Activities Area Space Reservation Form

Submit by June 2

In preparation for the upcoming 2014 Annual Meeting in San Antonio, we are currently taking table reservations for the Activities Area in the Exhibit Hall. Please note that the Activities Area is a display area only; no sales may take place. As in past years, AALL will provide free of charge:

- **1 (6'-8') table**
- **2 Chairs**
- **Sign (with name of participating organization)**
- **Loading dock fees**

Additional furnishings, signs, audio/visual equipment and/or electrical service may be requested and will be billed to your committee, SIS, chapter or caucus. Shipping and setup instructions will be emailed to the contact person indicated below, approximately 4-6 weeks prior to the Annual Meeting. **Please complete the following, indicating whether or not your group would like to reserve space, and *return by June 2, 2014*. Thank you!**

Select the type and name of your group:

SIS _____ Chapter _____

Caucus _____ Committee _____

We WOULD like to reserve a table in the Activities Area at the 2014 AALL Annual Meeting and Conference.

We WOULD NOT like to reserve a table in the Activities Area at the 2014 AALL Annual Meeting and Conference.

We request the following additional furnishings and/or equipment: (Fees apply; be sure to provide billing information.)

Electrical service for: _____ (indicate equipment requiring electrical service)

Audio/Visual Equipment: _____ (indicate equipment requested)

Furnishings: _____ (indicate additional furnishings requested)

Additional signs (besides the one automatically provided to identify your group): _____ (include sign text and approximate size)

Contact Name: _____

Institution: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Email: _____

Billing Information (if different from Contact Name):

Billing Name: _____

Institution: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Email: _____

Names of persons requiring admittance to Exhibit Hall for set-up on Saturday, July 12 _____

Submit this form by June 2 by printing and faxing form to Vanessa Castillo at 312-205-8011. To submit by email, open in Adobe Reader first. Please keep a copy for your records.

Print Form | Submit by Email