



## SLA BOOTH ASSIGNMENT PROCEDURES

SLA's two-stage process for assigning booth space for the 2010 Annual Conference and INFO-EXPO in New Orleans, LA, will be as follows:

### **PLEASE NOTE:**

In all stages payment (check/credit card) **MUST** be received with your application in order to be processed. If there is **NO** payment with your application, you will **NOT** be assigned a booth space. No Exceptions. In addition, SLA membership status **MUST** be current to receive member rate booth price at the time of exhibit application submission. 2009 Earned Extra Points sheet **MUST** be submitted at the same time with your exhibit application, otherwise points will not be added. No Exceptions.

\*\*Major sponsors are assigned booth space location first according to their supported sponsorship. Once assigned, the Exhibitor Advisory Council members are assigned; thereafter, according to priority points.

### **STAGE ONE:**

All applications received from the 2009 SLA exhibitors while in Washington, D.C. with FULL payment, will be given booth space preference. All applications received from the 2009 SLA exhibitors while in Washington, D.C. with 50% payment will be given space preference, thereafter. Priority Points will be utilized during this stage. Priority Points will consist of total points from 2008 and the 2009 Earn Extra Points sheet. Final booth allocations for Stage One will be made in July 2009. Once assigned, exhibitor show management will notify those assigned exhibitors. An e-mail will be sent as well as a written confirmation will be mailed for your records.

### **STAGE TWO:**

After Wednesday, 17 June 2009, those applications received with payment will be assigned on a first-come, first-serve basis, regardless of Priority Points and after Stage One. However, Priority Points will be calculated. Priority Points will consist of total points from 2008 and the 2009 Earn Extra Points sheet. Final booth allocations for Stage Two will take place immediately based on space availability. An e-mail will be sent as well as a written confirmation will be mailed for your records.

If you have any questions regarding this process, please contact DeVonne Parks at +1.703.647.4948 or e-mail at [dparks@sla.org](mailto:dparks@sla.org).