**NOCALL**

**Spring Institute**

**April 18, 2015**

**Preservation Park-Nile Hall**

**668 13th Street / Oakland, CA 94612**

Greetings,

You are invited to be an exhibitor at the 2015 [NOCALL](http://nocall.org/) Spring Institute! This year’s half-day program will be held at [Preservation Park](http://preservationpark.com/home/) in Oakland on **Saturday, April 18, 2015, from 8 a.m. to 2 p.m.** Preservation Park is located near major freeways and BART, and parking is FREE for exhibitors and attendees! (See page 3 for details.)

The **Northern California Association of Law Libraries (NOCALL)** is a chapter of the American Association of Law Libraries. NOCALL has more than 300 members representing over 100 libraries in the Bay Area and surrounding counties.  Members represent all segments of the legal community including law firms, academic libraries, federal and state courts and agencies, county and public law libraries, corporate legal departments, law school and library school students, publishers, and vendors.

NOCALL’s annual Spring Institute is a premiere continuing education program for law librarians, and a wonderful opportunity for legal vendors to promote their services and connect with our membership. We appreciate your support of NOCALL, and we very much look forward to seeing you at the Institute!

**REGISTRATION**

Exhibitor: $150 regular

Early-bird: $125 if postmarked by February 27, 2015

*Registration includes the following: a 6’x2’ exhibit table, buffet breakfast, buffet lunch, and acknowledgment in the program and on* [*www.nocall.org*](file:///C%3A%5CUsers%5Cmsexton%5CAppData%5CLocal%5CTemp%5Cwww.nocall.org)*. (Please note that table linens will not be provided, though you are welcome to bring your own.)*

Please return the enclosed Exhibitor Registration forms to me by e-mail or postal mail to the contact information listed below *as soon as possible* and no later than **March 27, 2015** to avoid a late fee\*. Remember that we can accommodate a limited number of exhibitors. Should we receive more registrations than we have space for, we will allocate space according to the postmark dates of the returned, paid registrations. If you need any additional information, contact Jen Fell, jfell@saclaw.org.

**\*A late fee of $25 will be charged for registrations postmarked after March 27, 2015.**

**SPONSORSHIP**

If you would like to make a donation to the Institute or contribute above and beyond the Exhibitor arrangement, please contact:

**Jean Willis**

Assistant Director for Support Services

Sacramento County Public Law Library

(916)874-8917 • jwillis@saclaw.org

**Exhibitor Registration Form**

**Company/Affiliation:** Type company name

 (Company name **exactly** as it should appear in programs and on signs.)

**Main Contact Person:** Click here to enter the primary contact

**Will the main contact person be attending?** Choose…

**Address:** Address Line 1

Address Line 2

**Phone:**  Click here to enter your phone number.

**Email:** Click here to enter your email address.

**Representative 1**

 **Name:** Click here to enter name.

**Representative 2 (Optional)**

 **Name:** Click here to enter name.

**We would preferNOT to be placed next to the following companies:**

Click here to enter text.

**We would PREFER to be placed near the following companies:**

Click here to enter text.

*(We will make every attempt to honor these requests. Due, however, to the constraints imposed by the layout of the room, we may not be able to do so in all instances.)*

**Will you be bringing a backdrop?** Choose...

**Exhibitor - $150 regular / $125 early bird if postmarked by Feb. 27, 2015**

Includes a 6’x2’ *unskirted* table, buffet breakfast, buffet lunch, and acknowledgment in the program and the NOCALL website. One representative is included; an additional representative is $25.

**Registration** $\_\_\_\_\_\_\_\_

Additional representatives ($25 per person) = $\_\_\_\_\_\_\_\_

 **TOTAL:** **=** **$\_\_\_\_\_\_\_\_**

Make checks payable to: NOCALL

Send to: Jen Fell

Sacramento County Public Law Library

609 9th Street

Sacramento, CA 95814

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| NOCALL Spring Institute 2015“Too Hot to Handle: Librarians on Fire”Exhibitor Information |
| WhenSaturday, April 18, 2015* Exhibit Set-up, 7-8 a.m.
* Buffet breakfast, Registration, & Exhibits Open at 8 a.m.
* Programs 1& 2, 9-10:45 a.m.
* Break & Exhibits, 10:45-11:15 a.m.
* Program 3, 11:15-12:15 p.m.
* Buffet Lunch, Closing Remarks, & Networking, 12:30-2 p.m.
 |
| Where[Nile Hall](http://preservationpark.com/wp-content/uploads/2009/06/nile-hall-site-map1.pdf), Preservation Park 668 13th Street / Oakland, CA 94612 • [Directions](https://www.google.com/maps/place/668%2B13th%2BSt%2C%2BOakland%2C%2BCA%2B94612/%4037.80556%2C-122.276758%2C19z/data%3D%214m2%213m1%211s0x808f80baa7f5ea43%3A0xcecd9ce2b21df98) According to its website, “Preservation Park is a Victorian neighborhood, a unique collection of historic residences transformed into the City’s most innovative workplace and event center.” You can read more about this wonderful site [here](http://preservationpark.com/about/).  |
| ParkingCity Center West Garage ([diagram](http://preservationpark.com/wp-content/uploads/2011/10/CCWG.pdf))Parking is complimentary for the event’s exhibitors and attendees. Garage entrances are located on MLK Jr. Way and Jefferson Street. |
| AccommodationsAlthough NOCALL is not partnering with a hotel for this year’s Institute, there are many conveniently located near Preservation Park. You can find a list [here.](https://www.google.com/search?q=hotels+near+preservation+park+oakland&ie=utf-8&oe=utf-8#q=hotels+near+preservation+park+oakland&rflfq=1&tbm=lcl&hotel_dates=2015-04-17,2015-04-18)  |
| Equipment/Technology We cannot supply the following, so please bring your own if needed:* Power strips
* Extension cords
* Table Linens
* Easels
* Monitors/Displays

(Note: Power supply (outlets) will be limited in the exhibit space. Please plan accordingly.) |