

Thank you for your interest in the Special Libraries Association's 2000 Technology Fair. The tabletop displays will be held to overlap the SLA's Winter Meeting (January 20-22) and the Professional Learning Conference (January 23-25) in St. Louis, Missouri, at the St. Louis Marriott Pavilion Downtown. The show dates are Saturday, January 22nd through Monday, January 24th, 2000.

The Professional Learning Conference, **KM2000: Knowledge Management for the Information Professional**, will offer 200-300 special librarians subject-focused courses and workshops. The theme for this year is Knowledge Management. Preliminary course titles include: KM: Getting the Word Out, KM: Gaining and Keeping Control in the Small Special Library, and Pulling the KM Process Together. In order to make the Technology Fair more interactive with the Conference, SLA will be hosting a networking boxed lunch for attendees that will also be open to the exhibitors and will focus on the changing role of the librarian within their organization.

The "Technology Fair" will consist of tabletop displays that will be open to Conference participants and to librarians and information professionals in the St. Louis area. Please find the dates and hours of the "Technology Fair" enclosed on a separate sheet. The cost for a tabletop is \$1,100; this fee will include a draped table, two chairs, and entitle you to two registrations. Additional registrations will cost \$125 each. Those companies wishing to purchase an additional tabletop will receive a 10% discount on each table purchased.

Conference-wide sponsorship will be available. For more details on these sponsorships, please contact Betsy Blume, Director, Fund Development at (202) 939-3631.

I have also enclosed a contract for tabletop space for the Technology Fair. Please look this over and if you have any questions, feel free to call me. The tabletop will be assigned on a first-come, first-served basis, so please return as soon as possible. Confirmation letters regarding booth assignments and order forms for audio/visual, telephones, electricity, etc. will be provided in November. Advertising opportunities will also be available to participating companies. Payment may be deferred until after January 1, 2000, however, all payments must be received prior to January 14th, 2000.

If you have any questions regarding the 2000 Technology Fair, please feel free to call me at (202) 939-3680. I look forward to working with you in the coming months.

Yours sincerely,

Lorna C. Walls
Director, Conferences & Exhibits

SPECIAL LIBRARIES ASSOCIATION
2000 TECHNOLOGY FAIR, St. Louis, Missouri
APPLICATION FOR TABLETOP EXHIBIT SPACE

We hereby apply for table top exhibit privilege and space at the 2000 Technology Fair of the Special Libraries Association (**January 22-24, 2000**) and agree to make payment at the rates listed.

Organization _____

Address _____

Telephone _____ Fax Number _____

E-Mail/Internet Address _____

Send all Table Top Information to: _____

The cost for the table-tops is \$1,100; this fee will include a draped table, two chairs, and entitles you to two registrations. Additional registration will cost \$125 each. All personnel staffing table top display booths will be required to wear an Exhibitor Badge, available at the registration desk. Security guard service will be available during hours when the exhibit area is closed; however, arrangements can be made by the exhibitor for special protection of valuable items at his/her expense.

Please list below the exhibit booth/table top that you would prefer. Assignments will be determined on a first come, first served basis. Those companies wishing to purchase additional table-tops will receive a 10% discount on each table purchased.

Table Top # _____

No cancellations will be refunded after December 22, 1999.

Name/Title _____

Signature _____ Date _____

TECHNOLOGY FAIR DATES & HOURS

Hours:

Saturday, January 22	01:00 pm - 05:00 pm
Sunday, January 23	11:00 am - 03:00 pm
Monday, January 24	11:30 am - 03:00 pm

Set-Up Hours:

Saturday, January 22	08:00 am - 12:00 noon
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Breakdown Hours:

Monday, January 24	03:00 pm - 05:00 pm
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Refreshment Breaks Held in Display Area:

Saturday, January 22

Light Refreshments/Popcorn	02:30 pm - 03:00 pm
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Sunday, January 23

Networking Luncheon	11:45am - 01:00pm
Refreshment Break	2:30pm - 3:00pm

***Please note that on Sunday and Monday, CE Courses will be in session other than the times listed in the refreshment break section. You may leave the tabletop area at these times; however, there will be no official security scheduled and you will be responsible for your own property.**