

Dear NAHSL Vendors,

Thank you for exhibiting at our fall conference NAHSL '08 – Weaving Our Past Into Our Future: Celebrating 50 years of NAHSL Conference in Lowell, Massachusetts October 19-21st. We appreciate your support. Below are exhibit details.

1. Lodging: (<http://www.nahsl.org/2008/hotel.html>)
2. Directions to the DoubleTree Inn - http://doubletree1.hilton.com/en_US/dt/hotel/BOSCWDT-Doubletree-Hotel-Lowell-Massachusetts/directions.do;jsessionid=723B6E5A8056007477B67E7723D9C311.etc33
3. Exhibit materials may be shipped in advance to The DoubleTree Inn, 50 Warren Street Lowell, Massachusetts 01852 where they will be stored in a locked area. **The hotel charges a handling fee for this service, which will be charged to your room.** The hotel asks that materials be shipped as close as possible to the meeting, and definitely **not more than 3 days in advance.** Shipments must have **the group name (NAHSL), the date of the event (October 20th, 2008) and the vendor's name.** Arrangements must be made ahead of time for packages weighing more than 100lbs.
4. Exhibit day is **Monday October 20, 2007 from 7:00 am - 4:00 pm.** Exhibit breaks are scheduled at 7:00 am – 9:00 am, 10:30 am – 11:00 am and 2:30 pm – 3:00 pm. **Exhibits need to be broken down by 4:00 pm** to allow time for banquet set-up.
5. Exhibitors should check in at the registration desk upon their arrival for their table assignment. **The registration table is open from, 12:00 pm - 5:30 pm on Sunday October 19th and again at 7:00 am on Monday, October 20.** Our exhibit area will be locked down overnight, permitting Sunday afternoon set-up. Vendors may set-up any time on Sunday afternoon from 12:00 - 5:30 pm, and on Monday morning from 6:00 am - 7:00 am. Although the exhibit area will be locked at night, **we do not recommend leaving laptops or other valuables in the area.**
6. Please bring your own extension cord/surge protectors if you will need to plug in the hotel charges for the use of extension cords.
7. Internet access is **wireless**, and included in your registration fee. Please make sure your laptop is configured for wireless access.
8. For those who indicated they plan to attend the welcome reception at the Boot Cotton Mills on Sunday night, the reception will begin at 6:00 pm.
9. Preliminary program information - <http://www.nahsl.org/2008/program.html>

Please feel free to contact me with any questions or concerns. I look forward to working with you at the conference.

Sincerely,
Martha Prescott, MLS, AHIP
Berkshire Medical Center Health Sciences Library
725 North Street
Pittsfield, MA 01201
(P) 413-447-2734 (F) 413-447-2207 mprescott@bhs1.org