To all **Publishers** planning to exhibit at

###### THE CONFERENCE OF THE

AMERICAN LITERATURE ASSOCIATION

## May 25-28, 2017

Westin Copley Place, Boston MA

Thank you for contributing to the success of the American Literature Association. Once again, we expect our conference to attract many of the most distinguished scholars in American literature. We are delighted that your press is interested in exhibiting at the ALA conference, which will be held May 25-28, 2017 at the Westin Copley Place, Boston MA

Overview of Conference Schedule:

Thursday, May 25, 2017: Sessions from 9:00AM until 6 PM.

                                        Opening Reception:  6 PM

Book Exhibit setup: 8 AM until Noon

Book Exhibit: 9 AM –5 PM

 Friday, May 26, 2017: Sessions from 8 AM until 6:30 PM.

Book Exhibit: 9 AM –5 PM

 Saturday, May 27, 2015: Sessions from 8 AM until 6:30 PM.

                                        Book Exhibit:  9 AM - 1 PM

Breakdown of book exhibit 1-4 PM

 Sunday, May 28, 2015: Sessions from 8:30 AM until 1 PM

**ALA Conference Housing Information**: ALA Conference Housing Information: The Westin Copley Place, Boston MAwill offer a conference rate of $179 for a single or double room (triples are $199). Reservation information will be posted soon.

 To make your hotel reservation online, please go to:

https://www.starwoodmeeting.com/events/start.action?id=1701174036&key=73EAD7F

**Program Information**: A tentative program has been posted on the website (http://americanlitertureassociation.org/). Please note that corrections and changes may be made to it during the following few weeks; a finalized program will go to the printer in late April, and printed programs will be available at the conference.

**Conference and Exhibit Fees**: Because the ALA values the work performed by academic presses and recognizes the reality of this economy, we do not currently charge an exhibit fee. Two tables will be provided without charge for all participating presses. Information on additional tables can be provided by the conference director upon request. Please note that the hotel will charge a handling fee or drayage charge. Information on those fees are available at the end of this form. Press Representatives will be expected to register at the normal conference rate ($90 per individual for those who pre-register by the deadline of April 15, 2017 and $100 after that date). An invoice and registration forms are provided at the end of this posting.

Our Federal Tax ID Number is: 95 4044252. **We are also again providing an opportunity to advertise in our program.**

**Advertising in Program:** The 2017 conference program will include advertising from publishers for a rate of $250 per page (8 ½ x 11 inches) for camera-ready copy. If there is more demand for advertising than our program permits, priority will be given to publishers who have exhibited regularly at ALA conferences. To request advertising space, please contact Alfred Bendixen ([ab23@princeton.edu](mailto:ab23@princeton.edu)). The deadline for emailing your ad is April 20, 2017 but we need to have your request for space as soon as possible.

**To Reserve Your tables**: Please email Alfred Bendixen ([ab23@princeton.edu](mailto:ab23@princeton.edu)) with the number of tables you are requesting.

A Final Word: The American Literature Association operates without a paid staff. If you have any questions, please feel free to contact the Executive Director, Professor Alfred Bendixen, via email ([ab23@princeton.edu](mailto:ab23@princeton.edu)).

Please mail books to:

YOUR NAME (guest/company name)

The Westin Copley Place

10 Huntington Avenue

Boston, MA 02116

C/O Gina Saia-Seleb, convention

American Literature Association/ May 24-28, 2017

**Please arrange shipping so that your books do not arrive more than three days before the conference.**

**To facilitate set-up of the exhibit, please complete the hotel's exhibitor form below:**

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**Exhibitor Order Form**

**\*\*\*\*\*\***

**\*\*PLEASE NOTE: Your Order will NOT be confirmed until Credit Card information has been submitted via our secure payment website. The link to this website will be sent to you via email once this form is received\*\***

**Please return this form to your Convention Services Manager:**

Name: Gina Saia-Seleb

E-mail: Gina.Saia-Seleb@westin.com

**\*For all questions and additional requests, please contact your Convention Services Manager Directly at:**

Phone: +1 617.424.7405

E-mail: Gina.Saia-Seleb@westin.com

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| **Conference Information** | | **Payment Information** |
| **Conference Name: American Literature Associaiton** | | **Contact Name:** |
| **Company Name:** | | **Email:** |
| **Event Dates: May 24-28, 2017** | | **Phone Number:** |
| **Booth Number:** | | **Billing Address:** |
| **On-Site Contact:** | |
| **Phone:** | **Email:** |

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| **Shipping/Receiving** | | | | |
| **Item** | **Weight** | **Cost** | **Estimated Quantity** | **To address package:** *Westin Copley Hotel (Event Name) (Event Setup Date) (Guest Name) (Guest Cell Phone Number) (Guest Company Name) (Booth #) 10 Huntington Ave Boston, MA. 02116*  Incoming packages will be received and stored  at the Westin Security Department. All packages are subject to a handling fee and will be delivered upon request or by appointment by contacting our business center.  Please contact our shipping department for any  questions at **617.351.7367.** |
| Letter | Up to 1 lb. | No Charge |  |
| Package | 1 – 5 lbs. | $5.00 ea |  |
| Package | 6 – 20 lbs. | $10.00 ea |  |
| Package | 21 – 40 lbs. | $20.00 ea |  |
| Package | 41 – 80 lbs. | $50.00 ea |  |
| Package | 81+ lbs. | $75.00 ea |  |
| Crate/Pallet | Up to 300 lbs | $150.00 ea |  |
| Crate/Pallet | Each additional pound over 300 | $1.00 ea |  |
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| **PSAV ORDER** |  | |  | |  | |  |
| The Westin Copley Place is proud to partner with Presentation Services Audio Visual (PSAV) as our in house Audio Visual provider. | | | | | | | |
| **AUDIO VISUAL** | | | | | | | |
| **SERVICE - PER DAY** | **QTY** | **Days** | | **Advanced Rate** | | **Standard Rate** | **TOTAL** |
| 23" LCD Monitor (Table stand only) |  |  | | $270 | | $300 |  |
| 42" Monitor including Stand (Floor or Table) |  |  | | $655 | | $680 |  |
| 46”+ Monitor including Stand (Floor or Table) |  |  | | *Please contact PSAV for pricing* | | | |
| Laptop Computer |  |  | | $245 | | $260 |  |
| Apple iPad |  |  | | $245 | | $260 |  |
| **Please indicate:** Stand: Floor or Table Source: VGA, DVI, HDMI, USB Sound: Yes/No | | | | | | | |
| **ADDITIONAL EQUIPMENT IS AVAILABLE UPON REQUEST** | | | | | | | |
| **AUDIO VISUAL SUBTOTAL** | | | | | | |  |
| **ELECTRICAL SERVICES** | | | | | | | |
| **SERVICE - PER DAY** | **QTY** | **Days** | | **Advanced Rate** | | **Standard Rate** | **TOTAL** |
| Power Strip & Extension Cord Package |  |  | | $60 | | $75 |  |
| 20 AMPS Single Phase |  |  | | $135 | | $205 |  |
| 100 AMPS Three phase |  |  | | $1080 | | $1700 |  |
| 200 AMPS Three phase |  |  | | $1775 | | $2200 |  |
| **ELECTRICAL SUBTOTAL** | | | | | | |  |
| **TELEPHONE SERVICES** | | | | | | | |
| **SERVICE - PER DAY** | **QTY** | **Days** | | **Advanced Rate** | | **Standard Rate** | **TOTAL** |
| Telephone with direct access |  |  | | $200 | | $250 |  |
| Conference phone with direct access |  |  | | $330 | | $380 |  |
| \*USAGE FEES APPLY TO OUTGOING CALLS AND WILL BE BILLED BY THE WESTIN AT THE PREVAILING RATE | | | | | | | |
| **TELEPHONE SUBTOTAL** | | | | | | |  |
| **INTERNET SERVICES** | | | | | | | |
| All IP Address information is assigned automatically via DHCP. Please ensure that that the TCP/IP is ENABLED and configured to "OBTAIN AN IP ADDRESS AUTOMATICALLY". If your computer is normally networked in an office setting, please verify compatibility with your IT representative. Outside routers, hubs, or access points are NOT permitted and will NOT operate correctly with our system. | | | | | | | |
| **SERVICE - PER DAY** | **QTY** | **Days** | | **Advanced Rate** | | **Standard Rate** | **TOTAL** |
| Wireless Internet Service - 1 Device Connection with Conference Code |  |  | | $30.00 | | $30.00 |  |
| Standard Internet connection – Wired\* |  |  | | $200.00 | | $250.00 |  |
| \*All wired connections are for laptop/desktop use only. If more than 1 wired connection is ordered a hotel switch is required and need to be ordered 48 hrs in advance. No outside router/switch is allowed to be used on the existing ports in any meeting room without 48hrs notice to PSAV. | | | | | | | |
| **INTERNET SUBTOTAL** | | | | | | |  |
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| **AUDIO VISUAL TOTAL** | | | | | | |  |
| **ELECTRICAL TOTAL** | | | | | | |  |
| **TELEPHONE TOTAL** | | | | | | |  |
| **INTERNET TOTAL** | | | | | | |  |
| **ESTIMATED TOTAL CHARGES** | | | | | | |  |
| **NOTE:** All above orders are subject to additional LABOR, 24% SERVICE CHARGE and 6.25% MA SALES TAX.  All orders within 10 days are subject to availability and cannot be guaranteed. | | | | | | | |
| ALL SERVICES ARE BILLED VIA THE CREDIT CARD THAT IS PROVIDED THROUGH THE WESTIN’S SECURE PAYMENT NETWORK.  IF YOU EXPERIENCE AN ISSUE ON-SITE, PLEASE CONTACT US AT 617.212.9925. NO REFUNDS WILL BE PROVIDED WITHOUT REPORTING THE ISSUE ON-SITE TO A MANAGER. | | | | | | | |
| **\*\*\*ADDITIONAL EXHIBITOR INFORMATION ON NEXT PAGE (PAGE 3)** | | | | | | | |
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| **EXHIBITOR INFORMATION** | | | | | | | |
| 1. PSAV must receive this order no later than 10 days before the opening date of the show to receive the “ADVANCED RATE.” Orders received after this period will be charged the “STANDARD RATE” | | | | | | | |
| 1. Form must be completely filled out or order will not be processed. | | | | | | | |
| 1. All orders received the day of the show will be completed on a first come first serve basis after advance orders are completed. | | | | | | | |
| 1. Electrical power for lights and displays will be turned on one hour prior to show opening and off at show closing time daily. | | | | | | | |
| 1. At the discretion of PSAV, standby service by PSAV electrician may be required for electrical service above 60 amps. | | | | | | | |
| 1. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. | | | | | | | |
| 1. Credit will not be given for connections installed and not used. Cancellations must be received in writing 72 hours prior to show set-up. | | | | | | | |
| 1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise. | | | | | | | |
| 1. All equipment, regardless of power source, must comply with all federal, state and local safety codes. | | | | | | | |
| 1. Charges for troubleshooting, re-wiring, or any other work not clearly stated on this form will be marked as electrical labor. | | | | | | | |
| 1. Under no circumstances shall anyone other than the “PSAV Electrician” make electrical connections or live power or reset breakers. | | | | | | | |
| 1. Telephone and polycom usage fees are determined by The Westin Copley Place, based on outgoing calls placed. | | | | | | | |
| 1. Prices subject to change without notice. | | | | | | | |
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| If you have any questions, please contact: | | | | | | | |
| C:\Users\malvarez\Desktop\PSAV\PSAV_RLogo_LtrsWht.png**PSAV**   Phone: 857.277.5660 | | | | | | | |