



2016 Annual
CONFERENCE & EXPO
Leading the Business of Law

TO: 2016 ALA Los Angeles Exhibitors

FROM: Robert Leighton, Business Development Manager
Christopher Kirbabas, Meetings & Exhibits Manager

RE: Annual Conference & Expo Exhibit Hall Information

The Association of Legal Administrators (ALA) applauds your commitment to the 2016 Annual Conference & Expo in Los Angeles, California at the Los Angeles Convention Center. ALA is pleased to provide legal administrative decision makers with the premier showcase of products and services offered by your company.

ALA is committed to continually finding ways to increase your return on investment. That is why we continue to use Global Experience Specialists, Inc. (GES) as our general contractor for the 2016 Annual Conference & Expo. Our mission is to make it easier and more cost effective for you to participate in the meeting.

The GES Exhibitor Service Manual will provide you with all the necessary information for producing a successful exposition. You can track important deadlines and retrieve all of your order forms for furniture, carpeting, electrical and many other services in one place. Please share this manual with the person (people) responsible for your booth display.

It is your responsibility as an exhibitor to carefully review the information and familiarize yourself with each order form. Don't delay in reading and completing the enclosed forms to take advantage of early ordering for substantial savings.

We will be on-site to assist you. In the meantime, please don't hesitate to contact either of us.
Robert Leighton 847.267.1375 or rleighton@alanet.org
Christopher Kirbabas 847.267.1537 or ckirbabas@alanet.org

We look forward to seeing you in Los Angeles!

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Did you know that ALA is here to assist you?

ALA is here to partner with you and connect you to the 9,000+ ALA members. We can also help you save money! Contact me and we can put together a proposal for the 2016 calendar year.

Reach ALA members. Save money. Make money.

Robert Leighton, Business Development Manager, rleighton@alanet.org, 847.267.1375