



Mid-Atlantic Chapter of the Medical Library Association
Annual Meeting, October 3-6, 2005
Omni Charlottesville Hotel, Charlottesville, Virginia

Additional Information for Exhibitors

Exhibit Hall Location and Schedule

Exhibits will be held on **Wednesday, October 5** in the Charlottesville Omni Hotel's East Ballroom from 7 a.m. – 4 p.m. To insure optimal exhibitor exposure that day, a number of the meeting events will be held in the East Ballroom including

- a continental breakfast from 7 – 9 a.m.
- a morning break and the MAC/MLA poster session from 10:15 – 11:15 a.m., and
- an afternoon dessert break titled "Jefferson in Paris" from 3 – 3:45 p.m.

Set Up

The East Ballroom will be available for exhibit **set up from 5:30 – 9 p.m. on Tuesday, October 4**. Each booth includes standard drapery, dividers, a 6' skirted table, two chairs, and electricity. Booth signage is not included. If your application form indicated that you would like a phone line or Internet access, it will be available for testing on Tuesday evening.

Shipping

Exhibitors may ship packages to the Omni Charlottesville Hotel **up to 48 hours prior to the meeting**. Packages received at the Omni before the 48 hour time period will incur a charge of \$25/day/package. Shipped packages should display the name of the company, the name of the representative who will be at the meeting and the meeting name (MAC/MLA). Please see the example below. For additional information or questions regarding shipments, please contact Julie Dyke, Director of Convention Services, 434-817-6621, jdyke@omnihotels.com :

Your Company
Your Company Representative
MAC/MLA Annual Meeting
Omni Charlottesville Hotel
235 West Main Street
Charlottesville, VA 22902

Registration

As an exhibitor/sponsor, you are entitled to **one (1) free ticket to the Welcome Reception** on October 4 from 6:30-8 p.m., and **free meeting registration for one (1) representative** including events, meals, and refreshments on the day of the exhibits, October 5.

If **more than one** representative will be attending, **your company** will be responsible for their meeting registration and payment. Additional representatives may sign up for the one-day registration or purchase tickets to individual events (Welcome Reception,

Breakfast with the Vendors, Awards Luncheon, etc.) through the online registration form found on the MAC/MLA web site: <http://www.cbil.vcu.edu/mac/events/2005/registration.pdf>.

For More Information

The most current information about the meeting, hotel registration, and scheduled events can be found on the official meeting web site at <http://www.cbil.vcu.edu/mac/events/2005/meeting.html>.

We currently have a waiting list of companies wishing to exhibit. If for some reason you find that you are no longer able to exhibit at MAC, please let us know as soon as possible and note our cancellation policy on the web at <http://www.cbil.vcu.edu/mac/events/2005/cancellations.html>.

For any additional questions, please feel free to contact us. We look forward to seeing you in Charlottesville, Virginia in October!!

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