

SLA 2015 EXHIBITOR MEETING FORM

June 14 - 16, 2015
Boston, Massachusetts

SESSION PRESENTATIONS

Please print clearly or type all information when filling out the meeting room request form. Fill in all requested information completely. Failure to provide full and accurate information will delay the processing of your meeting room request.

COMPANY INFORMATION

| | |
|--|----------------|
| Contact Name | |
| Company | |
| Address | |
| City | State/Province |
| Zip/Postal code | Country |
| Telephone | Mobile |
| E-mail | |
| Onsite Contact (if different than above) | |
| Onsite Telephone | |

MEETING ROOM FEES

| | EARLY BIRD By April 15, 2015 | REGULAR After April 15, 2015 |
|--|---------------------------------|---------------------------------|
| <input type="checkbox"/> Up to 2 hours | \$950.00 | \$1150.00 |
| <input type="checkbox"/> Over 2 hours | \$1450.00 | \$1650.00 |
| <input type="checkbox"/> Staff Meeting | \$500.00 | \$700.00 |

LOCATIONS

Boston Convention & Exhibition Center Westin Boston Waterfront

ROOM AVAILABILITY TIMES

| Sunday, June 14 | Monday, June 15 | Tuesday, June 16 |
|------------------------|-------------------------|-------------------------|
| 11:45 a.m. - 1:15 p.m. | 7:30 a.m. - 9:30 a.m. | 7:30 a.m. - 9:30 a.m. |
| 1:30 p.m. - 3:00 p.m. | 8:00 a.m. - 9:30 a.m. | 8:00 a.m. - 9:30 a.m. |
| 3:30 p.m. - 5:00 p.m. | 10:00 a.m. - 11:30 a.m. | 10:00 a.m. - 12:00 p.m. |
| | 12:00 p.m. - 2:00 p.m. | 2:00 p.m. - 3:30 p.m. |
| | 4:00 p.m. - 5:30 p.m. | |

NON-CONFLICT TIMES*

| Sunday, June 14 | Monday, June 15 | Tuesday, June 16 |
|--|--|--|
| 9:00 a.m. - 11:00 a.m. (Opening General Session) | 2:00 p.m. - 4:00 p.m. (INFO-EXPO Networking Refreshments) | 12:00 p.m. - 2:00 p.m. (INFO-EXPO Networking Lunch) |
| 5:00 p.m. - 7:00 p.m. (INFO-EXPO Opening Reception) | | |

PREFERENCES

| | |
|---|-----------------|
| <input type="checkbox"/> Sunday, June 14 | Time: _____ |
| 1st Choice | Location: _____ |
| 2nd Choice | Time: _____ |
| | Location: _____ |
| <input type="checkbox"/> Monday, June 15 | Time: _____ |
| 1st Choice | Location: _____ |
| 2nd Choice | Time: _____ |
| | Location: _____ |
| <input type="checkbox"/> Tuesday, June 16 | Time: _____ |
| 1st Choice | Location: _____ |
| 2nd Choice | Time: _____ |
| | Location: _____ |

TOTAL AMOUNT ENCLOSED/PAYMENT

Please enter the total amount for meeting space request. Fees are payable in U.S. dollars only.

| | |
|-----------------------|----|
| Meeting Room Subtotal | \$ |
| Additional Fees | \$ |
| Total Amount Enclosed | \$ |

Methods of payments accepted are Check, Money Order, American Express, MasterCard, and VISA. Make checks payable to SLA. Mail or fax payment and conference registration form to:

SLA, Attn: Exhibits, 331 S. Patrick St, Alexandria, VA 22314, USA;
Fax: 1.703.647.4901

Or charge my credit card: ☐ AmEx ☐ Master Card ☐ Visa

| | |
|--------------|-------------|
| Card Number | Card ID # |
| Name on Card | Expire Date |
| Signature | Date |

FOR OFFICE USE ONLY

| | |
|-------------------|-----------|
| Date Received | Initials |
| Date Accepted | Initials |
| ID | Invoice # |
| Total Amount Paid | |
| Room assigned | |

*No sessions can take place during the non-conflict times listed above

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ADDITIONAL DETAILS

EVENT TITLE

ESTIMATED ATTENDANCE

(Room assignments are based on estimated attendance)

WHAT TYPE OF EVENT (CHECK ONE)

- ☐ Focus Group
☐ Presentation
☐ Reception
☐ Staff Meeting
☐ Workshop
☐ Other: _____

DESIRED ROOM SETUP (CHECK ONE)

- ☐ **Banquet Rounds Seating** - round tables seating 8-10 people per table; used for business meetings, roundtables, breakfasts or lunches.
☐ **Conference/Boardroom Seating** - rectangular table configuration with chairs facing each other.
☐ **Reception Seating** (available at the hotels only)- mixture of short and tall cocktail tables, light seating, and catering tables
☐ **Theater/Lecture Seating** - rows of chairs with an aisle in the middle; used for programs.

FOOD & BEVERAGE/AUDIO-VISUAL NEEDS

Will you be ordering food and beverage?* ☐ Yes ☐ No

Check One: ☐ Breakfast ☐ Lunch ☐ Beverage only ☐ Other

Will you need the complimentary podium and microphone? ☐ Yes ☐ No

Will you be ordering additional AV?* ☐ Yes ☐ No

Do you wish to have this event publicized? ☐ Yes ☐ No

-Final Pocket Program - Due by 4/1/15

- Conference Signage - Due by 4/1/15

- Online Conference Planner - Due by 5/30/15

*Exhibitor responsible for all additional costs. Food and beverage orders are due by **May 29, 2015**.

All meeting space applicants will be provided with a podium, microphone and signage unless noted.

EVENT DESCRIPTION

(Email description to exhibits@sla.org if additional space is needed)

GUIDELINES

- Please fill out the form completely - Incomplete forms **will not** be processed.
- This service is only available to companies exhibiting at the SLA Annual Conference & INFO-EXPO.
- Please use a separate form for each meeting request.
- Reservations and payment must be made at the time of submission.
- Meeting space is available at the Boston Convention & Exhibition Center and Westin Boston Waterfront.
- Meeting space will be assigned on a first-come, first-served basis.
- All meeting space applicants will be provided with a podium, microphone and signage unless noted.
- Food & Beverage orders **must be finalized** with the catering company by **Friday, May 29, 2015**.
- All arrangements for food & beverage and additional audiovisual must be made in advance with the appropriate vendors.
- All costs for food & beverage and/or additional audiovisual must be paid by the contracting parties.
- If you need additional times and rooms, additional charges may apply.
- Room confirmations will be sent in March/April 2015. Food & Beverage menus and AV forms will be available by March 16, 2015.
- Any changes of speaker names, room changes, event title changes, or description changes after **Friday, April 3, 2015** are not guaranteed to make it in the Final Pocket Program.
- Listing in the Final Pocket Program will not be guaranteed after **Friday, April 3, 2015**.
- Once submitted, room setup changes may result in an additional change fee to the exhibiting company of up to \$200.
- **No refunds will be issued at anytime for meeting requests.**

Questions? Contact SLA Exhibits at
+1.703.647.4922 or exhibits@sla.org