



The Power of Many
The Power of Partnerships

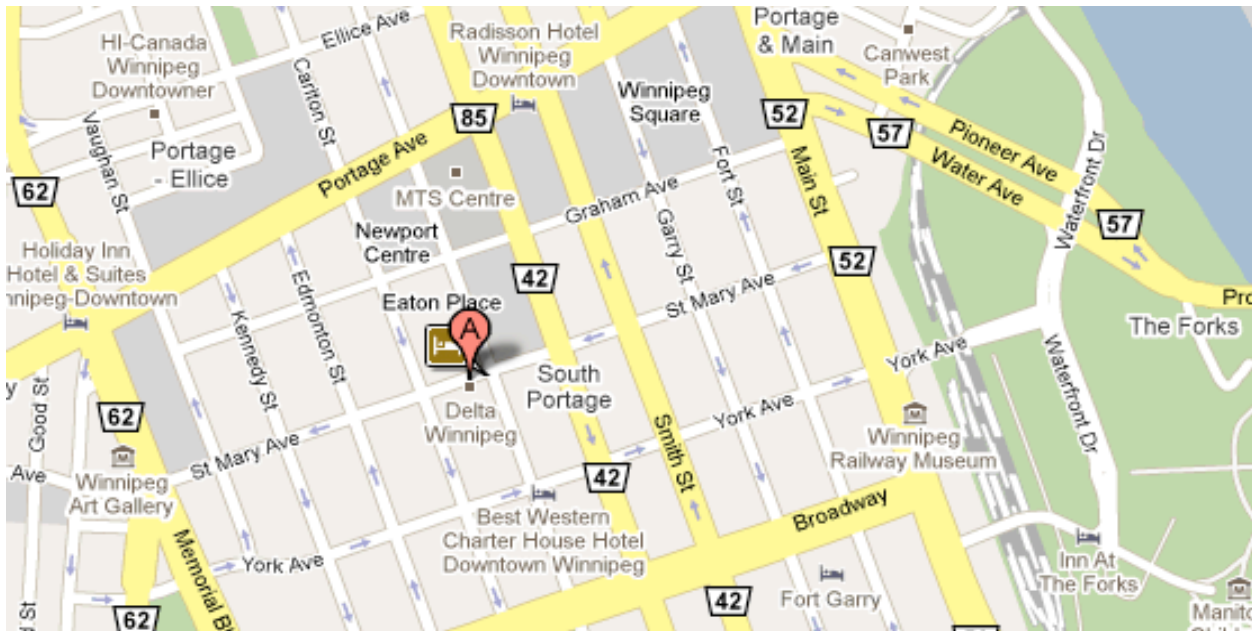
Manitoba Libraries Conference 2010 EXHIBITOR INFORMATION

Thank you for your exhibitor registration for the 2010 Manitoba Libraries Conference.

YOUR CONFERENCE SITE

Location

The Conference site is the **Delta Hotel Winnipeg, 350 Saint Mary Avenue** in the downtown.



Room Bookings

The Delta Hotel has provided reduced pricing for Conference attendees and exhibitors. To take advantage of special Conference pricing, please book directly with the hotel at <http://www.deltawinnipeg.com/0510mani002>. The deadline for discounted rates is **April 14, 2010**.

Parking

Parking is available in the Hotel underground lot, accessible from St. Mary. The cost is \$2 per half hour to a maximum of \$9 per day, overnight (24hr) parking is \$15 per day. Surface lots are also in the area with flat daily rates, and several parkades are within easy walking distance.

Exhibit Floor Plan

The Exhibit Hall is in the Grand Ballroom, 2nd floor of the Delta Hotel. The floor plan of the exhibit area will be emailed closer to the conference date.

Your exhibit **BOOTH** has:

Eight feet deep x 10 feet wide booths with 6' skirted table, 2 chairs, back drape and side drape.

-or-

Your exhibit **TABLE** has:

8' skirted tables with two chairs. No draping.

The Delta Hotel provides wireless internet. You will receive the code on arrival in the Exhibits Hall. You will receive a receipt by mail once we have received payment for your space.

YOUR SCHEDULE

The Conference Schedule

The conference is May 17-19, with May 17 limited to a pre-conference day. For both May 18 and 19, delegates will have a session schedule of 9 am - 4:15 pm. There are coffee breaks morning and afternoon (in the exhibits), as well as lunches of noon-1:30 pm (Tuesday's lunch is in the exhibits area). Lunch hours and coffee breaks will be peak busy periods you.

The complete conference schedule will be posted on the conference website www.manitobalibrariesconference.ca and will also be in your information package on-site.

Exhibit Hall

The Exhibit hall hours have been selected to maximize opportunities for delegates to visit you. Please check in with Kathleen Williams, Exhibits Coordinator, on arrival in the Exhibit Hall. You will receive your name tags and final conference schedule.

Tuesday, May 18

The Exhibit Hall is open: 11:45 am – 5:30 pm

Setup time: 9 am-11:45 am

Anticipated busier times:

Noon – 1:15 pm Lunch with the Exhibitors

2:30-3:00 pm Coffee Break in the Exhibits

Note: the Hall may be available for an earlier setup time, if the display company is able to get in the night before. This will not be known until closer to the date. You will be emailed an update if anything should change from the above.

Wednesday, May 19

The Exhibit Hall is open: 7:45 am – 1:15 pm

Take down: 1:15 - 3 pm

Anticipated busier times:

8-9 am	Breakfast in the Exhibit Hall
10:15 – 10:45 am	Coffee Break in the Exhibits
Noon-1:15 pm	Lunch – unopposed time on the delegate's schedule

Social Events

The conference is hosting **two historic-themed tours** on **Monday, May 17 at 5 pm**. **If you are interested, please RSVP with Kathleen Williams by May 1 or as soon as possible.** Tour 1 is a walking tour and costs \$6 payable at the tour. Tour 2 is free. Both tour groups will wind up at the historic **Palm Room at the Fort Garry Hotel** for informal networking. If you'd like to join us at the Palm Room without a tour, catch up to us at the Palm Room around 6 pm.

1. The **Winnipeg General Strike of 1919** was the longest and most violent labour conflict to occur in North America at the time. Learn about the experiences of the strikers as they strived for equality and fair conditions, from the halt of production citywide to the tragic events of Bloody Saturday. A Walking Tour in the historic Exchange District. \$6.
2. The **Hudson's Bay Company Archives** is home to one of Canada's national treasures - the records of the HBC. Our guided tour will include an overview of the collection and resources, a history of the archive, and a look at some selected artifacts. Free.

You are welcome to attend the **Tuesday, May 18 evening Dinner** to further mix with the delegates. The dinner will begin at 5 pm with drinks followed by dinner at 5:30 pm. There is a cost of \$40 for the dinner (payable on arrival at the Conference – cash or cheque only to the dinner sponsor AMBP - Association of Manitoba Book Publishers). If you are interested in attending the dinner, please RSVP to Kathleen Williams to reserve space.

EXTRAS

Sponsorship

Want to be a sponsor? Your sponsorship coordinator is Alex Homanchuk. If you are designated as a sponsor (Friend, Bronze, Silver, Gold), you receive additional advertising within the conference program, signage, conference bag inserts, and of course - our endless gratitude! Contact Alex Homanchuk (see Contacts below) if you'd like to become a sponsor. Please send logos for the Conference website to Alex by April 30 and advertisements for the Program by April 1.

Conference Bag Promotional Items

All conference attendees will receive conference bags. Items that are suitable for the bags include promotional items (pens, paper products). Sponsors may include promotional brochures. Contact Kathleen Williams by **April 30** to confirm the suitability of your promotional items, and for an update on the quantity required.

Send to:

Kathleen Williams – MB Conference 2010
Winnipeg Public Library
251 Donald Street
Winnipeg, MB R3C 3P5

Door Prizes

We will be having door prize draws in the exhibit area. You are welcome to deposit prizes at setup, or ship them ahead to the address above., if more convenient.

Shipping

You may send booth/table materials ahead of the conference to the Delta Hotel contact below. Your items will be stored in a secure location until you retrieve them from the Delta. Please use the attached shipping label. You may send items for arrival on May 16 or 17. The Delta requests that you do not send earlier.

Hotel Contact/advanced shipping:

Kevin Dyck
350 St Mary Avenue
Winnipeg, MB R3C 3J2
(204) 944-7275
KDyck@DeltaHotels.com

YOUR CONTACTS

Exhibits Contact

For all questions about your Conference exhibit needs, please contact Kathleen Williams, as below. I welcome your questions, comments and feedback!

Kathleen Williams

Administrative Coordinator of Community Outreach and Marketing
Winnipeg Public Library
251 Donald Street, Winnipeg MB
Phone: 204.986.4255
Email: KathleenWilliams@winnipeg.ca
Cell (during conference): 204.951.8923

Other contacts

Exhibitor Display Company

Central Display
7-850 Marion St.
Winnipeg, MB R2J 0K4
Phone: 204-235-1063

Sponsorship Coordinator

Alex Homanchuk
University of Winnipeg Library
Phone: 204-786-9940
Email: a.homanchuk@uwinnipeg.ca

Conference Chair

Sherri Vokey
Vice President, Manitoba Library Association
University of Manitoba
Phone: 204-789-3344
Email: sherrivokey@gmail.com

Financial Organization

Manitoba Library Association
606-100 Arthur Street
Winnipeg, MB. R3B 1H3
Phone: 204-943-4567
Fax: 1-866-202-4567
Email: manitobalibrary@gmail.com

Manitoba Libraries Conference Website www.manitobalibrariesconference.ca

Dated: March 13

**TO: Delta Winnipeg
350 St. Mary Avenue
Winnipeg, MB
R3C 3J2 Canada
ATTN: Kevin Dyck**

For: Manitoba Libraries Conference (Exhibits)
Date: May 18-19, 2010

COMPANY NAME: _____

GUEST NAME: _____

DELIVERY INSTRUCTIONS:

Please make sure all the above information is completed in order to ensure correct delivery.

ATTENTION COURIER :

All deliveries are accepted at the Loading Dock / Receiving Area, at the corner of St. Mary Avenue and Hargrave Street.