

23<sup>RD</sup> ANNUAL  
**COMPUTERS  
IN LIBRARIES 2008**

April 7-9, 2008  
Hyatt Regency Crystal City  
Arlington, VA

Thank you for exhibiting at Computers in Libraries 2008!

This Exhibitor Service Manual is designed to help you easily find all the information needed to coordinate your exhibit at the 2008 show.

**General Information and Deadlines** – includes general show information, key contacts, floor plan, and instructions for submitting your company description and booth personnel.

**Marketing Opportunities** – includes information on a variety of opportunities available to help you increase your visibility and impact at the show.

**Housing and Travel** – includes information for making hotel reservations.

**Service Order Forms** – includes all the general services order forms, including booth carpet, labor, furniture, etc. Hargrove, Inc. is the general services contractor for Computers in Libraries 2008.

**Special Services** – includes all the special service order forms, including electricity, Internet and telephone service, lead retrieval, computer and display rental, and floral.

**PLEASE NOTE THE FOLLOWING INFORMATION:**

- Each 8x10 booth includes 8-ft. back drape, 3-ft. side rails, and standard ID sign.
- All other orders are the responsibility of the exhibitor.
- All exhibitors are required to carpet their booths, per the exhibitor contract.

For questions regarding the logistics of your booth and/or sponsorship, please contact:

Genevieve Prifte  
Events Coordinator  
Information Today, Inc.  
P: 609-654-6266, ext. 324  
E: gprifte@infoday.com

**Important Note**

Each exhibitor receives a company description in the Final Program. Please submit your company description via our online form as soon as possible. Thank you!

Go to <https://secure.infoday.com/cilex/BoothDescription.aspx>



**Information Today, Inc.**

143 Old Marlton Pike, Medford, NJ 08055-8750 • Phone: 609-654-6266 • Fax: 609-654-4309



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**LOCATION**

Hyatt Regency Crystal City  
2799 Jefferson Davis Highway  
Arlington, VA 22202  
703-418-1234

**EXHIBITOR SET-UP**

Sunday, April 6                      8:00 a.m. – 5:00 p.m.

**EXHIBIT HOURS**

Monday, April 7                      9:45 a.m. – 5:45 p.m.

Tuesday, April 8                      9:45 a.m. – 4:00 p.m.

Wednesday, April 9                      9:45 a.m. – 2:00 p.m.

**BREAKDOWN**

Wednesday, April 9                      2:00 p.m. – 7:00 p.m.

**SHOW INFORMATION**



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**EXHIBIT SALES**

Michael Zarrello  
Exhibit Sales  
(P) 609-654-6266, ext. 132  
(F) 609-654-4309  
mzarrello@infotoday.com

**EXHIBITOR SUPPORT**

Genevieve Prifte  
Events Coordinator  
(P) 609-654-6266, ext. 324  
(F) 609-654-6760  
gprifte@infotoday.com

**ADVERTISING/  
PROMOTIONAL  
OPPORTUNITIES**

Michael Zarrello  
Advertising Director  
(P) 609-654-6266, ext. 132  
(F) 609-654-4309  
mzarrello@infotoday.com

David T. Panara  
Advertising/Exhibits  
Sales Manager  
(P) 609-654-6266, ext. 146  
(F) 609-654-4309  
dpanara@infotoday.com

**AIRPORTS**

Baltimore Washington  
(P) 410-859-7111  
Reagan-Washington National  
(P) 703-417-8000  
Washington Dulles  
(P) 703-572-2700

**COMPUTER RENTAL**

TRC—Technology Resource  
Corporation  
(P) 800-922-8646  
(F) 609-720-1701

**DECORATOR**

Hargrove, Inc.  
Exhibitor Services  
(P) 301-306-4627

**ELECTRICAL SERVICES**

Hyatt Regency Crystal City  
Engineering Department  
(P) 703-418-1234  
(F) 703-413-6754

**HOTEL**

Hyatt Regency Crystal City  
2799 Jefferson Davis Highway  
Arlington, VA 22202  
(P) 703-418-1234

**LEAD RETRIEVAL**

TRC—Technology Resource  
Corporation  
(P) 800-922-8646  
(F) 609-720-1701

**TELEPHONE SERVICE**

Hyatt Regency Crystal City  
Engineering Department  
(P) 703-418-1234  
(F) 703-418-1289

**HIGH-SPEED  
INTERNET SERVICE**

Swisscom Hospitality  
Services  
Tracy Evans  
(P) 301-789-2152  
(F) 775-587-1815  
tracy.evans@swisscom.com

**KEY CONTACTS**



**Information Today, Inc.**

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# COMPUTERS IN LIBRARIES 2008

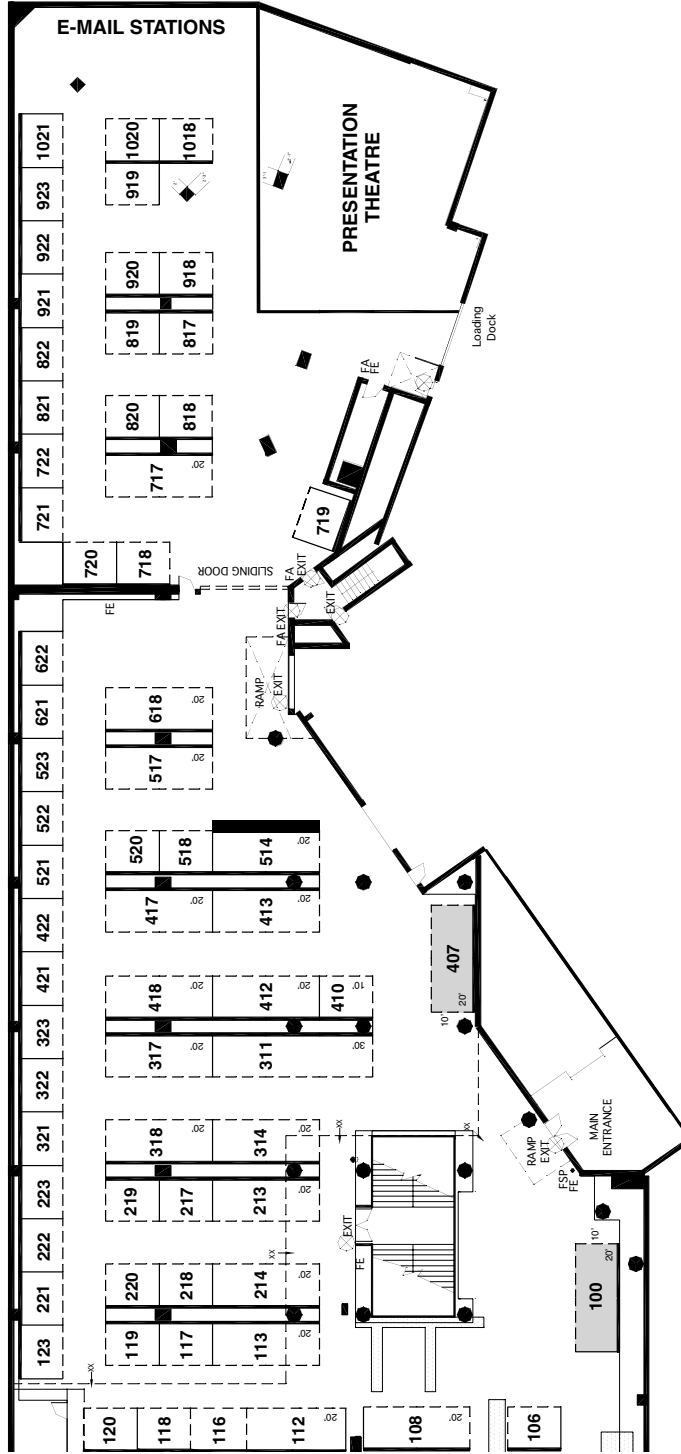
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# FLOOR PLAN



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**COMPANY DESCRIPTION**

**DEADLINE:**

February 4, 2008

*Please submit your COMPANY DESCRIPTION online at  
<https://secure.infotoday.com/cilex/boothdescription.aspx>*

Your 50-word company description will appear in the Computers in Libraries 2008 final program.

There are also several marketing opportunities you can take advantage of regarding your listing in the final program and/or your online listing.

Include your company logo in the final program, or upgrade your online listing to have your logo and description displayed.

For more information, please go to the Marketing Opportunities tab or contact David Panara at 609-654-6266 x146.



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**COMPANY DESCRIPTION**



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**PERSONNEL DEADLINE:**

March 12, 2008

*Please submit your Booth Personnel and full conference complimentary pass online at  
<https://secure.infotoday.com/cilex/Personnel.aspx>*

**PLEASE NOTE THE FOLLOWING INFORMATION:**

Booth personnel should be entered online. Your booth personnel will be registered as exhibitors and will receive exhibits-only passes. Exhibitor passes will be available at the Exhibitor Registration desk on-site in Arlington. Registration will take place on the exhibit level of the Hyatt Regency Crystal City.

In addition, each exhibitor receives one (1) complimentary full-conference pass for internal use, which includes access to the full 3-day conference only. This pass does not include access to the pre-conference workshops.

Additional conference registrations may be purchased for company use at a 50% discount. This is a special discount offered only to exhibiting companies!



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**PERSONNEL**

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	<b>Deadline</b>	<b>Date Completed</b>
<input type="checkbox"/> Sponsor Program	Ongoing	_____
<b>FEBRUARY</b>		
<input type="checkbox"/> Company Description	2/4/08	_____
<input type="checkbox"/> Collected Presentations Ad	2/8/08	_____
<input type="checkbox"/> Final Program Insertion Order Reservations	2/13/08	_____
<input type="checkbox"/> Company Logo Listing	2/15/08	_____
<input type="checkbox"/> Hotlink, Logo, & Company Profile	2/15/08	_____
<input type="checkbox"/> Portfolio Service	2/15/08	_____
<input type="checkbox"/> Final Program Insertion Order Materials	2/20/08	_____
<b>MARCH</b>		
<input type="checkbox"/> Hotel Reservations <i>(Reduced Guest Room Rates)</i>	3/3/08	_____
<input type="checkbox"/> Advance Shipping Begins	3/3/08	_____
<input type="checkbox"/> Preregistration Mailing List	3/7/08	_____
<input type="checkbox"/> Internet Discount Deadline	3/7/08	_____
<input type="checkbox"/> Booth Personnel	3/12/08	_____
<input type="checkbox"/> Service Order Discount	3/21/08	_____
<b>APRIL</b>		
<input type="checkbox"/> Advanced Shipping Ends	4/1/08	_____
<input type="checkbox"/> Direct Shipping Begins	4/6/08	_____

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**EXHIBITOR CHECKLIST**