

2007 PNC/MLA EXHIBITOR SPACE APPLICATION

Instructions: Complete this application. Upon assignment of space by PNC/MLA, a letter of confirmation will be returned to you. Sign and return the original application along with the appropriate deposit to:
PNC/MLA, c/o Billings Clinic Medical Library, Billings Clinic, PO Box 35100, Billings MT, 59107-5100

Contact Name: _____
Title: _____

Firm Name: _____
Address: _____

City: _____
State: _____

Phone: _____ Fax: _____
e-mail: _____

Website: _____

SPACE SELECTION AND PAYMENT

Exhibitor Application Received Prior to June 30, 2007 (must be postmarked 06/30/07) Space rental charge is \$350 for one 6' draped table, \$275 for a second table.

Exhibitor Application Received After June 30, 2007 Space rental charge is \$425 for one 6' draped table, \$300 for a second table.

*A 50% deposit must accompany this contract. Invoices for the balance will be mailed July 1, 2007 with full payment due July 31, 2007. Applications submitted after August 1, 2007 must be accompanied by full payment. If notification of cancellation is received by July 31, 2007 a refund less a \$50.00 cancellation fee will be issued. **No refunds made after July 31, 2007.***

Help us meet your needs. Please check if you need:

Please reserve one table \$ _____

Please reserve a second table. \$ _____

Electrical Yes ___ No ___

Sign Yes ___ No ___

Telephone Yes ___ No ___

Internet Yes ___ No ___

Sponsorship Opportunities:

Lunch Sponsor (\$750) \$ _____

Break Sponsor (\$80) \$ _____

Total Fee Due \$ _____

We are interested in providing a door prize. ___

___ Full payment enclosed

___ 50% deposit enclosed, invoice us for the balance

PROGRAM LISTING INFORMATION

List your firm's name exactly how it should appear in the Conference Program and on sign:

Firm Name: _____ Address: _____

Phone: _____ Fax: _____ e-mail / website: _____

We agree to abide by the rules and regulations governing the conference which are part of this application,

acceptance of this application by PNC/MLA constitutes a contract. The PNC assumes no liability for lost or damaged property. Exhibitor assumes responsibility and agrees to indemnify and defend the PNC/MLA and MSU-Billings Downtown and their respective employees and agents against any claims or expenses arising out of the use of exhibition premises. The exhibitor understands that neither the PNC/MLA nor MSU-Billings Downtown maintain insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance. Exhibitors can set-up on Sunday, September 30, 2007 from 6-8 pm. Exhibits open Monday, October 1, 2007 at 7:30 am. Take down will be Monday, October 1, 2007 from 5-6 pm.

Authorized Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date received _____
Postmarked _____
Check-Amount _____ Check No. _____
Invoice sent _____
Balance received _____
Check-Amount _____ Check No. _____
Confirmation sent _____
PNC/MLA Exhibit Space assigned _____