

Exhibiting Company Information

COMPANY NAME:		BOOTH NAME:	
ADDRESS:			
CITY:	STATE/ PROVINCE:	ZIP CODE/ POSTAL CODE:	COUNTRY:
COMPANY PHONE:		COMPANY EMAIL:	
COMPANY WEBSITE:			

Key Personnel

SHOW CONTACT	MARKETING CONTACT
NAME:	NAME:
JOB TITLE:	JOB TITLE:
PHONE:	PHONE:
EMAIL:	EMAIL:

Sales of Products and/or Services

Exhibiting Company will sell/take orders during the show and accepts responsibility for collecting appropriate city/state sales and use tax. Yes No

Booth Rental Information

Booth Rental Fee is \$2,200 per 10'x10' booth (100 square/feet). Booths are sold in 10'x10' increments.

SPACE REQUIREMENTS					LOCATION PREFERENCE		
WIDTH	DEPTH	TOTAL SQUARE FEET	FEE	TOTAL	1ST CHOICE	2ND CHOICE	3RD CHOICE
		=	x \$22	\$			
		=	x \$22	\$			
TOTAL BOOTH COST				\$	Specify Considerations (NEAR/NOT NEAR):		

Payment Information

Please provide credit card information below or enclose a check payable to "International Literacy Association."

FULL PAYMENT IS REQUIRED FOR CONTRACTS RECEIVED AFTER DECEMBER 3, 2018.

Method of Payment: Credit Card Check **Credit Card Type:** VISA MASTERCARD AMEX DISCOVER

\$

CREDIT CARD NUMBER	EXPIRATION DATE	AMOUNT
CARDHOLDER SIGNATURE	CARDHOLDER NAME AS IT APPEARS ON CREDIT CARD	

Exhibitor named below hereby applies for space at the International Literacy Association (ILA) 2019 Conference. By signing this Agreement, the Exhibiting Company ("Exhibitor") agrees to the Terms and Conditions found on the second page of this Contract. Exhibitor agrees that full payment is nonrefundable. Cancellation of this Contract will be accepted only at the sole discretion of ILA. Upon such acceptance, ILA will retain as liquidated damages, and not as penalty, all amounts then paid by (and due from) Exhibitor up to the time of cancellation. Please read carefully the back of this Contract and the Rules and Regulations, incorporated by reference herein. This Contract shall not be accepted and shall not be binding on ILA until at such time, if ever, it is signed by an authorized representative of ILA. At that time this document will become a legal, binding contract.

Please sign and date this Agreement and send to the International Literacy Association to secure your Exhibit Space. The Exhibit Space payment MUST accompany this Contract.

AUTHORIZED EXHIBITING COMPANY SIGNATURE	DATE
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Return signed and completed contract with deposit to:

INTERNATIONAL LITERACY ASSOCIATION
ATTN: CLAVEL JONES
PO BOX 8139
NEWARK, DE 19714-8139
Phone: 302.731.3482
Fax: 302.861.3768
Email: cjones@reading.org

FOR OFFICIAL ILA USE ONLY			
DATE RECEIVED		ORDER #	
ACCOUNT #		TOTAL BOOTH FEE	
BOOTH ASSIGNMENT			
ILA AUTHORIZED SIGNATURE			
DATE RECORDED			

