

UELMA 2008 ANNUAL CONFERENCE
BUILDING A BETTER LIBRARIAN
MARCH 6, 2008

Ogden Eccles Conference Center
2415 Washington Blvd., Ogden Utah 84401
UELMA: www.uelma.org
Ogden Eccles Conference Center: www.oecenter.com

The Utah Educational Library Media Association is pleased to announce its annual statewide conference on Thursday, March 6, 2008, at the Ogden Eccles Conference Center. This conference serves K-12 library/media personnel from throughout Utah, offering multiple workshops and sessions through a focused single-day program. Last year's conference attracted 490 participants from across the state, representing over 80% of the total UELMA membership. Our guest authors this year will be Carolyn Meyer, Terry Hokenson, and Mark and Caralyn Buehner. We invite all interested exhibitors to come and join us for what should prove to be an exceptional program for 2008!

MOVE IN / SET UP

Exhibits may be set up from 5:00 p.m. to 9:00 pm on Wednesday, March 5th, the day before the conference. Exhibits may also be set up starting at 6:00 am the morning of the conference. However, please be aware that registration begins at 7:00 a.m. on March 1st for conference attendees, and exhibits should be in place by that time. The conference will run officially until 4 PM. The last No-Conflict Exhibitor time is scheduled for 2:30 – 3:10 pm. Exhibitors are asked to breakdown after 3:10 pm. Load-in/load-out is via the conference loading dock located on Kiesel St. (see attached map). Please do not load-in from Washington Blvd. Parking is in the Conference Center Parking Structure on the west side of the conference center, also indicated on the map. Access to the parking structure is from Kiesel Ave, which runs between 24th Street and 25th Street. Parking is free.

ELECTRICAL / TELEPHONE / INTERNET

Electrical/telephone/modem/wired internet needs are to be arranged through and paid directly to the Ogden Eccles Conference Center. Please use the order form provided from the Ogden Eccles Conference Center, included in this packet. Payment is by credit card or check payable to the Ogden Eccles Conference Center. Mail both the form and payment directly to them. All long distance charges are the responsibility of the exhibitor, in accordance to the terms of the conference center forms. Wireless Internet access is free. Exhibitors must provide their own wireless card. Wired internet access is available for a fee.

DOOR PRIZES

Door prizes from the vendors are encouraged. Please complete the enclosed door prize form and submit it with your registration. Door prize certificates will be randomly inserted in the registration packets. Winners will be instructed to visit your booth to claim their door prizes. You are also welcome to hold your own drawings at your booth.

The registration deadline is February 9, 2008. Please be prompt! We will accept late registration after February 9, 2008 through February 29, 2008 with late registration fees. No registrations can be taken after February 29, 2008. Please see the reverse of this sheet and registration forms for additional information.

Please fill out the forms attached and include payment(s).

1) The UELMA Reservation Form/Contract for Exhibit Space and payment is to be sent to **Larry Jeppesen, P.O. Box 117, Wellsville, Utah 84339**, payable to UELMA.

2) The Electrical/Telephone/Internet Service Request Form is to be filled out along credit card information or a check payable to the Ogden Eccles Conference Center and sent directly to the **Ogden Eccles Conference Center**, as indicated on their form.

If you have any questions, please contact John Smith, UELMA Vendor Representative, at (801) 776-6829 or (800) 601-7648, or email jlsutah@msn.com.

EXHIBITOR RESERVATION FORMS MAY ALSO BE ACCESSED VIA THE UELMA WEBSITE AT WWW.UELMA.ORG .

Conference Hotel (located adjacent to the conference center):
The Hampton Inn
801-394-9400

Note: The Conference Hotel will provide a \$65/single - \$75/double rate to UELMA attendees for the night of March 5th. Reservations must be made by no later than February 21st. Call 801-394-9400 to make reservations and identify yourself as a UELMA Conference Attendee.

Other Hotels (within one mile of the conference center):

Ben Lomond Hotel
2510 Washington Blvd
Ogden UT 84401
801-627-1900

Comfort Suites
2250 S 1200 W
Ogden UT 84401
801-621-2545

Holiday Inn Express
2145 S 1200 W
Ogden UT 84401
801-392-5000

Best Western High County Inn
1335 West 12th St
Ogden UT 84401
801-394-9474

Courtyard Inn
2510 Washington Blvd
Ogden UT 84401
801-399-3032

Ogden Marriot
247 24th St
Ogden UT 84401
801-627-1190

UELMA CONFERENCE
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Ogden Eccles Conference Center
2415 Washington Blvd, Ogden UT 84401

RESERVATION FORM/CONTRACT FOR EXHIBIT SPACE

Name of Firm _____

Address _____

City/State/Zip _____

Contact Person _____

Telephone & Fax _____

Email Address _____

Individuals Attending: _____

PLEASE RESERVE:

BEFORE FEBRUARY 9, 2008

_____ \$200.00 each draped 8-foot table (includes 1 lunch)

_____ \$140.00 each additional 8-foot table (includes 1 lunch)

_____ \$20.00 each additional lunch ticket

AFTER FEBRUARY 9, 2008*

_____ \$250.00 each draped 8-foot table
(includes 1 lunch)

_____ \$190.00 each additional 8-foot
table (includes 1 lunch)

_____ \$20.00 each additional lunch
ticket

*NOTE: No reservations will be taken after February 29, 2008

_____ Total (Check payable to UELMA)

Electrical and Telephone/Modem/Wired Internet Services need to be ordered using the attached form. Please send the form along with a check directly to Ogden Eccles Conference Center, 2415 Washington Blvd. Ogden UT, 84041. (801) 395-3200.

Wireless internet service provided free. Exhibitors must supply their own wireless cards. Wired internet access is available

Exhibitors will eat lunch with conference participants.

**EXHIBIT MOVE IN / SET UP WILL BE FROM 5:00 P.M. TO 9:00 P.M.,
MARCH 5th AND STARTING AT 6:00 A.M. ON MARCH 6st.**

Vendors are requested to make their own shipping arrangements. UELMA does not provide shipping services, and there is no third party exposition service contracted for this conference. The Ogden Eccles Conference Center requires any direct shipments be set to arrive no earlier than two days prior to the conference, as they do not store shipments. For more information on shipping directly to Ogden Eccles Conference Center please contact the Conference Center at 801-395-3200.

Special Needs: _____

I understand that while every reasonable effort will be made to prevent theft or damage, neither UELMA nor Ogden Eccles Conference Center will be held liable for loss or damage.

Vendor signature and date

Please return completed form and check postmarked by February 9, 2008 (or postmarked by February 29, 2008 for late registration) to: Larry Jeppesen, P.O. Box 117, Wellsville, UT 84339

Electrical / Telephone / Internet Service Request Form

Requests must be received NLT February 22,2008

Event: *UELMA 2008 CONFERENCE*

Event Dates: **MARCH 6, 2008**

Exhibit Location/Booth: **will be assigned**

Company Name: _____ **Phone:** _____ **Fax:** _____

Ordered by: _____ **On-Site Vendor Contact:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Electrical:

Electrical rates are per service outlet

For electrical needs not listed contact the OECC Operations Manager

Rates include basic labor, for events requiring special needs current labor rates apply.

Quantity	Amps	Watts	Volts	Unit Price	Amount
	01-10	0001-110	110	\$55.00	
	11-15	1101-1650	110	\$77.00	
	15-20	1651-2200	110	\$94.00	
	200	UP TO 40K	208	\$325.00	
Total					

Telephone/Internet:

Rates include Telephone/Internet line(s) to desired location.

Quantity	Item	Unit Price	Amount
	Telephone Line/Modem Line	\$125.00 per event	
	T-1 Internet Connection	\$175.00 per event	
	Telephone (Handset)	\$25.00 per event	
Total			

Total Service Charges _____

Individual Vendors: Payment is due before services are rendered

Payment can be made by check or credit card:

Card Number _____ Expiration Date _____

Name on Card _____ Signature _____

Send Request & Payment to: **Ogden Eccles Conference Center**

2415 Washington Blvd.

Ogden, Utah 84401

Phone: (801) 395-3200

Fax (801) 395-3201

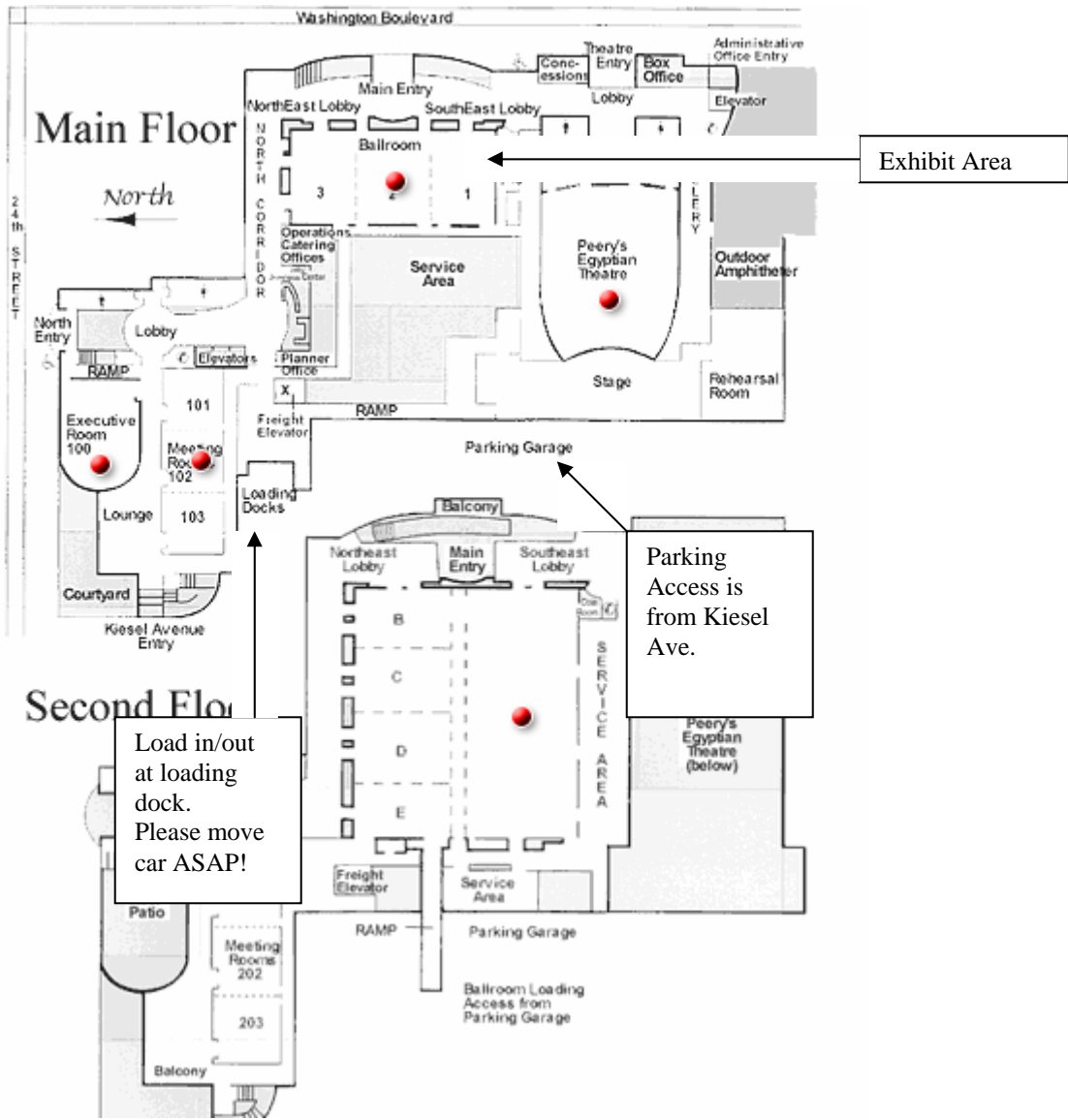


Exhibit Area

Parking Access is from Kiesel Ave.

Load in/out at loading dock. Please move car ASAP!

Directions

From Salt Lake City International Airport:

I-80 East to I-215 North which merges with I-15. Proceed North on I-15 to Exit 345, turn right onto 24th Street, Conference Center is three miles on the right.

From Northern Utah:

I-15 South to Exit 346. Proceed East to Washington Boulevard, turn right. Conference Center is three blocks on the right.

