

## **General Information for Exhibitors**

### **Contact Information:**

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Please help us keep our contact list up to date. Provide us with your name and email address [here](#).

**Where:** [Attitash Grand Summit Resort Hotel & Conference Center, Route 302, Bartlett, NH03812](#)

**When:** Thursday, May 13th and Friday, May 14<sup>th</sup> 2010.

**Set-up Time:** 7:30 am-9:00 am Thursday, May 13th (the hotel will place shipped exhibitor materials in a designated location). You may be responsible for transporting your materials to the exhibit hall during these hours on Monday.

**Exhibit Hours:** 9:00 am – 5:30 pm on Thursday May 13th  
8:00 am – 2:00 pm on Friday May 14th

**Breakfast, lunch and coffee breaks will all be held in the Exhibit Hall!**

**PLEASE NOTE:** All exhibitors must be in place during the exhibit hours, including lunch. Please do not dismantle your exhibit before 2:00 pm on Friday. Many of our registrants attending only on the second day expect to find exhibitors available until 2:00 pm as stated in the conference materials.

**Booths:** Each 8' x 8' booth will be enclosed with pipe and drape and furnished with one 6 ft table with covers, 1 chair and a sign. If you require more than one table you must reserve two booths. **Reserve your space using the [reservation form](#).**

**Booth Cancellation Policy:** Cancellation of booth space must be received in writing to the Exhibit Coordinator (Dianne Hathaway, [dianneh@goffstown.lib.nh.us](mailto:dianneh@goffstown.lib.nh.us)) on or before April 7th, and is subject to a \$75.00 service charge per booth. Cancellations received after April 7<sup>th</sup> will forfeit payment and NO exceptions will be honored. NO cancellations will be honored via telephone. A refund will be mailed to the Exhibitor after the conclusion of the conference.

**Internet Access and telephone lines:** Internet access is free through the hotel's wireless network. Please note there is a \$25.00 per day fee for telephone access that must be paid in addition to the base package rate if you require telephone service.

**Meals:** Box lunches will be distributed on Thursday prior to the scheduled lunch break to all registered exhibitors. On Friday exhibitors may take part in the buffet luncheon. All meals are held in the exhibit hall.

**Accommodations:** The Attitash Grand Summit Hotel and Conference Center offers a special conference rate for attendees. The room types range from studios (\$99.00) to standard deluxe (\$99.00) to one-bedroom suites (\$119.00) to one-bedroom deluxe suites (\$119.00). Rates are per night for single/double occupancy.

**Room Reservations:** Call 1-888-554-1900 by April 14, 2010 to make room reservations and take advantage of the special conference rate. In order to reserve this preferred rate, telephone requests must identify the affiliation with the New Hampshire Library association. Rates cannot be changed at check-in or check-out for guests who fail to identify their affiliation at the time the reservation is requested.

### **Sponsorships Opportunities for 2010 NHLA Conference**

**Silver level – Coffee Break Sponsorship** **\$ 475.00**

**Base package includes:**

- 8' x 8' booth area
- 6' table, 1 chair, pipe & drape, electricity and table sign
- 1/6 page ad in conference program (\$50 value)
- Full conference registration for one representative (\$100 value)
- Continental breakfast and lunch daily for one (\$36 value)
- Signage acknowledging Coffee Break sponsorship & evening reception

**Gold level – Breakfast Sponsorship** **\$ 600.00**

**Base package plus:**

- Additional full conference registration for one (\$100 value)
- Continental breakfast and lunch for additional registrant (\$36 value)
- Full conference mailing list after conference (\$120 value)
- Signage acknowledging Breakfast sponsorship

**Additional sponsorship opportunities:**

1. nametag lanyards with company logo
2. coffee cups for each attendee for the bottomless coffee service
3. your own suggestion for our consideration

**Ad information for conference program booklet:** All exhibitors receive a 1/6 page ad in the conference program at no additional charge. Send your ad electronically to [deifert@hampton.lib.nh.us](mailto:deifert@hampton.lib.nh.us). Each ad is 1/6 of an 8 1/2" x 11" page, which, including page margins, works out to a space 2.5" wide by 5" tall. Any art work or logos must be submitted in .tif or .pdf format, and should be a minimum 300 dpi for best reproduction. If you prefer not to design a specific ad for this program, you may send Darrell a business card, and he can make the necessary scan. The best practice is to send your ad information when you submit your registration; however, ad information can be sent to Darrell any time before April 1, 2010. Materials received after that date may not be included in the conference program if processing that information will delay the printing run.

## **Exhibit Hall Schedule and Events**

(NHLA reserves the right to modify exhibit hall hours and events in order to meet program and conference needs.)

<b>Date</b>	<b>Morning</b>	<b>Mid-day</b>	<b>Afternoon</b>	<b>Evening</b>
<b>Thursday</b>  7:30a – 5:30p Exhibit hall open	9:00a – 10:15a Breakfast with the Exhibitors  Exclusive Exhibitor Time	12:30p – 1:30p Box Lunches with “Random Acts of Harmony”  Exclusive Exhibitor Time		4:30p – 5:30p Rock with the Exhibitors: Food, Raffles & Fun!  Exclusive Exhibitor Time
<b>Friday</b>  8:00a – 2:00p Exhibit hall open	8:00a – 9:00a Breakfast with the Exhibitors  Exclusive Exhibitor Time	11:30a-12:00p Exclusive Exhibitor Time & Raffles	12:15p – 1:45p Italian Buffet Lunch  Author speaker: Julia Spencer Fleming	2:00p Exhibit hall closes