

To: All 2010 NJLA Conference Exhibitors

From: Sue Rice - NJLA Office

Date: March 26, 2010

Re: On Site Information for NJLA Conference 2010

Set up time at the Ocean Place Resort and Spa is 4 -7:30 pm on Monday, April 26th. The exhibit hall will be locked at 7:30 pm. All exhibitors must be out at that time. On Tuesday, April 27th exhibitors will have from 6:30 am to 8:00 am to set up. All booths must be ready by 8:00 am for the Grand Opening. For safety reasons we cannot allow vendors to be setting up booths once the exhibits open.

Exhibits- Tuesday April 27th 8:00 am --5:00 pm
8:00 am - Coffee with the President in the Exhibit Hall
3:00 pm - 3:30 pm Ice Cream Break
Wednesday--April 28th 10:50 --11:30 am--Coffee Break

A **vendor meeting** will take place on Wednesday, April 28th, 7:45 am. Please join us for a continental breakfast in the exhibit hall.

Vendor giveaways and drawings at your booth.

Please email Paula Baratta pbaratta@npl.org by April 16, 2010 with an announcement about any giveaways or business card drawings that will be featured at your booth. We will compile these notes and post on the wiki <http://njla.pbworks.com/Exhibitors%40conference> for our attendees in advance of the conference in addition to a full vendor directory.

Important: This entire vendor packet of information can be accessed on the NJLA website at

<http://njla.pbworks.com/Exhibitors%40conference>

THE EXHIBITS HALL IS CARPETED

**Any questions, please contact: Sue Rice at 609-394-8032 or email srice@njla.org
or Paula Baratta at 973-733-7766 or pbaratta@npl.org**