wla.org/wlma-conference-2015>
- [Bear Trade Show Services](#) will again be providing booth setup and electrical again this year. If you have any questions or special needs please let them know.
- I have included the map of the exhibit hall so you can choose where you would like your booth to be located.

This year our conference we will have a designated “partner workshop presentation” room available as part of the Friday matrix. **Deadline for submissions was April 30, 2015.** Further proposals or workshop questions should be sent to [conference@wlma.org](mailto:conference@wlma.org).

The registration form for booth and advertising in the Medium is attached.

If you are interested in being a part of the WLMA conference, please reply to this letter to give us an initial indication of the number of vendors to anticipate.

Thank you for your continuing support of WLMA. It is much appreciated. If you have any questions, please contact me.

Sincerely,

Susan Jenkins and Craig Seasholes  
WLMA Advertising and Exhibits Coordinators  
[partners@wlma.org](mailto:partners@wlma.org) 206-226-9745 and 206 854-7956



**WLMA Conference October 15-17, 2015  
Yakima, WA  
RESERVATION FOR EXHIBIT SPACE**

Company name \_\_\_\_\_

Type of product/service \_\_\_\_\_

Contact name \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Names of those attending conference (all conference attendees need name tags)

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

**BOOTH LOCATION PREFERENCES**

We will assign location on **first come, first served basis**. You will make your choices for your top three preferences for booth space.

Floor plan and available booth spaces are to be found on WLMA's 2015 Conference blog. Each standard draped booth will consist of 8' high drapery along the back of the booth, 3' high drapery on two sides, one 8' skirted table, one chair and electrical service of 110 Volt, 500 Watt. Additional tables, chairs contracted directly with BEAR Services.

Please write down the numbers of your first three choices for booth space.

1<sup>st</sup> - \_\_\_\_\_ 2<sup>nd</sup> - \_\_\_\_\_ 3<sup>rd</sup> - \_\_\_\_\_

You will be contacted with confirmation of your reservation and booth space number.

At the closing of the exhibit Hall, there will be a drawing for door prizes. Would you be willing to donate a door prize? Yes \_\_\_\_\_ No \_\_\_\_\_

**Conference Booth and MEDIUM Advertising Packages (other packages available upon request)**

Package /Price	Conference Booth	MEDIUM AD	MEDIUM ARTICLE*	PRICE	QTY	TOTAL
#1	Regular	Business Card Size ad in one issue, fall 2015.	Optional: feature an author, trend or MEDIUM theme	\$375		

\*Conference partners may submit an article to be published in the Medium. It must meet the article requirements stated at <https://sites.google.com/a/wlma.org/wlma/publications/medium-guidelines>. It may not feature the business but it may feature an author, trend or the theme of the MEDIUM.

**OR**

**Conference Exhibitors**

Booth Type	Quantity	Rate	Total
Premium Booths (front & facing hospitality area)		\$375	
Regular Booth		\$325	
Two Booths (any additional booths \$300)		\$600	

Additional box lunches (One lunch provided w/ each booth) \_\_\_ @ \$ 25 = \$ \_\_\_\_\_

Total including package or booth choice and additional lunches \$ \_\_\_\_\_

Please complete and sign this form. **Payment must accompany form.**

CHECKS ONLY, no credit cards. **Please make checks payable to: WA Library Assn.**

Booth and Medium ad reservations and payment must be made by **July 15, 2015.**

Booth only reservations should be made by **August 31, 2015.**

Exhibitor agrees to abide by all the rules and regulations governing this conference as printed in the application materials. Acceptance of this application by WLMA Conference constitutes a contract. No refunds will be given after July 31, 2014. Exhibitor assumes responsibility and agrees to indemnify and defend the Washington Library Media Association and the Yakima Convention Center and their respective employees and agents against any claims or expenses arising out of use of the exhibition premises. Exhibitor understands that neither the Washington Library Media Association nor the Yakima Convention Center maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. In cases of refund, \$100 handling fee will be retained. Exhibitors understand that minor schedule changes may occur and that the times given in this application are tentative. Exhibitors receive a corporate membership in WLMA with the first exhibit booth purchased. Commercial Members receive the WLMA newsletters and journals and annual membership directories. Unless you indicate otherwise, the membership will be made in the name of your local representative.

Confirmation Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Return application and payment for reservations by 8/31/15 to:**

**WA Library Assn., 23607 Highway 99, Suite 2C, Edmonds, WA 98026 Attention: WLMA Conference**