LASA2015 RESERVATION FORM

Organization Name:					
Address:					
City:		**State:**		**Zip:**	
Primary Contact:			**Title:**		
Phone & ext. (office):			**Fax:**		
E-mail:					
Web-site:					

FULL EXHIBIT SPACE (10' x 8')

☐	$885 Commercial/ University Press	☐	$785 each additional commercial
☐	$755 Charitable Organization	☐	$655 each additional charitable
☐	$450 + $80 (sharing fee) Booth Share ($530 total)		

Total # of Booths:	☐one	☐two	☐three	☐four	☐five
Combined booth:	One $75 book☐	Additional $55☐	More than five please contact msc49@pitt.edu	"Take one" display $125 ☐	

ADVERTISING

Deadlines Reservations: March 31, 2015
Materials: April 15, 2015

☐	$600 full page	☐	$1500 Back Cover	☐	$1500 Inside back cover
☐	$350 half page	☐	$ 1100 Inside Front Cover	Total # of pages	

MAILING LIST

☐	$450 Pre-registrant list (commercial)	☐	$350 Pre-registrant list (nonprofit)
☐	$500 On-site list (commercial)	☐	$400 On-site list (nonprofit)

Payment information

Check ☐ Credit Card ☐ Wire Transfer ☐

Amount (check must be payable to LASA)		Visa ☐	MasterCard ☐	Transaction # (outside USA)	
PLEASE INDICATE YOUR BOOTH PREFERENCES:		Card #			
		Exp. Date			
		CVV #		SUBMITTION DATE	

Cancellations

If an exhibitor is forced to withdraw from participation by January 5, 2015, all sums paid by the exhibitor less a $350 service fee will be refunded. No refunds will be issued after January 5, 2015. 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 5, 2015 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: _____

Return form to:

LASA Book Exhibit
416 Bellefield Hall
University of Pittsburgh, Pittsburgh PA 15260.
Telephone: 412-648-7929 Fax: 412-624-7145
Email: lasa@pitt.edu / msc49@pitt.edu

Name of the company/ organization ID sign: