LASA2016 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')

☐	$1195 Commercial/ University Press	☐	$1060 each additional commercial
☐	$1120 Charitable Organization	☐	$885 each additional charitable
☐	$608 + $108 (sharing fee) Booth Share ($716 total)		
Combined booth:	One book $100 ☐ Additional $75 ☐	More than five please contact msc49@pitt.edu	"Take one" display $168 ☐

ADVERTISING

Deadlines

Reservations: March 31, 2016
Materials: April 15, 2016

LASA2016 PROGRAM BOOK		FUNDRAISING GALA DINNER PROGRAM	
☐	$750 full page	☐	$750 full page
☐	$450 half page	☐	$450 half page
☐	$2025 back cover	☐	$2025 back cover
☐	$2025 inside back cover	☐	$2025 inside back cover
☐	$1500 Inside Front Cover	☐	$1500 Inside Front Cover
ADVERTISING PACKAGES			
☐	$1400 one page in the LASA2016 Program Book + one page in the Fundraising Gala Dinner Program	☐	$3950 back cover in the LASA2016 Program Book + back cover in the Fundraising Gala Dinner Program
☐	$800 half page in the LASA2016 Program Book + half page in the Fundraising Gala Dinner Program	☐	$2900 inside front cover in the LASA2016 Program Book + inside front cover in the Fundraising Gala Dinner Program

MAILING LIST

☐	$610 Pre-registrant list (commercial)	☐	$475 Pre-registrant list (nonprofit)
☐	$675 On-site list (commercial)	☐	$540 On-site list (nonprofit)

Payment information

Check ☐ Credit Card ☐ Wire Transfer ☐

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

Cancellations

If an exhibitor is forced to withdraw from participation by January 5, 2016, all sums paid by the exhibitor less a $350 service fee will be refunded. No refunds will be issued after January 5, 2016. 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 total payment for the booth rental by January 5, 2016 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 (F).

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 / lasaexhb@pitt.edu