

# SLA 2015 EXHIBITOR MEETING FORM

June 14 - 16, 2015  
Boston, Massachusetts

## EXHIBITOR THEATER PRESENTATIONS

Please print clearly or type all information when filling out the Exhibitor Theater Presentation 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                                  | Last    |
| Address                                  |         |
| City                                     |         |
| State/Province                           |         |
| Zip/Postal code                          | Country |
| Telephone                                | Mobile  |
| E-mail                                   |         |
| Onsite Contact (if different than above) |         |
| Onsite Telephone                         |         |

### EXHIBITOR THEATER PRESENTATION FEE

|                                     |           |
|-------------------------------------|-----------|
| <input type="checkbox"/> 30 minutes | \$1000.00 |
| <input type="checkbox"/> 1 hour     | \$1675.00 |

### LOCATION

INFO-EXPO Hall

### AVAILABILITY TIMES\*

| Sunday, June 14       | Monday, June 15         | Tuesday, June 16        |
|-----------------------|-------------------------|-------------------------|
| 2:45 p.m. – 3:45 p.m. | 11:45 a.m. - 12:45 p.m. | 9:00 a.m. - 10:00 a.m.  |
| 4:00 p.m. – 5:00 p.m. | 1:00 p.m. – 2:00 p.m.   | 10:30 a.m. - 11:30 a.m. |
| 5:30 p.m. – 6:30 p.m. | 2:30 p.m. – 3:30 p.m.   |                         |

\*Time slots are assigned on a first come first served basis.

### NON-CONFLICT TIMES

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

### PREFERENCES

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

### TOTAL AMOUNT ENCLOSED/PAYMENT

Please enter the total amount for Exhibitor Theater Presentation 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     |           |

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## ADDITIONAL DETAILS

### EVENT TITLE

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### ESTIMATED ATTENDANCE

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### SPEAKER(S) (OPTIONAL)

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### ROOM SETUP

The standard set-up for this room is theatre style for up to 75 attendees. No changes to this room setup will be permitted.

Included with this room rental are the following: LCD projection, Internet connection, microphone, podium, and signage.

### FOOD & BEVERAGE/AUDIO-VISUAL NEEDS

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

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

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**.*

### PRESENTATION PROMOTION

SLA will promote your company's participation in the Exhibitor Theater Presentation series through the following\*:

- SLA Conference Website
- Conference signage (one in the registration area and one outside Exhibitor Theater Presentation Booth located in the INFO-EXPO Hall)
- Online Conference Planner
- Final Pocket Program

*\*Session information must be received by the appropriate deadlines for SLA to promote the event.*

### EVENT DESCRIPTION

(Email description to [exhibits@sla.org](mailto:exhibits@sla.org) if additional space is needed)

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### 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, INFO-EXPO Hall.
- Meeting space will be assigned on a first-come, first-served basis.
- Each presentation should be 30 minutes or 1 hour, depending on the time slot selected. Only one session per time slot.
- All meeting space applicants will be provided with a podium, internet, projector and screen, 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.
- 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 Conference Program.
- Listing in the Final Pocket Program will not be guaranteed after **Friday, April 3, 2015**.
- **No refunds will be issued at anytime for meeting requests.**

Questions? Contact SLA Exhibits at  
**+1.703.647.4922 or [exhibits@sla.org](mailto:exhibits@sla.org)**