



**2009 ANNUAL TRADE SHOW**  
 Holiday Inn Executive Center and Expo Center  
 2200 I-70 Drive Southwest  
 Columbia, MO 65203  
 573.445.8531  
 October 7 & 8, 2009

### TRADE SHOW APPLICATION/CONTRACT

THIS APPLICATION WILL BECOME A CONTRACT UPON SIGNED ACCEPTANCE BY BOTH PARTIES AND PAYMENT IN FULL OF RENTAL FEE. THE CONTRACT IS BASED UPON THE INFORMATION LISTED BELOW.

<b>Full Name of Company/Organization</b> (Your booth sign will include your booth number and name as it appears here):								
Contact:					Title:			
Street Address:								
City:					State:		ZIP:	
Phone:			E-Mail:					
<b>Booth Staff (Including contact listed above if appropriate):</b>								
Name:				Name:				
Name:				Name:				
<b>Those that contract for trade show space at the full rate shall receive two complimentary conference registrations. Please list registrants below:</b>								
Name:					Title:			
Name:					Title:			
<b>Company/organization is a MLA corporate member in good standing (A Corporate Membership Application is enclosed for your use):</b>					Yes:		No:	
<b>Booth Assignment Preference:</b>		First Choice:		Second Choice:		Third Choice:		
<b>Locate our booth near the following company/organization:</b>								
<b>Do you require adjoining booths?</b>					Yes:		No:	
<b>Locate our booth away from the following company/organizations:</b>								
<b>Describe your business (information will be used in the conference program):</b>								
<b>Will you provide a prize for the trade show drawing:</b>					Yes:		No:	
<b>Will you provide merchandise for the Bohley Scholarship Fund Silent Auction:</b>					Yes:		No:	
<b>Green Product/Service Description:</b> In 50 words or less, tell us what your company/organization is doing to help the environment. Include text exactly as you would like it to appear in the conference program materials. A green product/service designation is ensured to those who complete this section.								

**NOTE:**

*MLA will assign booth space in the days following the July 31, 2009 early bird registration postmark deadline on a first received, first assigned basis with preference given to corporate members.*

*MLA will assign booth space to those applying after the July 31, 2009 early bird registration postmark deadline on a first received, first assigned basis regardless of corporate member status.*

*MLA will select an alternate space for those exhibitors whose booth preferences have been taken.*

*Exhibitors may not sublet or apportion booth space to any other business. Parent and subsidiary businesses are not considered other businesses. Contractors are other businesses and require their own booth space.*

*Booths must be open and staffed during all regular exhibit hours. Anyone arriving late, leaving early, or breaking down during trade show hours may be refused entrance to future shows.*

*Cancellations made in writing and postmarked prior to July 31, 2009 are subject to a 50% cancellation fee. No refunds will be made following the July 31, 2009 postmark deadline.*

*All cancellations are final. MLA may resell cancelled booths as opportunities allow. No refunds shall be paid as a result of subsequent booth sales.*

<b>Booth Description:</b>	<b>Quantity:</b>	<b>Cost:</b>	<b>Amount:</b>
Single-8'x10' early bird booth (postmarked before 7.31.09):		\$515.00	\$
Single-8'x10' full-price booth (postmarked after 7.31.09):		\$615.00	\$
<b>Total Amount Enclosed:</b>			<b>\$</b>

Make check or purchase order payable to:

Missouri Library Association  
3212-A LeMone Industrial Boulevard  
Columbia, MO 65201

Authorized Company/Organization Representative Signature: \_\_\_\_\_

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

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

**TO COMPANY/ORGANIZATION:** Please accept this countersigned copy of the application as your trade show booth contract for our 2009 MLA Annual Conference and Trade Show.

Authorized MLA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your booth assignment is \_\_\_\_\_