

Registration for Exhibitors and Sponsors
Health Science Librarians of Illinois
Annual Conference
September 26-28, 2018
Cliffbreakers Riverside Resort
700 West Riverside Boulevard Rockford, IL 61103

Exhibitor Contract of Agreement

Please return completed and signed forms with remittance by
August 22, 2018 to the Exhibit Chairperson- Daneen Richardson

Amount Remitted:

		Total
Vendor Registration	\$350	
Keynote	\$1,250	
Nancy's Reception/Exhibits - Thursday evening	\$1,250	
Lunch - Circle Thursday or Friday *	\$1,200	
Breakfast - Circle Thursday or Friday *	\$800	
Board Meeting	\$800	
Continuing Education Sponsorship (4)	\$700	
Poster Session - Thursday	\$500	
Afternoon Break - Thursday	\$350	
Materials Only Exhibiting	\$200	
Please register each additional representative	\$65	
Late Fee <i>(added to registration) After 8/22/2018</i>	\$100	
Total		

(4) = number of opportunities to sponsor * = sponsorship allows for presentation time
 Full sponsorship of Breakfast & Lunch 30 min. - presentation time, ½ sponsorship - 15 min.
 presentation. All sponsorships includes signage at the event and additional promotion on our
 website.

Company Name

Date

Exhibitor's Company authorized representative:

E-mail address

Signature of Exhibitor's Company authorized representative:

Phone number

Signature of HSLI authorized representative:

Date

Please return this form and payment to the Exhibit Chairperson by August 22, 2018.

Mail to: Daneen Richardson
 Health Sciences/Science Librarian
 Leslie F. Malpass Library 267
 1 University Circle
 Macomb, IL 61455-1390
D-Richardson2@wiu.edu
 (309) 298-2736 voice

You will receive a scanned copy after payment has been received and the HSLI authorized representative has signed the document.

Please complete the following steps to assist us in meeting your needs.

- _____ We would like to remit electronically via PayPal.
- _____ Sign and return contract. Checks should be made payable to HSLI before August 22, 2018.
- _____ Email a .jpg of your logo to be placed on the conference website and other conference materials
- _____ Complete AV needs checklist.
- _____ We will donate an item(s) that will be raffled during the exhibit reception on Thursday evening or at the business meeting Friday.
- _____ We will donate an item for the silent auction for the HSLI scholarship fund.
- _____ Donated items can be brought with representative, shipped to the hotel to be received no earlier than September 24, 2018 or sent to Daneen Richardson at the address below to be received by September 19, 2018.

Presentation sponsorships are scheduled when payment is received.

Checks should be payable to HSLI (Health Science Librarians of Illinois)

Please forward payment to Daneen Richardson at the address below by August 22, 2018. Please check out our conference website at <http://hsl.org/conference/>. As the conference gets closer the site will populate with more information.

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Exhibit Representatives Registration

Exhibitor # _____
HSLI Use

Please complete vendor representative information for registration purposes.
 One Representative is covered with the company exhibit fee.

 Company Name, City and State

 Date

Representative 1 (Primary exhibitor - included in exhibiting fee)

 Contact Person (if different than representative)

 Phone - Can be reached at during conference

 E-mail

 Dietary needs or restrictions:

_____ # of additional representatives attending, please include \$65 to cover food expenses for each.

Representative 2 - Person exhibiting, city and state

 Contact Person (if different than representative)

 Phone - Can be reached at during conference

 E-mail

 Dietary needs or restrictions:

 If additional representatives are attending please complete an additional sheet for them.

For accurate meal estimation we need to

Please indicate if a representative is interested in attending a

MEALS	# Dining
Thursday Breakfast	
Thursday Lunch	
Thursday Reception	
Friday Breakfast	
Friday Lunch	

	CLASS	# attending
Thur AM		
Thur AM		
Thur PM		
Thur PM		

Thursday Lunch	#	Friday Lunch	#
Chicken	_____	Chicken	_____
Pork	_____	Beef	_____
Fish	_____	Vegetarian/Vegan	_____
Vegetarian/Vegan	_____		

AV Checklist
Health Science Librarians of Illinois
Annual Conference
September 26, 27 & 28, 2018
Cliffbreakers Riverside Resort
700 West Riverside Boulevard Rockford IL 61103

Please check if item is needed, additional cost may be incurred.

Thursday evening exhibiting event at table:

_____	_____	_____
Overhead projector	Lectern	Large Screen
_____	_____	_____
LCD Projector	Podium on Table	Flip Chart
_____	_____	_____
Extra Chair	Slide Projector	Microphone:
_____	_____	_____
Other:		Handheld _____ Wireless/Lapel

Electricity is available. You will be responsible to bring a power strip or extension cords to meet your needs. The hotel has some available at a cost.

Additional sponsorship presentation:

_____	_____	_____
Sunrise		
_____	_____	_____
Overhead projector	Lectern	Large Screen
_____	_____	_____
Table	Podium on Table	Flip Chart
_____	_____	_____
LCD Projector	Slide Projector	Internet connection
_____	_____	_____
Chair	Microphone:	<i>Handheld _____ Wireless/Lapel</i>
_____	_____	_____
Other:		

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