



**Louisiana Library & Media Professionals
(LAMP)
2016 Application for Exhibit Space**

Calling all potential 2016 LA LAMP Vendors! Act **now** to reserve your booth space for the best library tour and workshop series in the state of Louisiana!

The cost to your company is only **\$500** per table at all four strategic locations Ruston, Lake Charles (Lafayette), Baton Rouge, and Houma (New Orleans area). Additionally, individual stops are **\$200** (if space is available).

LAMP will be held **September 12-15, 2016**. Librarians are eager to see your products! Space is limited and spots will be awarded on a first come, first serve basis. Applications must be accompanied with check made payable to **LA LAMP Workshop**. Be sure to get your table(s) reserved; spaces fill up fast and you don't want to miss the best opportunity to reach Louisiana school librarians! Should you have to cancel after reserving your space, August 12, 2016 is the last day to receive a refund.

If you have any questions please call or e-mail me. I will gladly assist you in any way that I can.
Sincerely,

Shannon Walgamotte, Treasurer
shannonw@perma-bound.com
Phone (504) 888-9288 or (504) 251-8800 Cell

Return this completed application and payment to:

LA LAMP
Attn: Shannon Walgamotte
4009 Green Acres Rd.
Metairie, LA 70003
Phone: (504) 888-9288
FAX: (504) 888-7943
shannonw@perma-bound.com

Check www.lalamp.org for vendor information, schedule, contact information, addresses for each location, etc.

Some Previous LA LAMP Exhibiting Companies

Big Wheel Novelties
Book Systems, Inc.
Companion Corp./Alexandria
David Burrow Library Services
Davidson Titles
EBSCO Information Service
Educational Associates, Inc.
Encyclopedia Britannica
Follett Library Resources
Gumdrop Books
Junior Library Guild
Long's Electronics
Louisiana Resource Center for Educators
Otter Creek Press

Perma-Bound Books
Recorded Books
Scholastic Book Fairs
Scholastic Library Group
Terry Wall Enterprises
Thorpe Associates
World Book, Inc



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Monday, September 12 ... Ruston, Trinity United Methodist Church
Tuesday, September 13 ... Lake Charles, First Baptist Church
Wednesday, September 14 ... Baton Rouge, EBR Professional Development Center
Thursday, September 15 ... Houma, Terrebone Parish Library (Main Branch)

Locations / Services	Price	Quantity	Extended Fees
All 4 Locations	\$500.00 per table		\$
Electricity	\$35.00		\$
Wireless Internet access (where available)	No Charge		
One Day Location(s) (Check Location Box)	\$200.00 per day per table <input type="checkbox"/> Ruston <input type="checkbox"/> Lake Charles <input type="checkbox"/> Baton Rouge <input type="checkbox"/> Houma		\$
Total Fees			\$

Company Name: _____

Contact: _____

Title: _____

Address: _____

Telephone () _____ **FAX** () _____

Representatives _____

E-mail _____ **Web Site** _____

We prefer **not** to be near these exhibitors or type of exhibits:

We **prefer** to be near these exhibitors or type of exhibits:

Note: Your preferences will be considered, but cannot be guaranteed.

Future contact should be sent to (if different from previous):

Note: LA LAMP is a vendor-run tour. On Sept. 12th at 7:00 pm LAMP will provide dinner for up to 2 people per table/company at a restaurant in the Lake Charles area. The business meeting will immediately follow the dinner to elect 2016-2017 officers. Please make plans to attend!



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Rules, Regulations and Instructions of LA LAMP

1. Tables will be assigned on-site. Please do not start setting up until the tables have been identified. Each year we have vendors who require electricity, phone line Internet access and several require more than one table, so please be patient.
2. Tables at the sites will be bare. It is recommended that you bring your own table coverings.
3. LAMP has a limited number of Power Strips and Extension Cords. These will be used to extend power to those booths that request it. Please bring your own power strip if you will need more than one plug.
4. Subletting of exhibit space is prohibited. No exhibit shall assign, sublet or apportion the whole or any portion of space allotted.
5. The exhibitor assumes all risks relating to participation in the exhibition. LAMP does not carry insurance covering exhibits and does not assume any responsibility for damage arising from fires, lighting, smoke, civil commotion, or safety of property from theft.
6. There is a rental charge per table. No refund will be made after August 12, 2016. No exhibitor will be allowed to place equipment in the exhibit hall until full payment of the table rental is received prior to the meeting date. Make checks payable to LA LAMP. No refunds will be given for unforeseen events beyond our control (Hurricanes, Tornados, Fire, etc.).
7. Each display case measuring up to six (6) feet in length is considered one (1) table space even if an actual table is not used. Please be courteous to other vendors and do not bring more than one (1) display case for each table space reserved.

FOR LAMP USE ONLY

Date Application and payment received: _____

Application Confirmed by: _____

Number of tables reserved: _____ Date confirmation sent: _____