Exhibit

at the

11th National Conference of African American Librarians

August 5-9, 2020
Tulsa, OK

Tulsa Hyatt Regency

Conference Theme: The Sankofa Experience: Inspired by Our Past, Igniting Our Future

Black Caucus of the American Library Association, Inc.
Dear Exhibitor:

We invite you to participate in the 11th National Conference of African American Librarians (NCAAL). The conference theme is “The Sankofa Experience: Inspired by Our Past, Igniting Our Future.” Our association continues to work to make its conferences relevant and enjoyable for the hundreds of librarians who attend and also for our valued exhibitors by:

- Providing "No conflict times" in the AM and PM
- Promoting traffic, book signings, and other events in the exhibit area
- Providing access to the BCALA Listserv for pre-conference vendor messages
- Providing a conference single room hotel rate of $109/night single, doubles, triple, quad; $129/night Regency Club, king single or double

Exhibit Hours:

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Hours</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 6</td>
<td>Thursday</td>
<td>1:00 p.m. – 5:00 p.m.</td>
<td>Grand Opening</td>
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<tr>
<td>August 7</td>
<td>Friday</td>
<td>9:00 a.m. – 5:00 p.m.</td>
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<tr>
<td>August 8</td>
<td>Saturday</td>
<td>9:00 a.m. – 3:00 p.m.</td>
<td>Closing Reception (2:00 p.m. – 3:00 p.m.)</td>
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Move-In Thursday August 6th 7:00 a.m. – Noon
Move-Out Saturday August 8th 3:00 p.m. – 5:00 p.m.

Exhibit rates vary depending on the type of 8’ X 10’ booth reserved:
- $700 Premium (corners, aisles, and center spaces)
- $600 Regular
- $450 Library and Information Science Programs and Non-Profit Organizations

The exhibit booth space fee includes: an 8' high backdrop, one (1) company/organization I.D. sign, one (1) 6' topped and skirted table, two (2) folders chairs, and one (1) wastebasket.

We invite you to reserve your space for the 11th NCAAL by completing the attached Exhibitor Application Form.

If you have any questions, please contact me at the telephone number or email address listed below. We look forward to the opportunity to bring your products and services to the attention of the 11th NCAAL attendees.

Exhibits Committee Co-Chair:
Rudolph Clay
Phone: (314) 935-5059
Email: rudolphc@wustl.edu
Exhibitor Application Form
11th National Conference of African American Librarians (NCAAL)
Exhibit Dates: August 6-8, 2020
Conference Theme: The Sankofa Experience: Inspired by Our Past, Igniting Our Future

We hereby make application for exhibit spaces as indicated below, for the 11th National Conference of African American Librarians (NCAAL). The cost of the 8’ X 10’ exhibit booths are: $600-regular, $700-premium (corners, aisles, and center spaces), $450-library and information science programs and Non-Profit organizations. We agree to abide by the rules and regulations listed on the RULES, REGULATIONS AND REQUIREMENTS FOR EXHIBITORS sheet.

Submitted by: (please print)

Name of Company/Organization ____________________________________________________________
Address __________________________________________________________________________________
City _____________________________________ State_______________________ Zip________________
Telephone # ___________________________ Fax # ________________________
E-mail__________________________________
Authorized Signature _____________________________________________________________________

PROGRAM LISTING: Please provide information below as you would like it to appear in the Conference Program Book.

Company/Organization Name ________________________________________________________________
Address __________________________________________________________________________________
City________________________________________ State __________________________
Zip________________________________________
Email Address_________________________ Website _________________________________

Description of Exhibit (15 words) ___________________________ Names of Booth Personnel
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Letter of the alphabet under which the company/organization name should appear

Send Exhibit Booth Space Confirmation to:

Name & Title _____________________________
Company/Organization Name _____________________________
Address _________________________________________________________________
STREET _____________________________ CITY __________________________ STATE ________ ZIP __________

OFFICE USE ONLY Booth Number(s) ________________________________ Total Price ______________________
Check Date & Number ______________________________________________

Make Checks Payable to the BCALA, Inc. Send to: BCALA Inc., c/o Rudolph Clay, CB 7230, 6985 Snow Way Blvd., St. Louis Mo. 63130-4400
FOR MORE INFORMATION Contact: Rudolph Clay, 314-935-5059, Email: rudolphc@wustl.edu

*****PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS****
RULES, REGULATIONS AND REQUIREMENTS FOR EXHIBITORS

Exhibit Rules
Exhibitors shall not infringe upon the rights and privileges of any other exhibitor. The Black Caucus of the American Library Association (BCALA) Inc., reserves the right to restrict exhibits that may be objectionable or to order the removal of any portion of the exhibit, which in the judgment of the Exhibits Co-Chair is detrimental to or detracts from the general order of the exhibits. This applies to persons advertising or soliciting, or anything of a similar nature.

Space assignments and Booth Furnishing
Booth space (8’ X 10’) will be assigned in the order that paid reservations are received. The exhibit booth space fee includes: 8’ high back drop, one (1) company I.D. sign, one (1) 6’ topped and skirted table, two (2) folding chairs, and one (1) wastebasket.

Exhibitors may order additional furniture, utilities, Internet services, or other services at their own expense, from the Tulsa Hyatt Regency Hotel or from the conference decorating company, Event 1 Productions, Lee Ann Potter, Director of Business Development, 1601 S. 129th W Ave., Sand Springs, OK 74063, 918-245-8006. Appropriate forms will be sent to registered exhibitors. Hours and dates for installing, showing and dismantling exhibits are specified by BCALA Inc. in the attached Exhibitor Letter.

No exhibitor shall have the right prior to the closing of the Show to pack or remove articles on exhibit without the permission of the BCALA Inc. Exhibits Co-Chair. Admission will be by badge only. Badges are not transferable.

Safety Regulations
All materials used in the exhibit area must be fireproofed and conform to all fire department regulations. No decorative paper of any kind will be permitted.

Liability and Insurance
BCALA Inc. shall not be financially obligated or otherwise committed in the event of the Show being canceled or deferred on account of strikes, fires, casualties, Acts of God or causes beyond their control. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors’ displays, equipment and other property brought upon the premises of the exhibition facility, and shall indemnify and hold harmless BCALA Inc., the Tulsa Hyatt Regency Hotel and any authorized representative, agent or employee of the forgoing of any and all losses, damages and claims. Every precaution will be taken to safeguard exhibitor’s property.

Handling and Storage
BCALA Inc. and the owners or managers of the facility where the exhibits are held shall not accept or store display materials or empty crates, and Exhibitors shall make their own arrangements for shipment, delivery, receipt and storage of such materials and empty crates. Such arrangements must be made through the Tulsa Hyatt Regency Hotel or Event 1 Productions, the conference decorating company. All shipments and deliveries to the hotel shall be prepaid.

Cancellation and Refunds
Upon acceptance of this application by BCALA Inc., it shall be a legally binding contract between the exhibitor and BCALA Inc.

Application and Agreement
All applications must be made on the Exhibitor Application Form. Checks must be in U.S. dollars, drawn on a U.S. bank, and payable to the BCALA Inc. The completed and signed Exhibitor Application Form and check should be mailed to BCALA, Inc., 11th NCAAL, c/o Rudolph Clay Jr., CB 7230, 6985 Snow Way Blvd., St. Louis, MO 63130-4400.

We hereby make application for exhibit space(s) as indicated on the 11th National Conference of African American Librarians, Exhibitor Application Form. We agree to abide by the rules and regulations outlined by the BCALA Inc. and to all conditions under which the exhibit area is leased to BCALA Inc. Said specifications and conditions become part of this contract.

EXHIBIT SPACE IS ASSIGNED IN ORDER OF RECEIPT OF SIGNED EXHIBITOR APPLICATION FORM WITH PAYMENT.