

# **ALA American Library Association**

## **JobLIST PLACEMENT CENTER**

**MIDWINTER MEETING \* January 8 – 12, 2016 \* BOSTON, MA**

### **Recruitment Vendor Space Reservation Application**

The American Library Association's Office for Human Resource Development and Recruitment (ALA/HRDR) provides booth space in conjunction with ALA meetings and conferences at the JobLIST Placement Center. Booth spaces are allocated on a first-come, first-served basis to paid recruitment vendors. The JobLIST Placement Center management reserves the right to rearrange the floor plan, reassign, or relocate booths.

#### **Benefits:**

For each booth purchased, your organization will enjoy the following benefits of being a Recruitment Vendor with the ALA Placement Center:

- A draped and carpeted 10' x 16' booth, which includes the following items:
  - Furniture:
    - one 6ft. display table
    - two chairs
    - electrical hook-up (Arrangements for this service must be made at least 3 weeks before the start of conference.)
    - waste basket
  - Private interview area with:
    - cafe-style table
    - two chairs

Please note: Additional furniture, A.V. equipment, internet connections, other technology, etc. may be ordered at an additional cost. You will be notified via e-mail regarding your requirements.

- Listing in the Recruitment Vendor Locator Booklet
  - We will produce a color booklet for distribution to on-site job seekers. It will include your organization's logo, your website address, names of staff attending conference, your booth number, and a description of your organization and/or city which you can provide.
- Meals/Refreshments
  - Coffee/tea will be provided on a daily basis. Lunch provided for two (2) representatives per organization on both days.

- **Additional Services**

- Access to on-site copier
- Badges for booth representatives
- Listing on the Placement website
- E-mailed conference updates
- Access to on-site computer center
- Access to a private computer and printer
- Access to on-site interviewing facilities
- Assistance with interview scheduling
- Exclusive use of the recruitment vendor lounge
- Professional around-the-clock security\*\*
- Assistance with shipping your materials
- On-site assistance from dedicated, professional staff

## **PAYMENT**

The American Library Association will invoice the recruitment vendor applicant immediately following the conference. Please complete the purchase order information with this form. If you prefer to pay with a credit card, we will charge the cost of the booth to the card number given following the conference. Booths are \$625 each. Additional charges may apply if additional equipment is ordered or more than two representatives are staffing a booth.

## **CANCELLATIONS**

Cancellations must be received in writing two weeks prior to the start of conference. There will be an administrative fee of \$200 charged for all cancellations.

## **LIABILITY**

ALA/HRDR assumes no liability whatsoever for loss or damage through any cause, of goods, or other materials owned, rented or leased by the recruitment vendor. The recruitment vendor shall indemnify ALA/HRDR against and hold it harmless for any complaints, suits or liabilities resulting from the negligence, or misconduct of the recruitment vendor in connection with the vendor's use of the display space. ALA may require the removal from the booth space of personnel or material for cause, in its sole judgment.

**\*\*Note:** Although we will have security on site, if you plan to have valuable items in your booth (i.e. computer) we advise you to take these items with you at the end of each day.

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#### PLACEMENT CENTER OPERATIONAL DATES

Set-up:	Friday, January 8, 2016	12:00noon – 5:00pm
Open:	Saturday, January 9	9:00 am – 5:00pm
	Sunday, January 10	9:00 am – 5:00pm
Dismantle:	Sunday, January 10	5:00 pm – 6:00pm

Please complete this form. Mail original completed application to: American Library Association, HRDR Placement Services, 50 E. Huron St., Chicago, IL 60611, E-mail: bcalvin@ala.org.

Upon assignment of booth space by the ALA/HRDR, an information packet will be sent to you.

(Make a copy of this application for your files.) Please **PRINT CLEARLY** or type information.

**Basic Fee: \$625.00 per booth.** Cost may be more if you order special equipment or have more than 2 people staffing your booth. We will not bill for additional items unless you pre-approve the items/charges.

List the names of your two (2) booth representatives. Additional booth personnel will be assessed a \$75 fee per individual. If you intend to have more than four (4) people in your booth, we ask that you order two booths. Please type or print all requested information CLEARLY.

1. \_\_\_\_\_
2. \_\_\_\_\_

#### ADDITIONAL STAFF

3. \_\_\_\_\_
4. \_\_\_\_\_

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Authorized Contact Name

Title and Department

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Organization Name

Web Site Address

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Street Address

City

State

Zip

Country

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E-Mail

Phone with ext.

Fax

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#### **Payment Method**

##### **CHECK**

Our check is enclosed in the amount of \$\_\_\_\_\_. Payable to the American Library Association.

##### **PURCHASE ORDER**

My purchase order is enclosed. Please send us an invoice.

**Purchase Order No.** \_\_\_\_\_

Send Invoice to Attention of: \_\_\_\_\_

(Address if different from above)

\_\_\_\_\_  
\_\_\_\_\_

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Authorized Signature

##### **CHARGE**

Charge \$ \_\_\_\_\_ to my

\_\_\_\_\_ VISA      \_\_\_\_\_ MasterCard      \_\_\_\_\_ American Express

Card Number

Expiration Date

Name as it Appears on Card

Signature