

## Library and Information Association of South Africa



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Dear **EXHIBITORS**

### **LIASA ANNUAL CONFERENCE 2008**

**06 – 10 October 2008**

Cape Town International Convention Centre

Cape Town, South Africa

[www.liasa.org.za](http://www.liasa.org.za)

Thank you very much too all the Exhibitors who have reserved exhibition space at the LIASA 10th Annual Conference which takes place in the CTICC from 6 to 10 October 2008. The 2008 theme **Looking Ahead: The Changing Role** of LIS echoes the LIASA mission to advocate and support the provision of efficient, user-oriented and excellent library and information services in South Africa.

**Network SA - Professional Conference and Event Organisers**, have taken over all matters pertaining to the administration of Exhibition. Please contact Brenda Mengel for any further inquiries. Her email: [brenda@networksa.com](mailto:brenda@networksa.com) or fax 086 518 1852

An extensive document with more information, such as to where and when promotional items should be delivered, where you can browse for extra furniture, services from CTICC etc will be available shortly and Network SA will forward this to you as soon as it becomes available.

Exhibitions stands will be set up on Monday 06 October 2008. The exhibition area is the main focus point during tea and lunch breaks, providing you with maximum exposure to the expected 800 delegates. The registration and information office will also be in this area, which means that delegates will be moving through this area from Monday until Friday.

Those of you that have not yet joined us and who have not yet availed yourself of this wonderful opportunity to increase your exposure to the Library and Information Services community can still register. We have extended the deadline for registration to 18 July 2008.

### **EXHIBITION STANDS**

Standard Package: R15,000.00

The package consists of the following:

9m<sup>2</sup> Shell Scheme Package Stand (3m x 3m)

Shell Scheme

2 x 150 Watt Spotlights

¼ x 30 Amp Single Phase Distribution Board

1 x 15 Amp Plug Point

Fascia Board - white, with 1 x company name

1 x trestle table

2 x office chairs

1 full length table cloth

Venue is carpeted

Also included with registration:

1. Refreshments for 2 persons for 4 exhibition days including early morning tea/coffee, mid-morning and afternoon tea/ coffee, lunch and the opening function on 7 October.
2. One conference bag.
3. One light weather jacket.
4. Adding promotional material free of charge to the conference bag (a maximum 5 x A4 pages per exhibitor per bag)
5. Free access to the conference for two representatives of your company.
6. Stand-by technology support throughout the conference.
7. Company posters for advertising in plenary venue.

### **INTERNET ACCESS**

Internet access would be for your own cost.

### **PROMOTIONAL MATERIAL**

Do you have a particular product or item you would like to include in the conference bag? Pens, pencils, notepads and company handouts are always much in demand and we would like you to use this opportunity to promote your company and services. Details of where to send these items will follow.

### **ACCOMMODATION and TRANSPORT**

Kindly note that all accommodation and transport arrangements are for your own cost.

### **FUN RUN**

The ever-popular eagerly anticipated Fun Run will take place on Monday 6 October 2008 from 17:30 tot 19:00. Exhibitor contributions to this event have become part of the tradition.

### **OFFICIAL OPENING OF EXHIBITION AND EXHIBITORS FINGER LUNCH**

The exhibition will officially be opened on Tuesday 07 October 2008 during the lunch break.

### **ADVERTISING OPPORTUNITY**

The opportunity to advertise in the official printed conference programme is available to all exhibitors. Please refer to the registration form and letter for support for further details.

### **SOCIAL EVENTS**

The welcoming function is included in your exhibitors' fee. The following social events will take place during the conference:

Gala Dinner	Wednesday 8 October 2008	R400.00 per person
Conference Social	Thursday 9 October 2008	R250.00 per person

### **REGISTRATION DEADLINE EXTENDED**

A 50% deposit to confirm your participation is required by 18 July 2008. Further details are on your registration form. The final payment is due on 30 August 2008.

If there is anything else we can do and/or offer to ensure that you attend this event, please let us know.

Yours sincerely

Selma Kloppers  
(PRO: LIASA Western Cape)

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