

**NCLA Conference
October 16-19, 2007
Hickory Metro Convention Center
1960-A 13th Ave Drive SE
Hickory, NC 28602**

Dear Exhibit Coordinator:

We invite you and your company to participate in the North Carolina Library Association's 57th Biennial Conference at the Hickory Metro Convention Center in Hickory, NC on October 16-19, 2007.

The theme of the 2007 conference is "**Telling Our Story.**" We expect over 800 librarians from around the state, representing academic, public and special libraries to attend. These conference participants look forward to the opportunity to meet with your company representatives and to see and discuss the products and services you provide to libraries.

EXHIBIT SPACE COSTS:

\$500 per booth
\$450 additional booths

Exhibit fee covers a 10' x 10' draped exhibit booth, including 8' high back drape, 3' high side drapes, a 6' draped table, 2 chairs, and a 7" by 44" booth identification sign.

Electric Hook-up Service Form

Please complete the attached Hickory Metro Convention center's electric Service Hook-up request form if you require a electrical connection at your booth.

Mail to:

Belinda Laudenberger, Events Manager
Hickory Metro Convention Center
1960 13th Ave Dr SE
Hickory, NC
FAX 828-345-0700

Internet Access

A wireless Internet connection will be provided through out the Hickory Metro Convention Center at no charge to the user. Individuals wishing to access the internet must have equipment with a wireless card installed. Everyone must use wireless -- hardwired Internet access is not available.

Geo. E. Fern Co. exposition Service contractor will be handling additional furnishings as well as shipping, receiving and drayage. (A list of available extras will be sent with Confirmation Packets upon receipt of your signed contract. Confirmation Packets will begin to be sent out several months before the conference.)

The current schedule for the conference is as follows:.

EXHIBIT HOURS:

Tuesday, October 16	1:00-5:00 pm	Exhibitor set-up
Wednesday, October 17	8:00-11:30 am	Exhibitor set-up

ALL EXHIBIT SET UP SHOULD BE COMPLETED BY 11:00 a.m., Wednesday, October 17.

Wednesday, October 17	11:30 am	Ribbon-cutting
	11:45 am-6:00 pm	Exhibits open
	5:00-6:00 pm	Exhibits reception
Thursday, October 18	9:00 am-5:00 pm	Exhibits open
Friday, October 19	9:00 am-12:00 Noon	Exhibits open
	12:00-4:30 pm	Exhibits break-down

The Exhibit Committee plans to make the conference beneficial to both exhibitors and attendees. To foster this, and to increase traffic among the exhibit booths, more no-conflict time in longer blocks has been built into this year's conference schedule. Furthermore, we will schedule break events during the no-conflict times that will take place in the Exhibits area to encourage traffic.

Exhibitors whose information is received prior to **August 1, 2007** will be listed in the conference program. If your company has a web site, we will link to it from our conference web page. The registration form includes a space where you may provide a brief description of your company or service, which will be included with your listing in the conference program.

Sponsorship opportunities

If you would like to pursue sponsorship opportunities for the conference and/or would like to purchase advertising space in the conference program, **please contact the Conference Chair, Phil Barton at bartonp@co.rowan.nc.us**
Ad copy must be submitted before July 1, 2007 to guarantee inclusion in the conference program.

Vendor Showcase \$500 per session

There are seven concurrent sessions' slots of at least one hour for vendors who wish to present at the conference. To have the presentation listed in the conference program the title and a short description of the program must be received by April 30. **Please contact Kevin Cherry Programs Co-Chair for more information at CHERRYT@mail.ecu.edu**

An attachment including the exhibitor contract form in word format is included with this email message, as well as an electricity order form and a document outlining the rules and regulations governing all exhibits and exhibitors.

In order to register, please complete and print out the contract and return with your complete payment. **SPACE WILL BE ASSIGNED ON FIRST RECEIVED, FIRST RESERVED BASIS.**

Your check must accompany your request. Please read the attached "RULES AND REGULATIONS GOVERNING ALL EXHIBITS AND EXHIBITORS." Confirmation, along with other information, will be sent to you upon receipt of your signed contract.

ANY ADDITIONAL INFORMATION NEEDED?

Contact Harry Cooke at: 704-922-6355 or email: cooke.harry@gaston.edu

The Vendor Representatives on our Conference Planning Committee are Recca Larson of Oxford University Press recca.larson@oup.com and John Higgins of Trilogy Library Services jjh@trilogylibraryservices.com

If you would like to ask a question of, or give input to, a fellow exhibitor who is also involved in planning this conference contact Recca at 1-866-869-6808 or John at 803-865-0198

Thank you for your support and interest in North Carolina libraries. We look forward to seeing you at the NCLA 57th Biennial Conference at the Hickory Metro Convention Center, Hickory, NC.

Sincerely,
Harry L. Cooke, Ed.D
704-922-6355
cooke.harry@gaston.edu