



APPLICATION AND CONTRACT FOR EXHIBIT SPACE

2025 Alabama Library Expo Tour | www.alabamalibraryexpo.com

October 6-9

Tour Locations: ① Mobile ② Montgomery ③ Moody ④ Decatur

After reading this Contract and the "Exhibit Terms and Conditions" on the reverse side, complete the form below. Return the entire form to ALE along with your payment. Space will not be reserved and the contract won't be processed until payment is received.

Company Name (The "Exhibitor")

Marketing Contact

Title

Street Address

Marketing Contact's Address (if different from Company Address)

City/State

Zip

City/State

Zip

Phone

Phone

FAX

FAX

Company Website

Marketing Contact Email Address (Required)

Company Social Media Links (i.e., Facebook, X (formerly known as Twitter), Instagram, YouTube, etc.)

We prefer NOT to be near these Exhibitors or types of Exhibits (Note: Your preferences will be considered, but are not guaranteed.)

Exhibitor hereby makes application for exhibit space at the 2025 Alabama Library Expo (ALE) and understands that this application becomes a contract when accepted by ALE. Exhibitor agrees to abide by the conditions of this contract, including the "Exhibit Terms and Conditions."

EXHIBIT SPACE RENTAL:

ALL 4 locations - **\$700.00 PER TABLE.** Need electricity? ☐ Yes ☐ No

For 1-day locations - **\$250.00 PER TABLE.** Check Location Box(es): ☐ Mobile ☐ Montgomery ☐ Moody ☐ Decatur

Non-Profits, Artisans, & Library Schools - **\$450.00 PER TABLE** for ALL 4 locations. *Documentation required for this rate.*

EARLY BIRD DISCOUNTS ONLY apply to applications received no later than 8/29/2025.

ALL 4 locations - **\$100 OFF PER TABLE**; 1-Day locations - **\$50 PER TABLE** Note: Discounts excluded for Non-Profits, Artisans, & Library Schools

CONFERENCE PROGRAM/WEB SITE LISTING (40 words or less): _____

PAYMENT: Email al.libexpo@gmail.com to receive an Invoice and Pay with Credit Card OR Mail your completed contract with payment to: **Alabama Library Expo, PO Box 680122, Prattville, AL 36068**

_____ # of Table(s) @ \$ _____ per table = SubTotal \$ _____ - **Early Bird Discount** \$ _____ = Total \$ _____
applies to applications received by 8/29/25

List ALL Booth Representative(s) Name(s) & Contact Info (Phone & Email Address) & the site(s) in which they will be exhibiting:

Note: *If your organization has more than 3 booth representatives, please provide their names and contact info in on a separate sheet.*

Rep 1: _____

☐ Exhibiting at ALL Locations OR Specific/1-Day Locations: ☐ Mobile ☐ Montgomery ☐ Moody ☐ Decatur

Rep 2: _____

☐ Exhibiting at ALL Locations OR Specific/1-Day Locations: ☐ Mobile ☐ Montgomery ☐ Moody ☐ Decatur

Rep 3: _____

☐ Exhibiting at ALL Locations OR Specific/1-Day Locations: ☐ Mobile ☐ Montgomery ☐ Moody ☐ Decatur

EXHIBIT TERMS AND CONDITIONS

It is understood that the rules and regulations contained herein, and those on the application, become a part of the contract between the Exhibitor and Alabama Library Expo. Acceptance of an exhibit application and notification to the applicant of such acceptance by Alabama Library Expo constitutes a contract. All points not covered in this document are subject only to the discretion of Alabama Library Expo.

In accordance with the rules and regulations governing the exhibits for the Alabama Library Expo Annual Tour scheduled to be held in Daphne, Montgomery, Irondale, and Decatur, the Exhibitor makes application for the exhibit space which must be accompanied with a check made payable to **Alabama Library Expo**.

Acceptance: Applicants will be accepted on first received/first served based on date of receipt of application and accompanying check. An application submitted without an accompanying check paying the full exhibit fee is not considered binding by Alabama Library Expo for the reservation of an exhibit table.

Use Of Exhibit Table Space:

- Subletting of exhibit tables or space occupied by exhibit table is prohibited. No exhibitor shall assign, sublet, or apportion the whole or any portion of table space allotted, nor exhibit therein any goods other than those manufactured or distributed by the exhibitor in the regular course of business, nor permit any firm not exhibiting to solicit business or take orders in his place.
- Sound equipment may be used for demonstration only. The use of sound or music for attracting attention is prohibited.
- Exhibit tables furnished at each exhibit location establish the exhibit space allotted to each vendor (either 6' or 8' depending on the tables furnished at each location). Book fair vendors or any vendor utilizing display cases in lieu of display tables shall count each opened display case as one table and shall restrict the width of the open display cases to the width of the tables supplied at each location (either 6' or 8' depending on the tables furnished).
- Extra tables or floor display stands may be used only in conjunction with the rented exhibit tables provided at each location if these items are placed in front of the rented table (or display case) and do not interfere with the attendees' movement through the aisles or from table to table. If the extra tables or floor display stands do not adhere to these guidelines, an extra table to provide space for these items should be rented. No display case or placement of other display devices shall in any way block the aisle of the exhibit area or unfairly prevent attendees from viewing or visiting adjoining exhibit display tables. All decisions concerning the placement of exhibit tables, exhibit display cases, or other alternative display devices used in the Alabama Library Expo exhibits areas shall be made by the ALE Exhibits Coordinator and shall be final and binding upon the membership.

Absence Of Liability: Alabama Library Expo does not carry insurance covering exhibits and does not assume any responsibility for damage arising from fires, lightning, smoke, civil commotion, or safety of property from theft. It is expressly understood that the exhibitor assumes all risks at all times relating to participation in the exhibit.

Terms Of Payment: There is a rental charge of \$600 per table for a table at all four locations, or \$200 per table for a 1-Day location, if payment is received on or before August 29, 2025. After August 30, 2025, rental charge is \$700 per table for all four locations, or \$250 per table for a 1-Day location. No exhibitor will be allowed to place materials or equipment in the exhibit halls or areas until full payment of the table rental is received prior to the exhibit date. Checks should be made to [Alabama Library Expo](#) and mailed to PO Box 680122, Prattville, AL 36068.

Refund: Refund of the Exhibitor's Booth Payment will be made in the event ALE does not accept Exhibitor's Application and Contract. In the event that the Exhibitor desires not to occupy the contracted space, the Exhibitor shall promptly notify the ALE President in writing, via mail or email. Cancellation of exhibit space prior to thirty days before the opening date of the exhibit will result in 25 percent of the full exhibit price being retained by ALE; between thirty and fifteen days 50 percent will be retained by ALE. No refund will be made for cancellation after fifteen days prior to the opening of the exhibit.

*IF YOU NEED ASSISTANCE, PLEASE CONTACT **DAVID BURROW** AT (205) 305-1511 CELL OR EMAIL DAVID4BOOKS@AOL.COM*

*For changes to the conference program/web site listing, please CONTACT **SUZANNE LEWIS** ON (256) 520-9068 CELL OR AL.LIBEXPO@GMAIL.COM.*

Exhibit Dates, Locations, Setup Times and Hours:

Monday, October 6 ... Mobile, **The Grounds Mobile**
Tuesday, October 7 ... Montgomery, **St. James Church**
Wednesday, October 8 ... Moody, **Moody Civic Center**
Thursday, October 9 ... Decatur, **Cook Museum of Natural Science**

Setup Times:

Mobile – Oct. 5 ??? - Oct. 6 – 6:00 am – 7:45 am
Montgomery – Oct. 6 - 2:00 pm – 4:30 pm; Oct. 7 – 7:00 am – 7:45 am
Moody – Oct. 7 – 1:00 pm – 4:00 pm; Oct. 8 – 7:00 am – 7:45 am
Decatur – Oct. 8 – 2:00 pm - 5:00 pm; Oct. 9 – 7:00 am – 7:45 am

Exhibit Hours Daily – 7:45 am - 10:30 am

Business Meeting: All Exhibitors are encouraged to attend the Business Meeting on Oct. 7 from 6:30 pm – 8:00 pm. Dinner will be provided and the meeting will be held at ???.

Exhibit Locations, Setup Times & Exhibit Hours:

1 The Grounds Mobile 1035 Cody Rd N Mobile, AL 36608 (251) 344-4573 Website: https://www.thegroundsmobile.com/	Setup Time: Sunday afternoon???, Oct. 5 Monday morning, Oct. 6– 6:00 am – 7:45 am Exhibit Hours: Monday, Oct. 6 – 7:45 am - 10:30 am
2 St. James Church 9045 Vaughn Rd. Montgomery, AL 36117 (334) 277-3037 Website: https://sjlife.com/	Setup Times: Monday afternoon, Oct. 6 - 2:00 pm – 4:30 pm Tuesday morning, Oct. 7 – 7:00 am – 7:45 am Exhibit Hours: Tuesday, Oct. 7 – 7:45 am - 10:30 am
3 Moody Civic Center 200 Civic Center Dr. Moody, AL 35004 (205) 640-0321 Website: https://www.moodyciviccenter.com	Setup Times: Tuesday afternoon, Oct. 7 – 1:00 pm – 4:00 pm Wednesday morning, Oct. 8 – 7:00 am – 7:45 am Exhibit Hours: Wednesday, Oct. 8 – 7:45 am - 10:30 am
4 Cook Museum of Natural Science 133 4 th Ave. NE Decatur, AL 35601 (256) 351-4505 Website: https://www.cookmuseum.org	Setup Times: Wednesday afternoon, Oct. 8 – 2:00 pm - 5:00 pm Thursday morning, Oct. 9 – 7:00 am – 7:45 am Exhibit Hours: Thursday, Oct. 9 – 7:45 am - 10:30 am

Hotels Near Each Stop of the 2025 ALE Tour

Sorted by Distance from Exhibit Location

❶ Mobile – Check In/Out Dates: Oct. 5-6

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❷ Montgomery - Check In/Out Dates: Oct. 6-7

Sleep Inn & Suites East Chase
LaQuinta Inn & Suites by Wyndham
Fairfield Inn & Suites EastChase
Comfort Inn & Suites
Holiday Inn Express & Suites East Chase
Homewood Suites East Montgomery-Eastchase
TownePlace Suites Montgomery EastChase
Hilton Garden Inn Montgomery - EastChase
Hampton Inn & Suites East Chase

❸ Moody - Check In/Out Dates: Oct. 7-8

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❹ Decatur - Check In/Out Dates: Oct. 8-9

DoubleTree by Hilton Hotel Decatur Riverfront
Home2 Suites by Hilton Ingalls Harbor
Holiday Inn Express & Suites Decatur
Best Western River City Hotel
Courtyard Decatur



Alabama Library Expo (*formerly known as Alabama LAMP*) has been around for over 30 years and it is the best conference opportunity for your company to connect with School Librarians in the state of Alabama.

This traveling Exhibitor's Tour is unique because we bring the conference geographically close to the librarians, so that they don't have a lot of out-of-pocket expense for travel, nor do they have to stay overnight. Additionally, the conference is free for all librarians, plus they receive free CEU credit for attending our workshops that occur after the General Session and into the afternoon. Unlike other library conferences there is 100% dedicated exhibit hours each morning for face-to-face interaction/engagement.

During the General Session, the ALE President gives recognition to all of the Exhibitor for helping make the tour possible.

We hope that your company will join us on this year's tour!

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