

NCLCA Twenty-Third Annual Conference

Memphis Marriott Downtown, Memphis, TN

Thursday, October 2nd and Friday, October 3rd, 2008

Exhibitor's Registration Form

Please type or print

Company Name

Contact Person

Address

City / State / Zip

Phone

Fax

Representative(s) Attending

Email(s) for attendee(s)

Please check the option(s) you have chosen

Option 1 (\$500) Sponsor Keynote Luncheon (Thur)

Option 2 (\$500) Sponsor the Welcome Reception

Option 3 (\$500) Sponsor a day of Internet Café
(circle: Thursday or Friday)

Option 4 (\$500) Sponsor Member Breakfast (Fri)

Option 5 (\$600) Conference Bags (Your imprint included)

Option 6 (\$350) Full-page back cover program Ad

Option 7 (\$150) Full-page interior program Ad

Option 8 (\$100) Half-page interior program Ad

Option 9 (\$275) Display table and full-page Ad

Option 10 (\$200) Display table in exhibit space

Option 11 (\$____) Tax deductible donation

Exhibit fee from next column, e.g. extra power, internet

_____ **TOTAL enclosed – Check #** _____

We want you with us!
Vendor Registration
Deadline: August 15th, 2008

Company / Product Description

Please provide a brief (2-3 sentences) description of your company and product for the conference program.
(Applications received after August 15th, 2008 will not be featured in the conference program due to production deadlines).

Exhibit needs

(Please check all that apply.)

- Electricity (one outlet free, fee of \$25 per extra)
 More than one outlet (how many _____) (fee applies)
 More than two chairs (how many _____)
 Internet Access (Hotel fee of \$100 must be included)
 Will ship packages to the Hotel

NCLCA will accept one package for you, additional packages will incur flow-through fee per hotel rate. Shipping information on next page.

Donations for Raffle

NCLCA appreciates your donations to our raffle at the Friday lunch. You may send your donation to Tacy Holliday (address below) or bring it to the conference.

- I will mail my donation by September 15th
 I will bring my donation to the conference

Item(s) _____

Make your conference check payable to NCLCA

Mail check (NCLCA) and completed form to:

NCLCA c/o Tacy Holliday
SA 202 Science Learning Center
Montgomery College
20200 Observation Drive
Germantown, MD 20876

Hotel Information

Room Rate: \$149 - ask for NCLCA rate
Memphis Marriott Downtown
250 North Main Street
Memphis, TN 38103
Reservations: 901-527-7300

Should you be shipping boxes for the meeting, they must be addressed in the following manner and be received no earlier than 3 days (Not before Sep 29, 2008) prior to your meeting:

Please address packages as follows:

Sent By:

(-***Name of Guest Picking up Box***-)

MEMPHIS MARRIOTT DOWNTOWN

250 North Main St.

Memphis, TN 38103

ATTN: David Reedy/Tacy Holliday

(240-567-7791)

DESCRIPTION: 23rd Annual NCLCA Conference

Standard Overnight envelopes will be received free of charge

Boxes will be charged a fee of \$5 per box and Crates will be charged a fee of \$15 per crate*

Pallets will be broken down and then be charged the box fee.

PARKING

Hotel currently has a covered parking garage, managed by AAA parking, to offer self and valet parking to all hotel guests. Parking rates are currently \$12 per day for self-park and \$18 per day for valet. Rates are subject to change without notice.

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