

21 September 2011

We have a new MLA exhibitor registration form! The goal is to make it easier for you to submit your information without dealing with the hassle of filling it out by hand, then faxing in the form. If you want to submit your registration that way, that's fine. Just print the form out and fax it in. But if not...

Instructions:

- Make sure you have the most recent version of Adobe Reader (available for free at <http://www.adobe.com>)
- Download document and save it as **yourcompanymla2012.pdf**
- Complete the form and save it.
  - I highly recommend typing up your company description in Word, copying it, and then pasting it into the form. If it doesn't fit in that section of the form, just e-mail your description (Word file, please) along with your completed PDF registration form.
- Paying by credit card?
  - You have two options.
    - If you don't want to put the credit card information on the form, call the MLA business office at 608-836-5825. Leave a message stating who you are and that you'd like to make payment for your exhibit fees. Also state a good day/time to return the call. Alternatively, you can call Laura Gayle Green at 816-235-1679 with payment information. If you're prompted for voice mail, leave appropriate information for a return call. Be sure you've e-mailed a copy of your completed and saved registration form to [mla@areditions.com](mailto:mla@areditions.com) and [laura.gayle.green@gmail.com](mailto:laura.gayle.green@gmail.com) (both addresses, please).
    - If you are comfortable putting your credit card information on the form, do so, and then e-mail the completed and saved form to [mla@areditions.com](mailto:mla@areditions.com) and [laura.gayle.green@gmail.com](mailto:laura.gayle.green@gmail.com) (both addresses, please).
- Paying by check?
  - E-mail your completed and saved form to [mla@areditions.com](mailto:mla@areditions.com) and [laura.gayle.green@gmail.com](mailto:laura.gayle.green@gmail.com), and be sure to specify that you're paying by check.
  - Mail in a check payable to the Music Library Association (in US funds drawn on a US bank, please) to Music Library Association, Business Office, 8551 Research Way, Suite 180, Middleton, WI 53562.

Questions? Please contact Laura Gayle Green at [laura.gayle.green@gmail.com](mailto:laura.gayle.green@gmail.com). Phone numbers: 816-235-1679 (work); 816-820-9446 (mobile). I look forward to working with you to have a successful conference!