



## SHOW INFORMATION

### LOCATION

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

### EXHIBITOR SET-UP

Sunday, April 11                      8:00 a.m. – 5:00 p.m.

### EXHIBIT HOURS

Monday, April 12                      9:45 a.m. – 5:45 p.m.

Tuesday, April 13                      9:45 a.m. – 4:00 p.m.

Wednesday, April 14                      9:45 a.m. – 1:30 p.m.

### BREAKDOWN

Wednesday, April 14                      1:30 p.m. – 7:00 p.m.



## KEY CONTACTS

### EXHIBIT SALES

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

### EXHIBITOR SUPPORT

Christy Mauro  
Event Coordinator  
Exhibitor and Sponsor Support  
(P) 609-654-6266, ext. 213  
(F) 609-654-4309  
cmauro@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

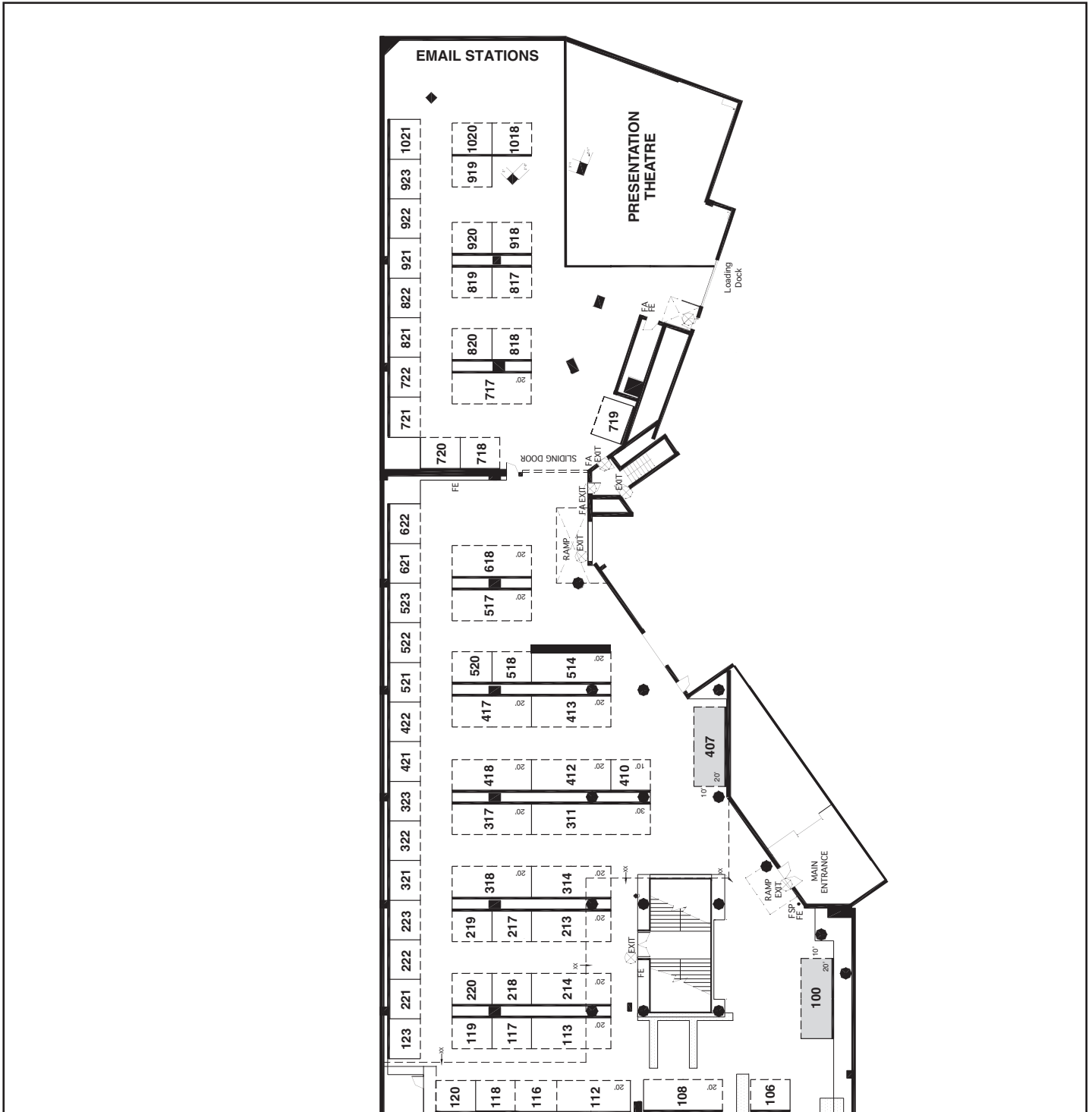
### HIGH-SPEED

### INTERNET SERVICE

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



## FLOOR PLAN





## COMPANY DESCRIPTION

### COMPANY DESCRIPTION

#### DEADLINE:

February 15, 2010

*Please submit your COMPANY DESCRIPTION online at*  
**<http://conferences.infotoday.com/exhibitors/boothdescription.aspx?EventID=84>**

Your 50-word company description will appear in the Computers in Libraries 2010 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.



**Information Today, Inc.**

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**PERSONNEL**

**PERSONNEL DEADLINE:**

March 22, 2010

*Please submit your booth personnel and person receiving your  
full conference complimentary pass online at*

**<http://conferences.infotoday.com/exhibitors/boothpersonnel.aspx?EventID=84>**

**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!



## EXHIBITOR CHECKLIST

	<b>Deadline</b>	<b>Date Completed</b>
<input type="checkbox"/> Sponsor Program	Ongoing	_____

### FEBRUARY

<input type="checkbox"/> Final Program Insertion Order Reservations	2/12/10	_____
<input type="checkbox"/> Company Logo Listing	2/12/10	_____
<input type="checkbox"/> Hotlink, Logo, & Company Profile	2/12/10	_____
<input type="checkbox"/> Company Description	2/15/10	_____
<input type="checkbox"/> Bonus Circulation Deadline	2/24/10	_____
<input type="checkbox"/> Final Program Insertion Order Materials	2/26/10	_____

### MARCH

<input type="checkbox"/> Portfolio Service	3/8/10	_____
<input type="checkbox"/> Advance Shipping Begins	3/10/10	_____
<input type="checkbox"/> Pre-Registration Mailing List	3/12/10	_____
<input type="checkbox"/> Hotel Reservations <i>(Reduced Guest Room Rates)</i>	3/19/10	_____
<input type="checkbox"/> Booth Personnel	3/22/10	_____
<input type="checkbox"/> TRC Discount Deadline	3/22/10	_____
<input type="checkbox"/> Service Order Discount	3/29/10	_____

### APRIL

<input type="checkbox"/> Advance Shipping Ends	4/6/10	_____
<input type="checkbox"/> Direct Shipping Begins	4/11/10	_____



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