



MUSIC LIBRARY ASSOCIATION

77th Annual Meeting
February 20 - 24, 2008
Hyatt Regency Newport
Newport, Rhode Island

EXHIBITOR RESERVATION FORM

Please print clearly. An electronic version of this form is available in PDF format upon request.

Contact Information

Firm
Contact
Address
City State Zip Code / Postal Code Country
Phone Fax
Email
Company Description (25-50 words)

Table Reservation

Tables are reserved on a first-come, first-served basis upon receipt of this form and full payment or deposit. Please return this form with your deposit or full payment by December 14, 2007.

Table with 4 columns: Number of Tables, Description, Price, Total. Includes rows for Exhibit Table, Exhibit Table Total, Less Discount, and Table Reservation Total.

*Each table reserved includes one 6-foot table, 2 chairs, sign, drayage to the hotel of up to 200 lbs. through Phoenix Exposition Services, Inc., and conference registration. One ticket to the Saturday evening banquet is included.

Order forms for telephone service, internet connections, electrical hook-ups, and special audio-visual equipment will be provided in the kit sent to exhibitors by Phoenix Exposition Services, Inc., the firm providing exposition services for our exhibitors.

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and defend and save the Music Library Association, the Hyatt Regency Newport and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges of fines and attorney fees arising out of or caused by the Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof.



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Program Booklet Advertising

Full- and half-page advertising spaces are available in the 2008 conference program booklet. Your ad will be seen by each of the 500 conference registrants.

Please submit ads in an electronic format with a hardcopy proof at 100%, and using Quark Xpress, Photoshop EPS or TIFF, Adobe Illustrator EPS, or Acrobat PDF for formatting. When fonts are part of the art image, include both screen and printer versions of fonts. Fonts must be PostScript, not TrueType. Scans must be at 300 dpi for grayscale images and 1200 dpi for line art. Camera-ready-copy is non-returnable.

Fonts must be imbedded in a PDF file.

Ads MUST be prepaid and received at the Business Office no later than December 14, 2007.

Amount	Location	Size*	Price	Total
_____	Full page(s)	4 1/2" x 7 1/2"	\$275.00**	_____
_____	Half page(s)	4 1/2" x 3 1/2"	\$175.00**	_____
_____	Inside front cover	4 1/2" x 7 1/2"	\$375.00	SOLD OUT
_____	Inside back cover	4 1/2" x 7 1/2"	\$375.00	SOLD OUT
_____	Outside back cover	4 1/2" x 7 1/2"	\$375.00	SOLD OUT
<i>Less discount for Corporate Patrons 20% or Corporate Members 10%</i>				_____
				<i>Less Discount</i>

* Size of ad, width x depth, with or without border. Costs incurred by necessary reductions or enlargements to meet scale will be charged to the advertiser.

Program Advertising Total

Packet Insert Service

Everyone attending the 2008 convention will receive a tote bag of convention materials. Exhibitors can now insert printed materials in those conference materials.

Exhibitors using this service are responsible for the printing and shipping of the materials for distribution. Inserts are to be no larger than 8 1/2" x 11". Please prepare 500 copies of your insert and ship to:

Joe Scott, Music and Dramatic Arts Library, 1295 Storrs Rd, Unit 1153, University of Connecticut, Storrs, CT 06269-1153.

Materials should arrive in Storrs, CT no later than February 6, 2008. There will be NO REFUNDS for insert materials received late and they will not be included in the convention packets.

Number of Inserts	Description	Total
_____	Packet Insert Service @ \$300.00 per insert	_____
		Packet Insert Total
<i>Less \$200.00 discount for all registered exhibitors and non-exhibiting MLA Corporate Patrons or MLA Corporate Members. No additional discount can be applied.</i>		_____
		<i>Less Discount</i>
		Packet Insert Total



Conference Registration

All exhibitor registration categories include a name tag, conference program and packet, registration desk services, and admission to all MLA program events. Each Exhibitor Table Package includes ONE regular registration with banquet and up to two complimentary registrations without banquet tickets. Additional registrations and banquet tickets can be purchased below. Please provide the name(s) as you would like them to appear on the name tags for those attending.

Name (Please complete for name badge)	Banquet	Price	Total
1. _____	Included	No Charge	No Charge
2. _____	Purchase Below	No Charge	No Charge
3. _____	Purchase Below	No Charge	No Charge
4. _____	Purchase Below	\$120.00	
5. _____	Purchase Below	\$120.00	

Registration Total

Banquet

Please select meal options below. If you will not be attending the banquet please select Not Attending. Indicate the number of meals if there is more than one meal is purchased. PLEASE NOTE: If no banquet selection is made, the Roasted Chicken Breast will be ordered for you.

_____ Filet Mignon _____ Roasted Halibut _____ Roasted Chicken Breast _____ Crusted Eggplant (vegetarian) _____ Not Attending Banquet

Amount	Description	Price	Total
_____	Additional Banquet Tickets	\$70.00 per ticket	
			Additional Ticket Total

Banquet Total



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Service Information

The following information will help improve our service for you in Newport and assist in conference planning. Please check all of the appropriate lines below:

- I require accommodation as covered by the Americans with Disabilities Act.
This is my first MLA national convention.
I have special dietary requirements which are listed below.

Payment

Please summarize totals from each category.

Table with 2 columns: Category and Amount. Rows include Table Reservation Total, Program Advertising Total, Packet Insert Total, Registration Total, and Banquet Total.

TOTAL AMOUNT ENCLOSED \$ (\$100 deposit required by Nov. 15, 2007 and balance in full by Dec. 14, 2007.)

Payment Options: Check/Money Order (enclosed) VISA MasterCard Deposit Only

Please make checks payable to the Music Library Association in US funds drawn on a US bank.

Check Number: Check Date:

Credit card payments require the completion of all of the fields below. The card's expiration date should be at least three months after the payment date. Missing information could delay processing.

Card Number: Expiration Date:

Phone Number: Signature:

Please return payment and registration from to the following address or fax 608-831-8200.

Music Library Association
Business Office
8551 Research Way, Suite 180
Middleton, WI 53562

Questions about payment can be directed to the Business Office at mla@areditions.com or 608-836-5825.

All other questions should be directed to the Assistant Convention Manager Paula Hickner at 859-257-4104 or paula.hickner@uky.edu.

REFUND POLICY: Registration fees will be refunded only in emergency situations and with the approval of the Convention Manager. Refunds will not be given for unused banquet tickets.

MLA Confirmation: Date:

MLA FEIN: 52-6056338