

**EXHIBITOR PRIVATE SOCIAL FUNCTIONS/SPECIAL EVENTS
2016 ANNUAL CONFERENCE**

According to the 2016 Association of Legal Administrators Exhibitor Rules and Regulations, any exhibitor-held hospitality, function or social event must be pre-approved by the Association in writing. Social functions are allowed only during program-free hours and must not conflict with any of the Association’s educational sessions, special programs, social and theme events, including receptions and meals provided by the Association. No function may be held on the show floor at any time.

Failure to comply may result in denial of participation in future ALA Conferences, meetings and events. Exhibitor private events can be held:

- Saturday, May 21 (travel day), anytime
- Sunday, May 22, after 8:00 p.m.
- Monday, May 23, after 5:00 p.m.
- Tuesday, May 24, after 5:00 p.m.
- Thursday, May 26 (travel day), anytime

If you or someone from your company is planning a private function or event, please complete the following and return it for approval to Christopher Kirbabas, Meeting & Exhibits Manager, at ckirbabas@alanelt.org no later than Friday, May 6, 2016.

Company Name: _____

Contact: _____ Phone No.: _____

Email Address: _____ Booth Number(s): _____

Date and Times of Exhibitor Private Event: _____

Location/Venue: _____

Anticipated Number of People: _____

Please include a copy of your event invitation with your completed form. Remember, pre-conference communication MUST be approved by ALA prior to printing/sending.

We appreciate your compliance and wish you success with your event!

ALA must be in receipt of this form by May 6, 2016. Please be sure to send the completed form with your event invitation to my attention prior to that date. Thank you for your continued support of ALA!



ALA OFFICE USE ONLY
Approved by: _____
Date: _____