

# LASA2014 RESERVATION FORM

<b>Organization Name:</b>					
<b>Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<b>Primary Contact:</b>			<b>Title:</b>		
<b>Phone &amp; ext. (office):</b>			<b>Fax:</b>		
<b>E-mail:</b>					
<b>Web-site:</b>					

## FULL EXHIBIT SPACE (10' x 8')

<input type="checkbox"/>	\$885 Commercial/ University Press	<input type="checkbox"/>	\$785 each additional commercial
<input type="checkbox"/>	\$755 Charitable Organization	<input type="checkbox"/>	\$655 each additional charitable
<input type="checkbox"/>	\$450 + \$80 (sharing fee) Booth Share (\$530 total)		

**Total # of Booths:**       one       two       three       four       five

## ADVERTISING

**Deadlines**      Reservations:      March 15, 2014  
Materials:      April 15, 2014

<input type="checkbox"/>	\$600 full page	<input type="checkbox"/>	\$1500 Back Cover	<input type="checkbox"/>	Inside back cover
<input type="checkbox"/>	\$350 half page	<input type="checkbox"/>	\$ 1100 Inside Front Cover	Total # of pages	

## MAILING LIST

<input type="checkbox"/>	\$450 Pre-registrant list (commercial)	<input type="checkbox"/>	\$350 Pre-registrant list (nonprofit)
<input type="checkbox"/>	\$500 On-site list (commercial)	<input type="checkbox"/>	\$400 On-site list (nonprofit)

## Payment information

Check <input type="checkbox"/>	Credit Card <input type="checkbox"/>	Wire Transfer <input type="checkbox"/>	
Amount (check must be payable to LASA)	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>	Transaction # (outside USA)	

<b>PLEASE INDICATE YOUR BOOTH PREFERENCES:</b>	Card #		
	Exp. Date		
	CVV #		<b>SUBMISSION DATE</b>

## Cancellations

If an exhibitor is forced to withdraw from participation by January 15, 2014, all sums paid by the exhibitor less a \$350 service fee will be refunded. No refunds will be issued after January 15, 2014. Cancellations are not effective until received in writing by LASA. No refund will be made if an exhibitor fails to occupy the space. No refund on late or no arrival of materials.

## Payment

A minimum deposit of 50% of the total booth rental fee is required. Booths will not be assigned without the 50% deposit. Failure to remit payment for the booth rental by January 15, 2014 constitutes cancellation of the contract, and the space will be subject to resale without refund.

As the authorized contact for the above organization, I agree to comply with, and be bound by, the terms of LASA's Rules and Regulations.

Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

<p><b>Return form to:</b> LASA Book Exhibit 416 Bellefield Hall University of Pittsburgh, Pittsburgh PA 15260. Telephone: 412-648-7929 Fax: 412-624-7145 Email: <a href="mailto:lasa@pitt.edu">lasa@pitt.edu</a> / <a href="mailto:msc49@pitt.edu">msc49@pitt.edu</a></p>
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Name of the company/ organization ID sign:
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