



Manitoba Libraries Conference 2018 EXHIBITOR PROSPECTUS

Thank you for your interest in exhibiting at the 2018 Manitoba Libraries Conference!
Engage & Inspire Communities

The Manitoba Library Association invites library and archive suppliers/vendors to book now for a booth at the 2018 Conference. The Manitoba Libraries Conference hosts up to 300 delegates from Manitoba and neighbouring provinces. Delegates represent a variety of library sectors including public, academic, special, school libraries and trustees.

Location: Delta Winnipeg, 350 Saint Mary Avenue, Winnipeg, Manitoba
Dates: May 30-June 1, 2018

Your Exhibits Registration includes:

- One **Booth** in the Exhibit Hall
- Unopposed time with delegates
- Additional networking opportunities outside of the Exhibit Hall
- **Meals:** Complimentary lunch and coffee breaks will be available to one exhibitor per agreement. You will need to purchase a meal/break package at \$100 per additional Exhibitor.
- **All Delegates Event:** Complimentary ticket will be available to one exhibitor per agreement. You will need to purchase an additional ticket at \$35 per additional Exhibitor.

EXHIBIT HALL HOURS

Thursday, May 31: 10 am – 5 pm

Friday, June 1: 10 am – 3 pm

Setup is May 31 from 7-9:45 am. Take down is June 1 at 3 pm.

By booking in the Exhibit Hall you agree to have your booth set up and staffed for the duration of both days. Full payment must be received no later than April 13, 2018. All applications submitted after April 13 must include payment in full. After April 13 there are no refunds for space.

Alix-Rae Stefanko & Lindsay Schluter
Exhibits & Sponsorship Coordinators
Manitoba Libraries Conference 2018
Email: ASTefanko@winnipeg.ca
Phone: 204.986.4252

Thank you for supporting the 2018 Manitoba Libraries Conference!
<http://conference.mla.mb.ca/>

EXHIBITOR DETAILS

Please complete this form and mail or email to the address below.

Note: Not all applications will be accepted. Your application will be confirmed by email within 2 weeks of receipt.

Company/organization name: _____
Main Contact name: _____ Position/title: _____
Main contact email: _____
Street Address: _____ City/town: _____
Province/State: _____ Postal/Zip Code: _____ Phone: _____
Website: _____

BILLING INFORMATION

Please provide if different from above.

Company/organization name: _____
Main Contact name: _____
Street Address: _____ City/town: _____
Province/State: _____ Postal/Zip Code: _____

Name/title for additional representative staffing your booth:

Print exactly as you'd like printed on your name tags.

Yes, I will purchase an additional meal ticket for the 2nd Exhibitor at \$100.00.

As noted above, complimentary lunch and coffee breaks will be available to one exhibitor per agreement.

Yes, I will purchase an additional All Delegates Social ticket for the 2nd Exhibitor at \$35.00

As noted above, a complimentary all delegates event ticket will be available to one exhibitor per agreement.

Thank you for supporting the 2018 Manitoba Libraries Conference!

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SPONSORSHIP

Consider becoming a sponsor and receive even more recognition!

As a sponsor, you are facilitating the ongoing development and growth of Manitoba Libraries. Your recognition at the conference will provide excellent networking opportunities with the delegates as well as the large number of individuals and organizations connected to the Manitoba Library Association's website. Expand your business and service opportunities while sharing your product and services with the Manitoba Library community. Continue to build relationships while learning about issues and trends affecting Manitoba Libraries.

Sponsor Benefits	Major \$8,000 plus	Platinum \$5000-\$7,999	Gold \$3000-\$4,999	Silver \$2000-\$2,999	Bronze \$1000-\$1,999	Friend \$500-\$999
Announcement as a major/platinum sponsor during the conference welcome and closing	✓	✓				
Free Booth	✓	✓	✓			
Logo placement on all printed schedules and conference website	✓	✓	✓	✓	✓	✓
Advertising placement in Conference bag*	✓	✓	✓	✓	✓	✓

*Please contact [Alix-Rae Stefanko](#) by April 13, 2018 to confirm suitability of your promotional items and for an update on quantity required.

NEW! If you are already a sponsor and are additionally interested in advertising via the conference app *Sched* please contact us!

In-Kind Donations

We welcome in-kind donations of services and/or goods, and prizes for the conference.

SPONSORSHIP SELECTIONS

Level of Sponsorship: Major Platinum Gold Silver Bronze Friend

TOTAL Sponsorship Amount: \$ _____

Yes, I have sent the organization logo electronically to advertise our participation.

Yes, I will include In-Kind Donations (services, merchandise, prizes, etc.). Please identify:

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REGISTRATION

Your Booth registration includes electrical and Wi-Fi over the two days.

An exhibit *booth* is:

8' deep x 10' feet wide booth with 6' skirted table, 2 chairs, back drape and side drape.

	Early bird rate Deadline: March 9, 2018	Regular rate Deadline: April 13, 2018
<i>circle selections</i>		
+Booth	\$375	\$450
SUBTOTAL:		
+ Sponsorship		
Major	\$8000 plus	
Platinum	\$5000 - \$7,999	
Gold	\$3000-\$4,999	
Silver	\$2000-\$2,999	
Bronze	\$1000 - \$1,999	
Friend	\$500 - \$999	
+ Additional Meals + Tickets		
2 nd Meal Ticket	\$100	
All Delegates Event	\$35	
TOTAL:		

METHOD OF PAYMENT

Please note that all pricing is in Canadian funds.

- Cheque (Please make cheques payable to: **Manitoba Library Association**)
- Credit Card #: _____ Expiry Date: _____ CCV: _____
- Credit Card through PayPal (PayPal Invoice will be provided once form is received. Payment does not require a PayPal account)
- I require an invoice to make payment.

Return form and payment to:

Manitoba Libraries Conference – Exhibits & Sponsorship
c/o Alix-Rae Stefanko & Lindsay Schluter
251 Donald Street
Winnipeg, MB R3C 3P5
Email: AStefanko@winnipeg.ca
Tel : 204-986-4252

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