

# VENDOR PROSPECTUS



## Restoring Connections

Missouri Library Association Annual Conference  
September 28–30, 2022

Oasis Hotel and Convention Center  
2546 N. Glenstone Ave., Springfield, MO 65803

Register at <https://bit.ly/mlavendors>

## EXHIBITING WITH MLA

The Missouri Library Association is a diverse and growing organization. MLA serves librarians, support staff and library supporters throughout the entire state and in every type of library. MLA members work in academic, public, special and K-12 libraries.

The Missouri Library Association Annual Conference provides vendors the opportunity to engage with potential and existing customers in the Missouri library community. More than 400 individuals from Missouri's academic, public, school and special interest libraries attend our annual conference.

This year's conference is focused on restoring connections - with our patrons, our communities, our colleagues and the vendors and organizations that make what we do a reality every single day. This prospectus provides details on opportunities to rent booth space in the Exhibitor Hall, sponsor events, and advertise in the conference program. Please explore all the ways we can help put you directly in touch with Missouri librarians.

## Location and Booth Information

The 2022 Missouri Library Association conference is being held in Springfield, Missouri, at the Oasis Hotel and Convention Center. The event space is a 20-minute drive from Springfield-Branson National Airport. There are 60 booths available, which will be assigned on a first-come, first-served basis.

### A 10'x10' space is:

- **\$500 for businesses**
- **\$400 for non-profit**

Your booth space includes a 6-foot skirted display table, 8-foot back wall and 3-foot side drape, 2 chairs, wastebasket, 1 exhibitor name sign (8"x36"), and free conference registration for 2 representatives. Also includes vendor breakfast and lunch.

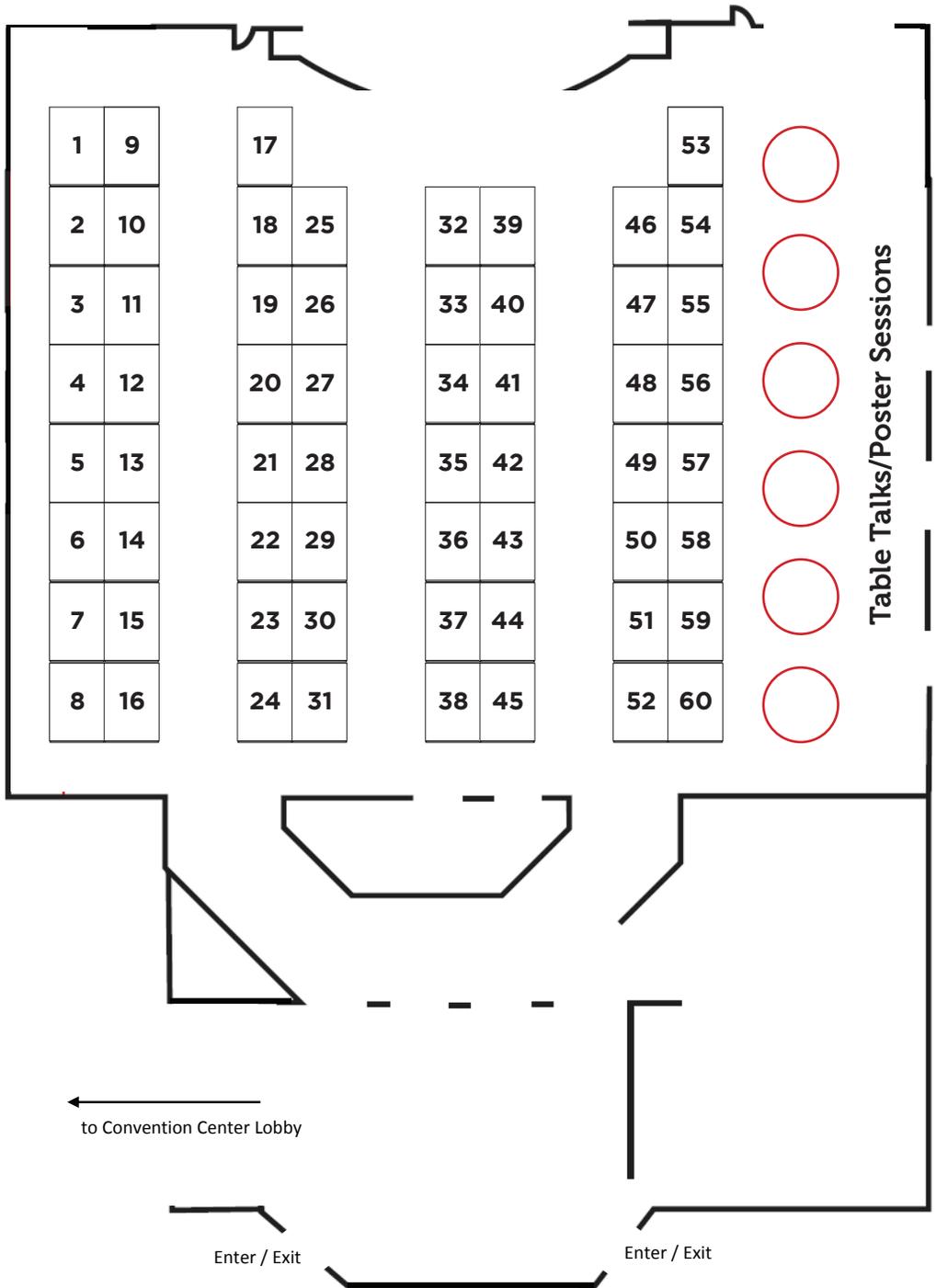
Complimentary Wi-Fi is available throughout the property, including the exhibit hall. Electrical outlets, power strips, and other amenities and services are available at an additional charge. (Exhibitor Services Order Form is attached at the end of this document.)

Vendors are guaranteed at least 4 hours of non-compete time during this conference. Attendees will also be provided with an interactive game to encourage them to visit vendor booths throughout the conference.

## Hotel Reservations

The Missouri Library Association has negotiated a special conference rate of \$109 per night at the Oasis Hotel and Convention Center. For room reservations, click [here](#).

# FLOOR SHOW PLAN



## PRELIMINARY SCHEDULE OF EXHIBIT HALL ACTIVITIES

**Wednesday, September 28**  
 Exhibitor Setup 11 a.m.–3 p.m.  
 Exhibitor Hall open 4 p.m.–7 p.m.  
 Exhibitor Reception 4 p.m.–6 p.m.

**Thursday, September 29**  
 Vendor Breakfast 8 a.m.–9 a.m.  
 Exhibitor Hall open 9 a.m.–4 p.m.  
 Exhibitor Breakdown 4 p.m.–7 p.m.

Vendors are guaranteed at least 4 hours of non-compete time during this conference. Table talks and poster sessions will also take place in the exhibit hall.

## ADVERTISING OPPORTUNITIES

The MLA Conference program is a great way to highlight your company's services and products during the event. The program is available to every attendee and used throughout the conference and often after as a reference tool.

Full Page	\$500
Half Page	\$300
Quarter Page	\$125

## SPONSORSHIP OPPORTUNITIES

### All Sponsors Will Receive

- Acknowledgement at their sponsored event or service
- Acknowledgement in conference program
- Logo on signage at event or service
- Logo/Acknowledgement on social media

**Platinum Sponsor: \$1,500**— Exclusive, highly visible opportunities to spotlight your business or organization.

- **All Conference Social Event** — This special, offsite event gives librarians the chance to network and have a little fun along the way.
- **Keynote Speaker** — Help us kick off this year's conference with a message of hope and restoring connections with our communities and each other.
- **Vendor Reception** — Attendees gather to socialize with vendors and see what is new and exciting in librarianship. Attendees at this event will enjoy complimentary hors d'oeuvres courtesy of your company.
- **Conference Bags** — Help a librarian tote their conference materials all over the convention center.

**Gold Sponsor: \$1,000** — Reach just the right audience with these exclusive sponsorship opportunities.

- **Youth Services Meal Event** — This event is designed specifically for librarians with an interest in developing and promoting library service to children and teens.
- **Closing Keynote Speaker** — The very last event of the conference, the closing keynote leaves a lasting impression with attendees.

**Silver Sponsor \$500** — Get your business or organization in front of librarians with these fun sponsorship opportunities.

- **Conference Lanyards (1)**
- **Bohley Trivia Night (1)** — This event brings librarians together for an energetic night of fun and friendly competition.
- **Table Talks & Poster Sessions (3)** — high interest; interactive; timely; information/networking experiences; exhibit hall.
- **Refreshment Stations (2)** — These stations will offer attendees a chance to recharge and refuel between sessions courtesy of your company or organization.
- **MLA Member Meet and Greet (3)** — This event welcomes new members of MLA to dive in and discover what MLA can do for them and their professional growth.

## REGISTRATION INFORMATION

Vendor registration is open now and closes **September 14, 2022**.

Visit <https://bit.ly/mlavendors> to register!

### TERMS & CONDITIONS

- MLA will assign booth space <https://bit.ly/mlavendors> in the order purchased.
- 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.
- Exhibits should not project beyond the space allotted and should not obstruct the view or interfere with traffic to other exhibits.
- The wings of an exhibit should not project more than three (3) feet from the back wall.
- Permission to exhibit equipment with abnormal heights must be obtained from MLA.

Cancellations should be made in writing by email or postmarked by September 1, 2022, and are subject to a 50% cancellation fee. No refunds will be made after September 1, 2022. All cancellations are final. MLA may resell canceled booths as opportunities allow. No refunds shall be paid as a result of subsequent booth sales.

**For more information or to discuss opportunities please contact:**

Trade Show Chairs: Kim Flores & Eva Pelkey

[mla2022sgf@gmail.com](mailto:mla2022sgf@gmail.com) — 417-616-0554

Conference Coordinators: Katie Hopkins & Jessie East