

2006 ILA Conference Exhibits Chair Final Report
to the
ILA Executive Board
November 2006

The ILA state conference for 2006 was held at the Best Western University Inn of Moscow on October 4th through 6th. I had the privilege of contributing to the success of that conference by serving as the exhibits chair—my third year in that office. In the spring I updated the exhibitor mailing list and sent out letters and registration forms inviting vendors to participate in our conference. Throughout the summer I received registrations, was the contact person for exhibitors who called or e-mailed with questions, kept our registered exhibitors informed on the upcoming conference, and provided other ILA conference planners with information about our exhibitors. I arranged for the rental and set up of the pipe and drape that delimited each booth. During the conference I attended to the needs of the company representatives in the exhibits area and gave away door prizes. With this report I provide the Executive Board with an overview of the exhibits area of the 2006 conference.

Exhibitors

We received completed registration forms from 27 exhibitors. Two exhibitors cancelled well before the conference and we refunded them their registration fees. One vendor did not show up—so we had 25 paid exhibitors but 24 actual exhibitors during the conference. This is slightly less than at previous conferences (Table 1). I did not have to turn anyone away—I received my final registration form the week of the conference and this exhibitor filled my last available booth space.

Table 1. Number of exhibitors participating at previous conferences				
1995	1998	1999	2000	2001
Apr. 5-8 Spokane ILA/WLA joint conference	Aug. 13-14 Sun Valley ILA/PNLA joint conference	Oct. 6-9 Boise Double Tree Hotel Boise-Riverside	Oct. 4-7 Lewiston Red Lion	Oct. 3-5 Pocatello Cavanaugh's
64 exhibitors	44 exhibitors	27 exhibitors	27 exhibitors	?
2002	2003	2004	2005	2006
Oct. 2-4 Boise Grove Hotel	Oct. 1-4 Post Falls WestCoast Templin's Resort	Oct. 6-8 Boise Double Tree Hotel Boise-Riverside	Oct. 5-7 Pocatello Red Lion	Oct. 4-7 Moscow Best Western University Inn
32 exhibitors	26 exhibitors	26 exhibitors	28 exhibitors	25 exhibitors

A list of the exhibitors coming to the 2006 conference with a description of their product/service was posted on the conference Website prior to the conference and was published in the conference program that was provided to each attendee. (A spreadsheet list of this year's exhibitors is attached to this report.)

There was a strong proportion of repeat vendors this year. Of the 25 companies and organizations that were registered only two had not participated in our conference last year. In 2005, nine of my exhibitors had not been at the previous conference. There are several exhibitors that have been regular participants in our conferences. I reviewed the exhibits records

for the nine years from our joint ILA/PNLA conference in Sun Valley in 1998 up to this year’s conference of 2006 (excluding 2001 for which I do not have a list of exhibitors) to identify our most faithful exhibitors. OCLC, Quality Books, and World Book have each been in at least eight of our last nine conferences. EBSCO, Follett Library Resources, Follett Software Company, the Idaho State Library (now Idaho Commission for Libraries), Technical Furniture Systems, and The Library Corporation have each been in at least seven conferences during this span. 3M Library Systems, High Ridge Media Associates, Mountain Press, ProQuest, and Thompson Gale (formerly Gale) have participated in six conferences while Baker & Taylor, BCR, and H.W. Wilson have been at five. (See attachment: Record of Exhibitors to ILA 1998-2006)

Net Income from Exhibits

Our net income from the exhibits area was less this year than in the last two years. This can be attributed primarily to having fewer exhibitors.

Table 2. Net income			
	2004	2005	2006
Total receipts less total expenses	\$10,272.04	\$9,005.44	\$8,496.75

Expenses

The total of expenses related to the exhibits area for this conference was less than last year (Table 3).

Table 3. Expenses			
	2004	2005	2006
Pre-conference mailing			
number of items mailed	190	266	232
Photocopying	\$31.80	\$56.45	\$79.38
Envelopes and mailing labels for mailing invitation to exhibitors	\$27.20	\$24.59	\$8.36
Printing addresses on envelopes			\$28.00
Postage	\$74.00	\$106.56	\$53.71
subtotal	\$133.00	\$187.60	\$169.45
Conference expenses			
SET UP: pipe & drape	\$1,405.00	\$2,226.00	\$2,946.80
INTERNET: Wireless Internet access for exhibitors	\$450.00	\$0.00	\$0.00
INTERNET: Internet access to attendees--Internet café	not provided	\$820.00	separate from exhibits
TRAVEL: Hotel room for exhibits chair to attend conference	\$232.96	\$265.96	\$0.00
EQUIPMENT: Microphone in exhibits room	\$0.00	\$0.00	\$0.00
subtotal	\$2,087.96	\$3,311.96	\$2,946.80
TOTAL EXPENSES	\$2,220.96	\$3,499.56	\$3,116.25

Pre-conference mailing

On March 30, 2006, I mailed out vendor invitations to 232 companies and organizations. This mailing included an invitation to corporate membership from our Membership Chair. The cost for this mailing was \$169.45 for envelopes, photocopying (3 double-sided sheets per envelop), printing addresses on the envelopes, and postage. The invitation to exhibitors and registration form were also posted on the ILA Website at the time the mailing went out.

I saved significantly on postage because this year instead of buying stamps I used the University of Idaho's campus mailing service which was able to send out my mailing at bulk rate. However, this also required that campus mail service also print the mailing and return addresses directly on the envelopes so that a machine-readable bar code could be included. Nevertheless, the combined cost of this printing and the bulk postage (\$81.71) is comparable to purchasing labels from an office supply store, printing the labels out on a laser printer, sticking the labels on each envelope, and using first-class postage stamps; and it was far more convenient.

Setup: pipe & drape

This year I worked with a exposition company that provides conference services. Last spring I noted, from looking at the Websites for other library conferences in our region, that the Oregon Library Association, the Washington Library Association use exposition services for their conferences. The Utah Library Association had these services supplied by the conference center where their conference was held in 2006.

Exposition services provide more support than a rental agency or the conference hotel staff are able to. The exposition service will send a exhibitor's "kit" to each registered vendor. This kit consists of order forms for electricity, shipping, signage, extra tables, and decorative items. The exhibitor orders what is needed and pays a fee directly to the exposition service. In the past couple of years the exhibits coordinators at the large library vendors have asked me when they would receive their exhibitors kit, so I know they are accustomed to working with exposition services and have come to expect them.

I worked with Design Events out of Coeur d'Alene and it went well—I enjoyed the smoothest, most efficient setup of my three years as exhibits chair. Design Events set up the booths and tables and laid out extension cords to the booths that requested electricity. Their setup man stayed on while the exhibitors were setting up so that they could order additional services or get help on the spot.

Our cost for the exhibits setup was higher for us this year than last. In 2005 I worked with Diamond Rental of Boise to provide the pipe and drape for the conference in Pocatello (the hotel provided the tables and skirting). We paid \$1,320 for the rental of the pipe and drape for 33 booth spaces, \$800 for the delivery from Boise, and \$106 in tax—a total of \$2,226 (which comes to \$67.45 per booth space). This fee also included the labor for setup and teardown. This year we paid Design Events \$1,540 for pipe and drape, a skirted table, and a wastebasket (chairs were provided by the hotel) for 28 booth spaces; \$1,000 for travel and labor, and \$166.80 for tax—a total of \$2,706.80 (\$96.71 per booth space).

I was able to have Design Events to make ten custom graphics for us: small banners to hang at the booths of our conference sponsors and corporate members as a way to give them greater recognition. They made five banners for conference sponsors and five banners for corporate members. These banners, which cost \$240 and can be used at future conferences, brought our total bill from Design Events to \$2,946.80

As with last year, we allowed a whole day to set up the exhibits area. Design Events had the morning to put up the drapery and set out the tables and electrical extension cords. The exhibitors had the afternoon from 1:00 p.m. to 5:00 p.m. to set up their booths. In future conferences, when our local arrangements chair communicates with the director of the conference site, she will need to be sure that we have the exhibits area booked not just for the conference on Thursday and Friday, but for all day Wednesday as well.

Internet access for exhibitors and Internet café

Our conference hotel provided free wireless Internet access which the exhibitors could use, so there was no charge for this to ILA. The 2005 conference was our first year to set up computer terminal for attendees to check their e-mail. This Internet café was put in the exhibits area as a draw. We provided an Internet café again but this year it was not a part of my duties. The local arrangements co-chairs made the arrangements and the café was located in a different room, not in the exhibits area. I feel that this worked much better. While providing an Internet café was still a conference expense, it was not part of the exhibits area expenses.

Travel

ILA’s *Policies and Procedures* (July 2005 revision) states that “The President, Treasurer, Conference Chair, and the Annual Conference Exhibits Chair are allowed full expenses for meals, lodging, and transportation for the duration of the Annual Conference” (III.D.1). Since I live in Moscow, I had no travel costs this year.

Receipts

The total receipts from our exhibitors were less this year than they were in the previous two years (Table 4).

Table 4. Receipts			
	2004	2005	2006
Payments received from exhibitors for conference			
Exhibitor registration fees	\$9,590.00	\$10,370.00	\$9,325.00
Additional table/booth space	\$315.00	\$600.00	\$600.00
Internet access for exhibitors	\$1,350.00	\$0.00	\$0.00
Meals	\$38.00	\$35.00	\$88.00
Sponsorship money	\$1,200.00	\$1,500.00	\$1,600.00
TOTAL RECEIPTS	\$12,493.00	\$12,505.00	\$11,613.00

Exhibitor registration fees

We charged exhibitors a registration fee of \$415 and offered an early bird discount fee of \$365 for those who registered by July 31. Also we charged \$200 for each additional booth space. These fees were the same as in 2005 and applied to profit and non-profit organizations alike. Our receipts from the exhibitors for conference registration and extra booth spaces was

\$9,925—this was less than the \$10,970 we received last year, but we also had five fewer booth spaces and three fewer registered exhibitors than last year.

Our registration fees are a little bit high for this region. In 2006 WLA charged \$375 for a booth space; OLA charged \$345 (\$325 for early registration); and ULA charged \$350 (\$300 for early registration). All had lower rates for non-profit organizations. They also had more exhibitors and a larger conference attendance.

Internet access for exhibitors

The conference hotel had free wireless Internet access so we did not charge the exhibitors for Internet access. This year none of the exhibitors complained of difficulties with using this service.

Meals

This year we included one box lunch per exhibitor on Thursday and Friday as part of the registration packet. On the registration form I provided an option to pre-purchase additional box lunches for those exhibitors who knew they would be sending more than one representative. Although in March we did not know what the cost of these box lunches would be, we settled on charging \$11 for the additional lunches, figuring that amount would be close enough to the eventual actual cost. Two exhibitors purchased extra box lunches for both days. I ordered extra box lunches for the additional representatives from OCLC and EBSCO without charging them because those companies were two of our conference sponsors. The representatives seemed to really like having a lunch provided for them, however, on both days a few box lunches remained unclaimed—more on Friday than on Thursday.

I recommend that we continue to provide box lunches for the representatives as part of the registration package (booth, table, and lunch). I suggest that we consider providing as many lunches as there are representatives without an extra charge for a vendor's second representative. The cost of providing the additional lunches would not be significantly more and it would eliminate this penny-ante fee from their registration. If the exhibits area were to close at midday on Friday—which it pretty much does anyway—then we wouldn't really need to provide box lunches on that day, just on Thursday. Although the hotel's charge for these box lunches are a part of the exhibits expenses, those charges are incorporated in the billing from the conference hotel and I have not included it in my accounting.

This year I also included on the registration form the option to pre-purchase conference meals on the exhibitors' registration form. In previous years I contacted the exhibitors via e-mail in August, when the prices for the conference lunches and awards banquet had been set, and offered them the opportunity to buy meal tickets. This year we estimated costs for those meals so that I could include them on the registration form I sent out in March. We set the cost at \$15 for a lunch and \$22 for Thursday's dinner. This turned out to be less than the prices we charged for these meals on the registration form set out to attendees (\$17.50 for lunch and \$25.50 for dinner). No exhibitors purchases a lunch ticket; two bought tickets for the awards banquet but then did not attend. Nevertheless, we may want to continue to provide these meal options on the spring registration form we send out to exhibitors. Allowing the exhibitors to order meals on the spring registration form was much more convenient for me and, I'm sure, for the company's exhibits coordinator as well. If the estimated cost is different than the actual price, it will likely not be significant enough to warrant the extra work of sending out an additional meal registration form in August.

Sponsorships

We had five conference sponsors this year—one more than last year. BCR and OCLC each contributed \$500; EBSCO and SirsiDynix, \$250; and Total Imaging Solutions, \$100 (Table 5). SirsiDynix ended up canceling their booth and received a refund for their registration fee, nevertheless, they wanted us to keep the amount that they had sent for their sponsorship.

Company	Sponsorship	Earmarked by donor	Sum of sponsorship costs from table below
BCR	\$500.00	Apply to Internet café	?
OCLC	\$500.00	\$200 for pre-conference workshop	\$611.50
EBSCO	\$250.00		\$269.50
SirsiDynix	\$250.00		
Total Imaging Solutions	\$100.00		\$136.50

Sponsorship opportunity	Cost	Sponsor
Internet café	?	BCR
Workbooks for pre-conference workshop on cataloging music	\$200.00	OCLC
Wednesday evening Jazz band	\$225.00	OCLC
Wednesday evening appetizers	\$186.50	OCLC
Thursday continental breakfast	\$1,000.00	SirsiDynix (in part)
Thursday morning beverages	\$134.75	EBSCO
Thursday afternoon beverages	\$136.50	Total Imaging Solutions
Friday continental breakfast	\$1,000.00	no sponsor
Friday morning beverages	\$134.75	EBSCO

Corporate membership

In previous years I included ILA membership as a separate option on the conference registration form thus allowing vendors to pay for corporate membership at the same time that they paid their conference registration fee. This year instead I included a separate sheet with a letter from our membership chair on one side and a membership application form on the other. Companies who chose to become corporate members paid for that membership directly to the ILA treasurer rather than adding it to their conference registration payment.

Exhibits Area

The exhibits area this year was smaller than last year's space which meant we had room for fewer booths (Table 6). As in the previous two years, we allotted space for a refreshments table in the exhibits area as a way to entice people in. Last year the Internet café was in the exhibits area, but this year it was set up in a different room. (A layout of the exhibits area accompanies this report.) I was present in the exhibits area all day on Wednesday, first to be available to answer the questions of the set up crew from Design Events, then to be of assistance to the exhibitors as they looked for their allotted booth space and settled in.

Table 6. Participation and exhibit space			
	2004	2005	2006
Number of paid exhibitors	26	28	25
Number of booth spaces occupied	35	33	28
Square footage of exhibits space	4,560	3,712	3,516
Square footage per booth space	130	112	126

Ideally each booth should be 8'x8' and the isles should be 8' wide. My count of booth spaces does not include the space reserved for the refreshment tables. Nor does my count for 2005 include the space allotted to the Internet café. However, it looks as if it might be possible to quickly estimate the number of possible booth spaces in an area by dividing the total square footage of that area by 120.

During the two days of this year's conference (Thursday and Friday), the exhibits area was open for 17 hours with 4.75 hours of scheduled exclusive time during the "Breakfast with the Vendors" and the "Meet with Vendors" breaks (Table 7). In all, we had seven non-conflict times in those 4.75 hours (two 90-minute breakfasts, two 30-minute breaks and three 15-minute breaks). For comparison, the Oregon Library Association conference this year had four non-conflict breaks in four hours (three hour-long breaks and one hour-long reception) and the Utah Library Association had four non-conflict breaks in two hours (four 30-minute breaks at the beginning and end of each day).

I also looked at the Web pages for the Oregon, Utah, Washington, and Wyoming Library Associations' 2005 conferences. In their conferences the non-conflict breaks were for thirty or sixty minutes, none were as short as fifteen minutes. Fifteen minutes breaks are too short to be valuable to the exhibitors: the conference attendees barely have time to come out of a session—which may have run a little long—and go to the restroom before it's time to go to the next round of sessions. I recommend that our non-conflict times be at least thirty minutes long. Three to four total hours of non-conflict time seems to be typical for the library conferences in our region.

This year the half-hour non-conflict break on Thursday morning after our keynote speaker was essentially a non-event for our exhibitors. The keynote speaker was dynamic and kept his audience entranced—and he went over his scheduled time, consequently hardly anyone came to the exhibits area during that non-conflict break. On the other hand, the lunch speaker stopped early so that there would be time for him to sign books. Taking advantage of that unexpected break many conference attenders came to the exhibits area but since that was not a scheduled non-conflict break some exhibitors had left the area for their own break and missed this opportunity to speak with people. Exhibit breaks should be consciously worked into the conference schedule with consideration for the exhibitors.

Table 7. Exhibits area time open and times of non-conflict, 2004-2006					
ILA Exhibits area 2004					
2004	Setup/ breakdown	Exhibits area open	Minutes exhibits area is open	Exhibits no-conflict times	Minutes of no-conflict vendor time
Wed	4:30-6:00pm				
Wed		6:00-7:00pm	60		
Thur				7:00-8:00am	60
Thur				10:30-11:00am	30
Thur				3:00-3:30pm	30
Thur		7:00am-5:30pm	630	subtotal for Thur	120
Fri				7:00-7:30am	30
Fri				9:30-10:00am	30
Fri	2:00-5:00pm	7:00am-2:00pm	420	subtotal for Fri	60
Total time		in minutes	1110		180
		in hours	18.5		3.00
1 / 60-min. breakfast 1 / 30-min. breakfast 3 / 30-min breaks 5 breaks / 3 hours:					
ILA Exhibits area 2005					
2005	Setup/ breakdown	Exhibits area open	Minutes exhibits area is open	Exhibits no-conflict times	Minutes of no-conflict vendor time
Wed, Oct. 5	1:00-4:30pm				
Thur				7:30-8:30am	60
Thur				9:30-10:00am	30
Thur				11:00-11:15am	15
Thur				2:30-2:45pm	15
Thur				3:15-3:30pm	15
Thur, Oct. 6		7:30am-5:30pm	600	subtotal for Thur	135
Fri				7:30-8:30am	60
Fri				9:30-9:45am	15
Fri				10:45-11:00am	15
Fri				12:00-12:15pm	15
Fri				2:15-2:30pm	15
Fri, Oct. 7	3:10-5:00pm	7:30am-3:10pm	465	subtotal for Fri	120
Total time		in minutes	1065		255
		in hours	17.75		4.25
2 / 60-min. breakfasts 1 / 30-min. break 7 / 15-min. breaks 10 breaks / 4.25 hours					

ILA Exhibits area 2006					
2006	Setup/ breakdown	Exhibits area open	Minutes exhibits area is open	Exhibits no-conflict times	Minutes of no-conflict vendor time
Wed, Oct. 4	1:00-5:00pm				
Thur				7:00-8:30am	90
Thur				9:30-10:00am	30
Thur				11:00-11:15	15
Thur				3:30-3:45	15
Thur, Oct. 5		7:00am-5:30pm	630	subtotal for Thur	150
Fri				7:00-8:30am	90
Fri				9:30-9:45am	15
Fri				10:45-11:15pm	30
Fri, Oct. 6	1:30-3:00pm	7:00am-1:30pm	390	subtotal for Fri	135
Total time		in minutes	1020		285
		in hours	17		4.75
2 / 90-min. breakfasts 2 / 30-min. breaks 3 / 15-min. breaks 7 breaks / 4.75 hours					

It is pointless to set the closing time for the exhibits area beyond the last non-conflict time on Friday. It is also ill-considered to schedule the last non-conflict time late into Friday afternoon and expect exhibitors to hang on for it. In 2005 many of my exhibitors decided that it was not worth their time on Friday to wait the two hours from 12:15 p.m. until 2:15 p.m. for just a last fifteen-minute vendor break. They need time to pack up their booths and catch a plane or get started on a long drive home. This year many of my exhibitors began to pack up at 11:15 a.m. after the last non-conflict break rather than sit around for two hours until the exhibits area officially closed at 1:30 p.m.

ILA's *Policies and Procedures* (July 2005 revision) states "Paid exhibitors may receive, upon request, the names and addresses of conference registrants as part of the exhibit fee" (III.E.4). This year, in addition to making name tags for the representatives, our treasurer made a CD with a list of the conference registrants for each exhibitor, which they received upon checking in. One vendor told me that this CD was a very useful resource for him. He put the disc in his laptop computer and was able to type notes next to the names of people he talked with to remind himself to follow up by sending them further information.


Door Prizes

As in the previous two years, I gave away door prizes that had been donated by our exhibitors. I made several hundred raffle tickets and I provided some to each of the exhibitors for them to give to the conference attendees they talked with. The more exhibitors a person talked with, the more raffle tickets she got and the greater her chances of winning a door prize. I placed a container in the front of the exhibits area for people to drop in their raffle tickets, and during the "Meet the Vendors" breaks I drew tickets for winners. Since the purpose of the raffle was to attract people into the exhibits area, in the previous two years if the person whose raffle ticket was drawn wasn't present to claim her prize we pulled out another ticket until we had a winner. This often led to pulling ticket after ticket and calling name after name until we finally had a winner for that prize. This made the process time-consuming and many were disappointed

to hear that their name had been called, but perhaps because the session they were in went over, they missed getting their prize. I handled the door prizes a little differently this year. Since I had no place to store or display the prizes, I told each exhibitor who had something to give away to keep the item(s) at their booth. I had them write the name of the item (e.g. book, book on tape, stuffed toy) and staple their business card to a 4 1/4" x 5 1/2" slip of paper that I provided (Figure 1). Then they returned the slip to me. I used the slip to describe the prize I was drawing a winner for and if she was there at the time I gave the slip to her to claim her prize from the exhibitor. If the winner was not present I stapled the winning raffle ticket to the slip and posted it near the door to the exhibits area. I also allowed friends and colleagues to claim a gift on behalf of an absent winner.

Figure 1. Raffle ticket and exhibitor's prize slip

ILA 2006 Annual Conference

 **Sign up to win a door prize donated by one of our vendors!!**


Write down your name and place this ticket in the basket in the vendor area. Prizes will be raffled off during the "Meet with the Vendors" conference breaks.

☞ Need not to present to win ☞

Your name

Name of your library or organization

Increase your chances of winning: visit each of our vendors and pick up additional raffle tickets to put in the basket. No more than 2 prizes per person.

 **You have won a**

From _____

You can pick up this gift at the vendor's booth.

I called out the winners relatively discretely over the microphone so as not to be too disruptive of the conversations going on between attenders and exhibitors. By having the winner go to the booth of the exhibitor to get their prize the company representative got to see who received their gift (and sometimes they like to know) and the winner couldn't help but know who the gift was from (which gives the exhibitor better advertising). I was going to re-affle any prizes unclaimed by the last break, but I didn't need to.

I am very ambivalent about the door prizes. The purpose of them is, of course, to draw more attenders into the exhibits area. However, when giving out the prizes distracts the attenders away from the exhibitors it defeats its purpose. People enjoy winning a prize and several vendors purposefully bring items to give away. I don't think that my approach is necessarily the best and I would encourage future exhibits chairs to explore different ways to handle items that vendors want to give away and other approaches to making the exhibits area more of a draw for attenders. Having the refreshments served in the area certainly helps. I would say that we seemed to have pretty good foot traffic in the exhibits area this year and I believe that the vendors were generally satisfied.

Technology Time

Last year we introduced a technology time session for attenders to ask exhibitors questions and learn more about library technology. A technology time session was included in this year's schedule as well. This time I was involved so that I could be of help to the organizers of that session. I included a place on the exhibitor registration form where the company or organization could indicate that they were interested in participating in this session. I gave a list of those exhibitors—with contact information—to the technology time organizers. Also I made signs to set at the booths of those exhibitors who were involved that stated "You can learn more from [company name] during Technology Time, Friday from 2:30 to 4:30 in the Idaho Room."

Eight exhibitors marked on their registration form that they were interested. Two of those exhibitors—SirsiDynix and Swets—subsequently cancelled their participation in the conference. Of the remaining six, eventually three (Blackstone Audio Publishing, Idaho Commission for Libraries and World Book) actually did participate. Afterward, the World Book representative said that this session was very good for him.

Conference Bookseller

Book People of Moscow was our official conference bookseller this year. The local arrangements co-chairs took on the responsibility of making arrangements with Book People. Although this had been part of the duties of the exhibits chair during the previous two years, it might make more sense to have this as part of the local arrangement chair's duties in the future. In Boise and in Pocatello I had to work with the local arrangements folks to get information on the local book stores, and it is the local arrangements people who are the most familiar with the conference site to make the decision as to where the bookseller will set up. The bookseller is not part of the exhibits area and is treated differently than the exhibitors. The conference chair for 2007 may want to confer with the exhibits and the local arrangements chairs as to who should make the arrangements for the bookseller in Nampa. Whoever does it will need to work with the chair of the Idaho Book Award committee and the conference chair to be sure that the bookseller is provided sufficiently early with the titles of the award winner and our speakers' books, which will be in demand from the conference attenders.

Facilities

Overall I would say that the Best Western University Inn was an adequate facility. The space for our exhibitors was somewhat small, however, I did not have to turn away any exhibitors (See attachment: Exhibits area layout). Unlike the previous years, this year I had very little interaction with the hotel staff, but what interaction I did have was certainly satisfactory. Our exhibitors had no difficulty connecting to the hotel's wireless system on either day. Having the shopping center across the street was convenient for me when I ran out of raffle tickets and was able to go quickly to Office Depot to have more made and cut at their copy center.

Respectfully submitted,
Linnea Marshall
2006 ILA Conference Exhibits Chair

Attachments:
List of Exhibitors
Record of Exhibitors to ILA 1998-2006
Exhibits area layout

Exhibitors
ILA 2006 Conference, Moscow, October 5-6

Company N=New this year R=Return from prev yr	N R	Count	Registration fee paid (\$365 early reg. \$415 standard reg.)	Cancelled amount refunded	Conf. sponsor	ILA Corp mber	No. of spaces/tables in exhibits area	Payment for extra space (\$200 each)	Box lunch on Thur	Box lunch on Fri	Conference meal	Payment for meals	Refunds for meals	Total payments (less refunds)	Check no.	Representatives	Notes	
Baker & Taylor	R	1	\$415				1		1	1				\$415	1351	Anthony Halstead	1	
BCR	R	1	\$365		1	\$500	1		1	1				\$865	12343	Michael Sauers	1	Sponsoring Internet café. Corp member.
Blackstone Audio	R	1	\$365				1		1	1				\$365	36412	Judy Byers	1	
BWI	R	1	\$415				1		1	1				\$415	1123197	Brandon Richardson	1	
Delaney Educational Enterprises	R	1	\$365				1		1	1				\$365	10995	Lisa Jaundalderis	1	
EBSCO	R	1	\$365		1	\$250	1		2	2				\$615	2154709	Blake Albretsen Tony Larsen	2	
Follett Library Resources	R	1	\$365				1		1	1	1	\$22		\$387	1104847 reg 1113053 din	Bryan Burnett	1	Meal: Thur dinner
Follett Software	R	1	\$365				1		2	2		\$22		\$387	1109225	John Findlay Tonia Slain	2	
H.W. Wilson	R	1	\$365				1		1	1				\$365	042431	Bruce Preslan	1	
Hasco	R	1	\$365				1		1	1				\$365	13235	Wally Scott	1	
Idaho Commission for Libraries	R	1	\$365				1		1	1				\$365	120413438	Stephanie Bailey-White	1	
Idaho Correctional Industries	R	1	\$365			1	1		2	2		\$22		\$387	120400160 lunch pd at conference	Roger Deobald Gary Winterholler	2	
Idaho Health Sciences Library (ISU)	N	1	\$415				1		1	1				\$415	PO2648440	Marcia Francis	1	
Independent Study in Idaho (UI)	R	1	\$365				1		1	1				\$365	B1260599	Shanna Knight	1	
Information School UW	R	1	\$365				1		1	1				\$365		Marie Potter	1	
Mountain Press	R	1	\$365				2	\$200	1	1				\$565	29120	Hiedi Maughan	1	
OCLC Western Service Center	R	1	\$365		1	\$500	1		3	3				\$865	172903	Cynthia Busse Sam Sayre Gayle Palmer	3	Sponsoring cat workshop and break.

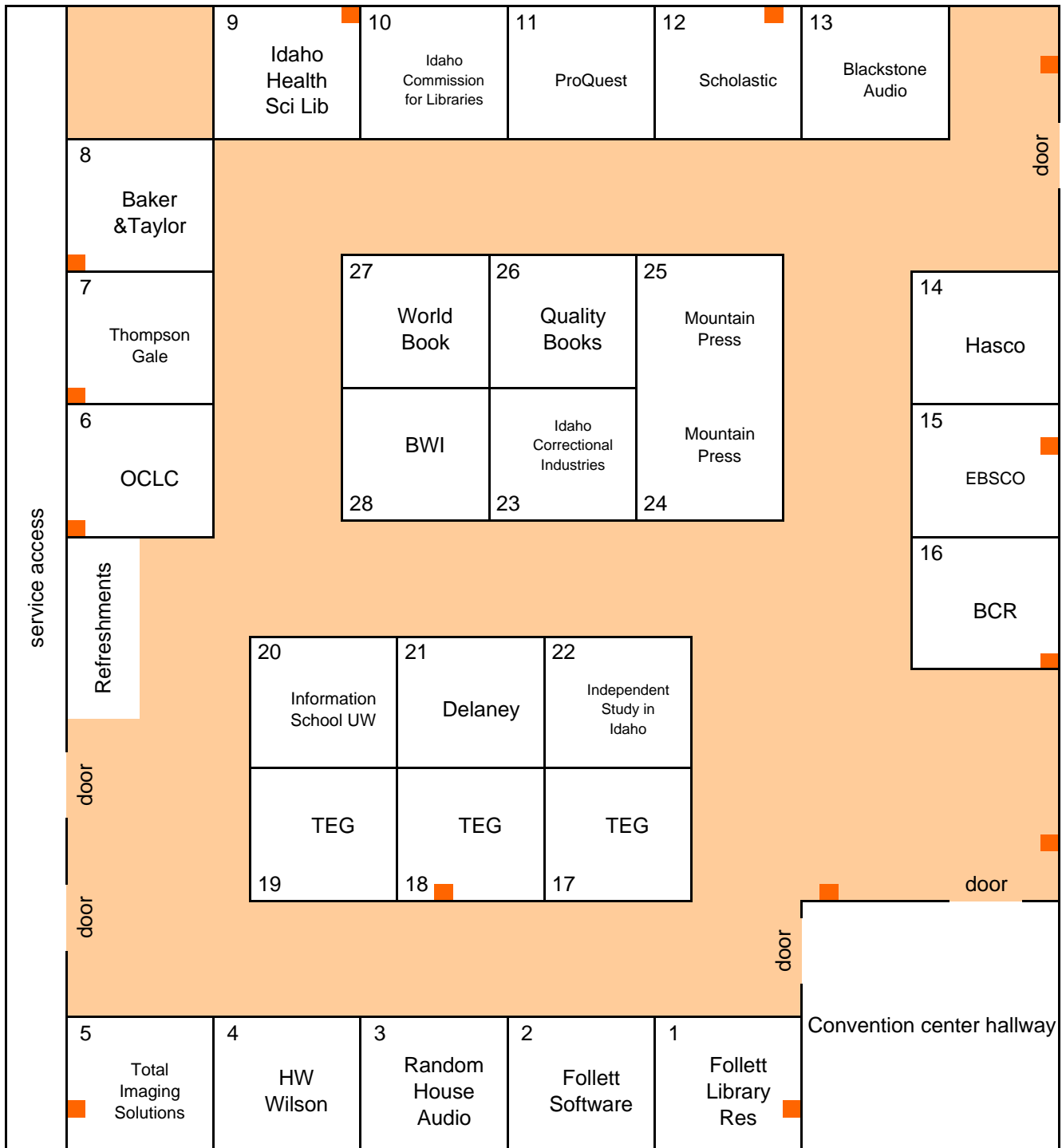
Exhibitors
ILA 2006 Conference, Moscow, October 5-6

Company N=New this year R=Return from prev yr	N R	Count	Registration fee paid (\$365 early reg. \$415 standard reg.)	Cancelled amount refunded	Conf. sponsor	ILA Corp mber	No. of spaces/tables in exhibits area	Payment for extra space (\$200 each)	Box lunch on Thur	Box lunch on Fri	Conference meal	Payment for meals	Refunds for meals	Total payments (less refunds)	Check no.	Representatives	Notes		
ProQuest	R	1	\$415				1		1	1				\$415	536961	Michael Peters Thr Martin Fromme Fri	1		
Quality Books	R	1	\$365				1		1	1				\$365	229081	John L. Smith	1		
Random House Books on Tape/Listening Library	R	1	\$365				1		1	1				\$365	1435539	Steve Sanborn	1		
Scholastic Library Pub.	R	1	\$365				1		1	1				\$365	843192	Susan Loop Karen Paulson	2		
SirsiDynix CANCELLED	R	0	\$365	\$365	1	\$250	0		0	0				\$250	040915 reg 041314 spn	Sponsor only, not exhibiting	0	Cancelled	
Swets Information Services CANCELLED	R	0	\$365	\$365			0		0	0	0	\$37	\$37	\$0	0002940	Rob Hoyer	0	Meals: Thur. lunch & dinner. Cancelled Aug. 9	
TEG State Representing Child's World, Facts on File, Lerner, *Sagebrush (*corp. member)	R	1	\$365				3	\$400	1	1				\$765	Sagebrush 99257 Magart 2069	Bob Magart	1		
Thomson Gale	R	1	\$365				1		1	1				\$365	00445093	Andy Becker Rob Hoyer	2		
Total Imaging Solutions	N	1	\$365		1	\$100	1		1	1	1	\$22		\$487	1496	Terri C. Currier	1	Meal: Thur dinner	
World Book	R	1	\$365				1		1	1				\$365	80406	John Ybarra	1		
TOTALS		25	\$10,055	\$730	5	\$1,600	3	\$600	30	30	2	\$125	\$37	\$11,613				32	
Fee less refund			\$9,325									\$88							
totals from 2005		28	\$10,370		4	\$1,500		\$600				\$35		\$12,505				34	
totals from 2004		26	\$9,590		4	\$1,200	2	\$315				\$38		\$12,493	(incl. \$1,350 for Internet fees)		35		

Record of Exhibitors to ILA
1998-2006

ILA / PNLA 1998, Sun Valley	ILA 1999	ILA 2000; Lewiston	ILA 2001; Pocatello	ILA 2002; Boise	ILA 2003; Post Falls	ILA 2004; Boise	ILA 2005; Pocatello	ILA 2006; Moscow	Number of times at ILA 1998-2006	
44	27	27	?	32	26	26	28	25		<== Total number of exhibitors each year
1	1	1		1	1	1	1	1	8	OCLC
1	1	1		1	1	1	1	1	8	Quality Books
1	1	1		1	1	1	1	1	8	World Book
	1	1		1	1	1	1	1	7	EBSCO
	1	1		1	1	1	1	1	7	Follett Library Resources
1	1	1			1	1	1	1	7	Idaho Commission for Libraries (Formerly: Idaho State Library)
1	1	1		1	1		1	1	7	Follett Software Co
1	1	1		1	1	1	1		7	Technical Furniture Systems, Inc.
1	1	1		1	1	1	1		7	The Library Corporation (TLC)
		1		1	1	1	1	1	6	ProQuest
	1	1		1		1	1	1	6	Thomson Gale (previously GALE)
1	1	1			1	1		1	6	Mountain Press
1	1	1		1		1	1		6	3M Library Systems
1	1	1		1		1	1		6	High Ridge Media Associates
				1	1	1	1	1	5	Bibliographical Center for Research (BCR)
				1	1	1	1	1	5	H W Wilson
1		1		1			1	1	5	Baker & Taylor
					1	1	1	1	4	BWI
					1	1	1	1	4	Independent Study in Idaho
		1			1	1	1		4	National Network of Libraries of Medicine
						1	1	1	3	Delaney Educational Enterprises
					1		1	1	3	Random House Audio + Large Print
					1	1	1		3	SIRSIDYNIX (Dynix prior to 2005)
							1	1	2	Blackstone Audiobooks
							1	1	2	Hasco Incorporated (Salt Lake, UT) A no-show in 2006
							1	1	2	Idaho Correctional Industries
							1	1	2	Scholastic Library Publishing
							1	1	2	TEG State School & Library Sales and Service (Bob Magart) representing: Childs World, Facts on File, Lerner Pub., Sagebrush Corp.
						1		1	2	Information School of the Univ of Washington
								1	1	Idaho Health Sciences Library (ISU)
								1	1	Total Imaging Solutions
							1		1	Usborne Books at Home
1				1		1			3	Perma-Bound Books
						1			1	Checkpoint Systems Inc
						1			1	Idaho Radar Network Center
						1			1	Journey Back in Time
						1			1	Swets Information Services
				1	1		0	0	2	Sagebrush Corporation. Represented in 2005-2006 by TEG
				1	1				2	LiLI Libraries Linking Idaho
				1	1				2	Raintree
		1			1				2	PBS VIDEO-WGBH VIDEO
1					1				2	Recorded Books
					1				1	Alldata
					1				1	Invironmentalists, The

ILA 2006 Conference Exhibit Room Layout
 Best Western University Inn, Moscow
 University (54 x 54) and Empire (15 x 40) Rooms (3,516 sq. ft.)



■ electrical outlet