Welcome

Thank you for being an exhibitor at 2019 Alaska Library Association Conference in Juneau! In this document you will find information about options and details concerning exhibits at the conference. I look forward to working with you, to make your exhibit experience enjoyable and successful. Contact me (tracy@aklib.info) with any questions that you may have.

Pricing

- Early Table $325 per table (by January 31, 2019)
- Table $425 per table (between February 1 and February 14)
- Nonprofit Table $100 per table (501(c)(3) Determination Letter required)
- Meals $100 per person
- Unattended Table $500 per table
- Unattended Cube $100 per cube – NEW

Schedule

- Set up will be on Thursday from 9:00 a.m. - 5:00 p.m.
- Opening Reception is Thursday from 6:30 p.m. - 7:45 p.m.
- Friday exhibit hours will be 9:00 a.m. - 5:00 p.m.
- **Exhibitor's Reception** will be Friday 6:15 p.m. - 7:45 p.m.
- Saturday Hours will be 9:00 a.m. - 2:00 p.m.
- "No Conflict Time" on Saturday 10:15 a.m. - 11:00 a.m.
- Door prize drawings at the Awards Lunch Saturday from 1:20 p.m. - 2:50 p.m.
- Breakdown will be 2:00 p.m. - 4:00 p.m. on Saturday
Pre-Registration AND Registration

You will need to pre-register AND register. Pre-Registration helps us plan the exhibit space and to begin working with you on your needs. The Pre-Registration site is now available.

The Registration site will officially register you for the conference and give you payment options. This is available on the AkLA 2019 Conference Website.

Attended Tables

Each table will be six foot long and have linen and skirting. Two chairs come with each table. In pre-registration you can let me know about special needs such as an extra chair at your table or only one table in a two table space. The earlier I know about a special need, the better chance that can be realized.

Meals

This year the AkLA Conference committee has separated the cost of tables and meals. So, table registration does not include meals for vendors. This gives you the option to sample Juneau restaurants or to purchase a vendor meal package during registration. Meals being offered in the meal package are

- Friday: Breakfast
- Friday: Lunch
- Saturday: Breakfast
- Saturday: Lunch
- Sunday: Breakfast

Internet and Electricity

Wi-Fi and electricity will be included at all tables. Cabled Internet (Ethernet) will not be possible/available in the exhibit space; however, we are bringing in additional bandwidth for the WiFi Network to handle our needs.

Unattended Tables

If you are unable to attend in person, you may still purchase a table, and the Exhibits Team will set it up and re-stock it at various times during the conference. Mark this in the Pre-Registration form, and I will work with you on the details.

Cubes (New)

We are trying something new this year. This is focused primarily on new vendors who would like to “test-out” the conference without making a huge investment in time and money.

There will be a regular exhibit table with eight wire cubes. The cubes will be about 14” X 14” X 14”. You will be able to send a small (8.5” X 11”) sign (preferably laminated) with your brand/logo as well as brochures, catalogs, business cards, coupons, samples, or freebies/bling. Anything that will fit in that small space. The sign will be attached outside the cube so that the interior is completely useable. A sign-up sheet can be available to take emails for future communication.

There is nothing fancy about this, but it may be a good way to introduce yourself to conference attendees. Mark this in the Pre-Registration form, and I will work with you on the details.
**Shipping and Printing**

You can ship materials to  
Centennial Hall  
AkLA 2019 Conference  
101 Egan Dr,  
Juneau, AK 99801

Centennial Hall has said that we can ship to the event space as early as **Monday, February 25**. Please let me know if you are shipping a lot of boxes (more than 3), very large boxes, or using a shipper other than UPS, USPS, or FedEx.

If you have a FedEx or UPS account, you may get any return shipments ready to go (with the appropriate paperwork), and we will have them do a pickup at the facility on Monday.

Printing services are available from [Alaska Litho](https://aklitho.com/convention-services/). They will work with you for all of your printing needs. Materials will be delivered to the conference location!

**Sponsorships, Donations, and Bling**

Whether you attend in person, virtually attend, or are not able to have a presence at the conference, we always are thrilled to have your sponsorships and/or donations!

The following list has some ideas. The dollar amount indicates how much it would cost to sponsor the event/item/service in full. Please let me know if you would like to offer a smaller amount to “sponsor in part”.

**Cash Sponsorship** (more may be available)

- Keynote Speaker: Peter Bromberg ($3000)  
- Authors to Alaska Luncheon/Andrew Aydin ($3000)  
- Breakfast on Friday ($2000)  
- Breakfast on Saturday ($2000)  
- Breakfast on Sunday ($2000)  
- Conference Totes ($1500)  
- Printing of Program ($1500)  
- Opening Reception ($1500)  
- Preconference Box Lunches ($750)  
- Hot Coffee Service on Friday ($500)  
- Hot Coffee Service on Saturday ($500)  
- Hot Coffee Service on Sunday ($500)  
- Lanyards ($300) – Taken in Full

**Donations**

- Donation to Scholarship Fund (Any Amount!)  
- General Donation to go where needed (Any Amount!)

**Items or Services**

You are welcome to offer your product, service, or related item as a **door prize** at your booth. We can arrange time at the Awards Lunch on Saturday to do the drawings if you would like. Also we would enjoy having your product, service, or related item for the **Silent Auction**. All proceeds from the Silent Auction go toward a scholarship fund.

**Bling in the Bag!**

If you have a super cool branded promotional item (usb drive, camera-topper, chocolate, headphones, unique keychains, coupons, etc.), let us know about it. The Registration Team will review the offers and select a variety of things. We would love to include everybody’s bling, but there is only so much room in the bag. We are estimating 250 bags at this time.

Vendors attending and vendors with an “unattended” option may have selected bling placed in the bag at no extra cost.

**Thanks and Take Care! -Tracy Swaim**