

Massachusetts Library Association
Resort and Conference Center at Hyannis
Hyannis, MA
April 29-30, 2010

TO ALL EXHIBITORS:

We are pleased to inform you that *SER exposition services* has been selected by **Massachusetts Library Association** to serve as your Official Service Contractor.

Exhibitors have three ways to order additional exhibitor materials and to access facility policies, procedures and utility forms:

1. Order all your materials online through our secure server.

To order online go to our website at **www.serexpo.com** and go to Exhibitor Services. If you agree with the terms and conditions proceed by entering your Show ID Number. Then enter your case sensitive password.

Your Show ID Number and Password are:

Show ID Number: 04292010A

Password: avokueef

Online Ordering will not be available for this show after April 21, 2010.

2. Fax or Mail order forms by downloading your Exhibitor Services Manual from our website.

If you do not feel comfortable ordering online you may download your Exhibitor Services Manual and fax or mail the forms to *SER exposition services* directly. You will be downloading a .pdf file and you must have Adobe Acrobat Reader to read this file. You will be able to download Adobe Acrobat Reader from our website.

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3. If you do not have or have limited Internet capabilities

Please contact us at 508-757-3397 to have an Exhibitor Services Manual faxed, emailed or mailed to you.

If you have any questions during your ordering process please visit the FAQ's page. If you cannot find your answer here, please call us at 508-757-3397.

ALL ORDERS AND PAYMENT MUST BE RECEIVED BY APRIL 21, 2010.

SER exposition services

35B New Street
Worcester, MA 01605
(508) 757-3397
(508) 757-9136 (Fax)
www.serexpo.com

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TO ALL EXHIBITORS:

We are pleased to inform you that *SER exposition services* has been selected by Massachusetts Library Association to serve as your Official Service Contractor. Besides the ability to order additional materials, you will find policies and procedures for the Resort and Conference Center at Hyannis that you must be aware of and adhere to.

- BOOTH EQUIPMENT:** Each booth will be set with an 8' high back wall, 3' high side rails, one 8' x 30" skirted table, two folding chairs, one wastebasket with liner and one 7" x 44" Exhibitor ID sign with booth number.
- TABLE TOP EQUIPMENT:** Each table top package will be set with an one 8' x 30" skirted table, two folding chairs and one 7" x 44" Exhibitor ID sign with number.
- SHOW COLORS:** **Teal and White**
- BOOTH SIZE:** **10' x 8'**
- EXHIBIT HALL CARPETED:** **Yes**
- EXHIBITOR MOVE-IN:** **Thursday, April 29, 2010, from 8:00 AM to 12:00 PM**
- SHOW OPEN:** **Thursday, April 29, 2010, from 12:00 PM to 4:30 PM**
Friday, April 30, 2010, from 8:00 AM to 1:30 PM
- EXHIBITOR MOVE-OUT:** **Friday, April 30, 2010, at 1:30 PM**
ALL CARRIERS MUST CHECK IN BY 2:30 PM

SHIPPING: ADVANCE RECEIVING AT THE WAREHOUSE:
SER exposition services will accept crated, boxed or skidded materials beginning thirty (30) days prior to show set-up date.

For additional information, please refer to the "Material Handling Information/Rate Schedule" form within the Exhibitor Services Manual.

SAFETY: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. *SER exposition services* cannot be responsible for injuries from falls caused by the improper use of this furniture.

For services other than what is included in your booth, please see our show service order forms within the Exhibitor Services Manual. **ALL ORDERS AND PAYMENT MUST BE RECEIVED BY APRIL 21, 2010.** A credit card on file with *SER exposition services* is required for all exhibitor orders. Please include 6.25% MA Sales and Use Tax.

If you need assistance, additional information or special services, please contact us at (508)757-3397 or fax (508)757-9136. **You may also find answers to your questions by visiting our website at www.serexpo.com.**