

18TH ANNUAL
**COMPUTERS
IN LIBRARIES 2003**

March 12-14, 2003
Washington Hilton & Towers
Washington, DC

EXHIBITOR SERVICE MANUAL

Booth # _____

(fill in your booth # here)



Information Today, Inc.

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

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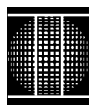
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LOCATION

Washington Hilton & Towers
1919 Connecticut Avenue, NW
Washington, DC 20009
202-483-3000

EXHIBITOR SET-UP

Tuesday, March 11 8:00 a.m. - 5:00 p.m.

EXHIBIT HOURS

Wednesday, March 12 9:45 a.m. - 5:45 p.m.
(Reception 5:00 p.m. - 5:45 p.m.)

Thursday, March 13 9:45 a.m. - 5:45 p.m.
(Reception 5:00 p.m. - 5:45 p.m.)

Friday, March 14 9:45 a.m. - 3:00 p.m.

BREAKDOWN

Friday, March 14 3:00 p.m. - 6:00 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

Carol Nixon
Exhibits Manager
(P) 609-654-6266, ext. 131
(F) 609-654-4309
cnixon@infotoday.com

**MARKETING
OPPORTUNITIES**

Tom Hogan, Jr.
Marketing Director
(P) 609-654-6266, ext. 112
(F) 609-654-4309
thoganjr@infotoday.com

**ADVERTISING/
PROMOTIONAL
OPPORTUNITIES**

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

AIRPORTS

Reagan-Washington National
(P) 703-417-8000
Washington Dulles
International
(P) 703-260-0182

AUDIO-VISUAL SERVICE

CMI Communications
(P) 716-424-1900
(F) 716-424-1913

COMPUTER RENTAL

PCR—Personal Computer
Rentals
(P) 888-640-8695
(F) 609-720-1468

DECORATOR

GES Exposition Services, Inc.
(P) 800-475-2098
(F) 866-329-1437

ELECTRICAL SERVICE

Washington Hilton & Towers
Engineering Department
(P) 202-797-5802

FLORAL

Urban Jungle, Inc.
(P) 703-241-8545
(F) same

FOOD & BEVERAGE SERVICE

Kellie Breedlove
Catering Department
(P) 202-797-5778

HOTEL

Washington Hilton & Towers
1919 Connecticut Avenue, NW
Washington, DC 20009
(P) 202-483-3000

LEAD RETRIEVAL

PCR—Personal Computer
Rentals
(P) 888-640-8695
(F) 609-720-1468

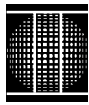
PHOTOGRAPHER

Robert L. Knudsen Photography
(P) 703-280-2326
(F) same

**TELEPHONE/HIGH SPEED
INTERNET SERVICE**

Washington Hilton & Towers
Engineering Department
(P) 202-797-5802

**KEY
CONTACTS**



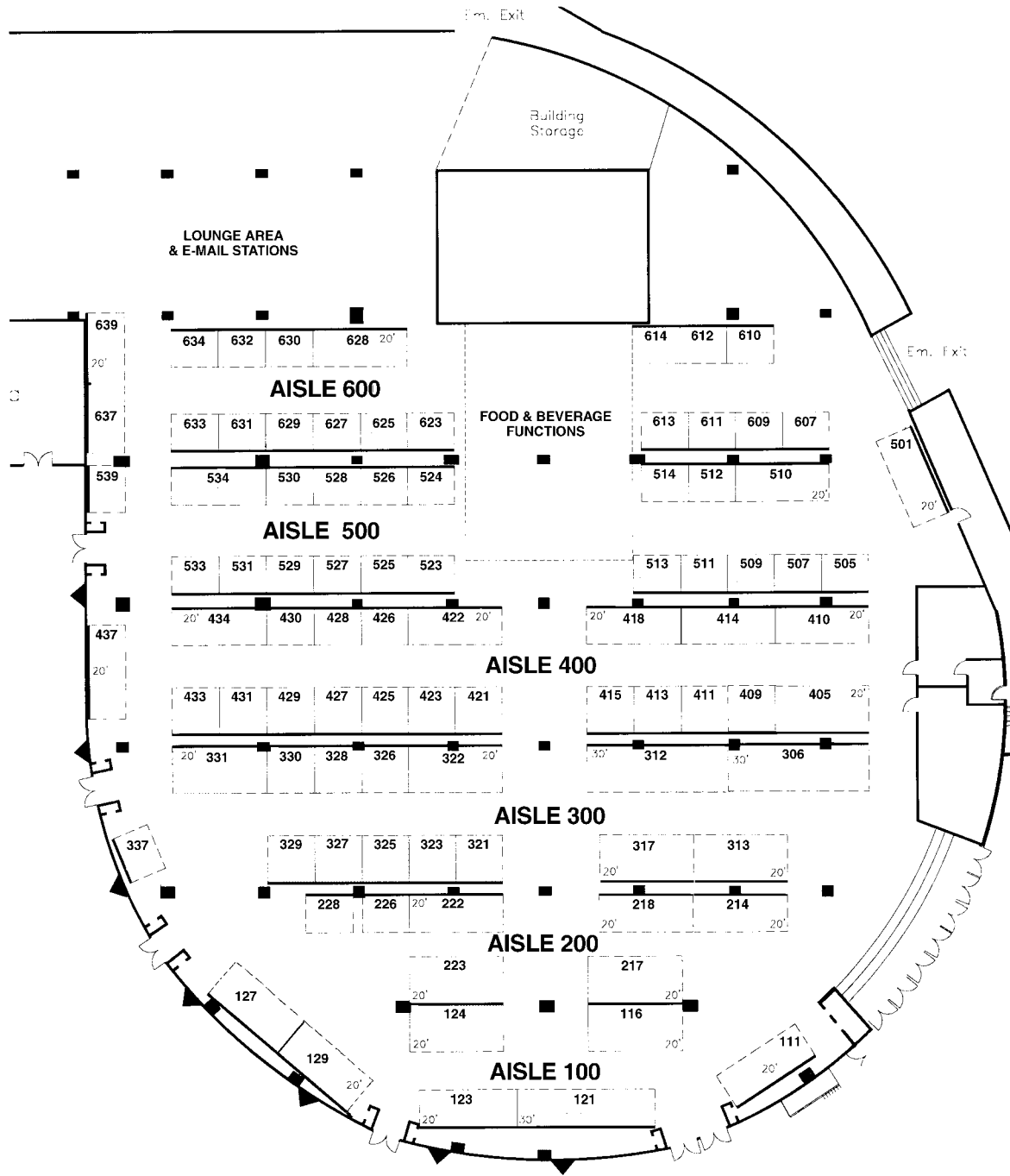
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FLOOR PLAN



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Questions?
Contact Carol Nixon
at ext.131

Please complete online by January 21, 2003
www.infotoday.com/cil2003/boothdescription.htm

BOOTH # _____

Exhibiting Company _____

Address _____

City/State/Zip _____

Company Phone _____ Company Fax _____

Company Web site _____

Contact Person _____ E-mail _____

Description (50 words) _____

Each exhibiting company is entitled to receive one Full 3-day Conference Pass (excludes workshops) free of charge. Please register additional conference attendees separately.

Full 3-day Conference Pass Attendee _____

Booth Personnel:

Name _____ Name _____

Name _____ Name _____

Name _____ Name _____

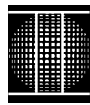
Please list other Booth Personnel as needed. Personnel badges will be available onsite at Exhibitor Registration, and will be alphabetized by company name.

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BOOTH DESCRIPTION & PERSONNEL

ONLINE SUBMISSION FOR YOUR EXHIBIT DESCRIPTION IS PREFERRED.



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To help us reach the right person for each of your show needs, please complete the contact information below.

INFORMATION REQUEST FORM

Exhibiting Company: _____

VP MARKETING CONTACT

Name _____
 Company _____
 Address _____
if different from exhibit contact
 City/State _____
 ZIP/Country _____
 Phone _____
 Fax _____
 E-mail _____

EVENT MARKETING CONTACT

Name _____
 Company _____
 Address _____
if different from exhibit contact
 City/State _____
 ZIP/Country _____
 Phone _____
 Fax _____
 E-mail _____

PUBLIC RELATIONS CONTACT

Name _____
 Company _____
 Address _____
if different from exhibit contact
 City/State _____
 ZIP/Country _____
 Phone _____
 Fax _____
 E-mail _____

ADVERTISING AGENCY CONTACT

Name _____
 Company _____
 Address _____
if different from exhibit contact
 City/State _____
 ZIP/Country _____
 Phone _____
 Fax _____
 E-mail _____

Please return this form as soon as possible to:

Heather Rudolph
 Phone: 609-654-6266, ext. 113
 Fax: 609-654-4309
 E-mail: hrudolph@infotoday.com



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EXHIBITOR CHECKLIST

	Deadline	Date Completed
<input type="checkbox"/> Information Request Form	ASAP	_____
<input type="checkbox"/> Sponsor Program	Ongoing	_____

JANUARY

<input type="checkbox"/> Conference Proceedings Ad	1/17/03	_____
<input type="checkbox"/> Company Logo Listing	1/17/03	_____
<input type="checkbox"/> Booth Description & Personnel	1/21/03	_____
<input type="checkbox"/> Final Program Insertion Order Reservations	1/24/03	_____

FEBRUARY

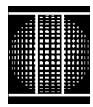
<input type="checkbox"/> Final Program Insertion Order Camera-ready Art	2/05/03	_____
<input type="checkbox"/> Portfolio Service	2/14/03	_____
<input type="checkbox"/> Hotel Reservations <i>(Reduced Guest Room Rates)</i>	2/14/03	_____
<input type="checkbox"/> Hotlink, Logo & Company Description	2/21/03	_____
<input type="checkbox"/> GES Service Order Discount	2/21/03	_____
<input type="checkbox"/> PreReg Mailing List	2/26/03	_____

MARCH

Advance Shipments to GES Warehouse ***No direct shipments allowed*** ***First day shipments can arrive to advance warehouse 2/10/03***	3/05/03	_____
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**MAKE YOUR
RESERVATIONS
TODAY!**

HOTEL INFORMATION

Washington Hilton and Towers

1919 Connecticut Avenue, N.W.

Washington, DC 20009

Phone: (202) 483-3000

The Washington Hilton and Towers reduced guest room rates for Computers in Libraries attendees range from \$170 to \$215 for a single room and \$190 to \$235 for a double.

Rooms are limited, so make your reservations as early as possible. Rooms and/or room rates may not be available after February 14, 2003. To obtain the preferred room rates contact the hotel directly and **identify yourself as a Computers in Libraries 2003 participant.**



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TRANSPORTATION FROM LOCAL AIRPORTS

Ronald Reagan Washington National Airport

Distance from hotel: 5 miles

Drive time: 20 minutes

Directions: Call Washington Hilton & Towers (202-483-3000)

Getting to and from the airport

Bus Service/approximately \$8.00

Subway/Rail/approximately \$4.00

Taxi/approximately \$14.00

Washington Dulles International

Distance from hotel: 23 miles

Drive time: 40 minutes

Directions: Call Washington Hilton & Towers (202-483-3000)

Getting to and from the airport

Bus Service/approximately \$15.00

Taxi/approximately \$35.00