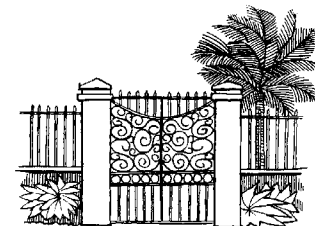


Charleston Information Group, LLC.



2011 CHARLESTON CONFERENCE VENDOR CHAT SESSIONS FOR NON-VENDOR SHOWCASE PARTICIPANTS

The 31st Annual Charleston Conference, will offer Vendor Chat Sessions again this year. These will be held in the Gold Ballroom, on the third floor of the Francis Marion Hotel, 387 King Street, Charleston, SC 29403, on Wednesday, November 2, 2011, from 1:00 p.m. to 5:00 p.m. Vendor Chat Sessions run concurrent with the 2011 Charleston Vendor Showcase.

Since the 2011 Charleston Vendor Showcase has now **SOLD OUT**, this is another opportunity to connect with the collection development, acquisitions, and electronic resources professionals from around the country and internationally who will be onsite.

During each 1/2 hour Vendor Chat Session, 30 Round Tables will be available for vendors to reserve. These are 36" tables which seat 3-4 people. Tables will be covered with basic white drapery and 2-4 chairs will be available for each. Internet Connect is included via WIRELESS only (WI-FI 802.11b/g wireless access. See additional technical information on page 3). Please make sure your laptops are fully charged as **no electricity will be available** in the Gold Ballroom. You will also need to bring any materials you want to display with you, as **shipping is not available for Vendor Chat Sessions**. Refreshments will **only be served on the second floor** where the Charleston Vendor Showcase occurs. There will be no food or beverages in the Gold Ballroom. Reservation deadline is September 23, 2011.

PAYING Vendors who DID NOT make inclusion in the Charleston Vendor Showcase

Vendor Chat Sessions are available for \$1000 per vendor. Vendors will be able to stay at one table in the Gold Ballroom from 1:00 to 5:00 p.m. Vendors who pay to participate in the Vendor Chat Sessions will also receive a questionnaire for information which will be included in our 2011 Exhibitor Guide Booklets.

Please note that participation in the Charleston Vendor Chat Sessions DOES NOT register you for the 31st Annual Charleston Conference which is a two and a half day event packed with meetings among publishers, vendors, and librarians. The Charleston Conference will run from Thursday, November 3 through Saturday, November 5, 2011. Conference details will be updated regularly at www.katina.info/conference. It behooves you to stay a few days longer and interact on a collegial basis with the people to whom you wish to sell.

AS IN 2010 — ALL REPRESENTATIVES MUST REGISTER FOR THE CONFERENCE. Vendor badges MUST AND CAN ONLY be obtained for your representatives by registering them individually on the Charleston Conference Website (www.katina.info/conference). Representatives may attend the 2-1/2 day conference for an additional \$395 per person. A one-day Wednesday-only registration is also available (at no add'l charge) for representatives who are STAFF ONLY for your Vendor Chat Table and will not be attending the full conference or one of the pre-conferences. **YOU MUST REGISTER as NO ONE will be allowed to work a table without a VENDOR BADGE.** Vendor Badges will only be honored at the Vendor Showcase/Vendor Chats on Wednesday and will not gain any representative access to any other conference event. **This will be strictly enforced. THERE WILL BE NO EXCEPTIONS.**



MAIN CONFERENCE AND CONCURRENT SESSIONS

Francis Marion Hotel
387 King Street, Charleston, SC 29403
843-722-0600

Embassy Suites Historic District
337 Meeting Street, Charleston, SC 29403
843-723-6900

Holiday Inn Historic District
125 Calhoun Street, Charleston, SC 29401
843-805-7900

EARLY BIRD DEADLINE

September 30, 2011

CONFERENCE WEBSITE

www.katina.info/conference

MSC 98, The Citadel

Charleston, SC 29409

Phone: 843.723.3536

Fax: 843.805.7918

kstrauch@comcast.net

www.katina.info/conference

**2011 Charleston Conference
Vendor Chat Session Reservation
FOR NON-VENDOR SHOWCASE PARTICIPANTS**

**FAX RESERVATION INFORMATION
TO 843-835-5892**

Reservation Deadline – September 23, 2011

Thank you for agreeing to participate in our **2011 Charleston Conference Vendor Chat Sessions!** Please provide the following information and return by mail to: The Charleston Information Group, LLC., MSC 98, The Citadel, Charleston, SC 29409; or, Non-Vendor Showcase Participants who are paying by credit card may fax your Reservations to 843-805-7918.

1. Billing/Company Contact Information.

Billing/Company Contact Person: _____

Onsite Company Representative: _____

Company: _____

Address _____

City, State, Zip _____

Country _____

Voice: _____ Fax: _____

Email: _____

2. Vendor Chat Session Time Slots and Cost (if applicable).

____ Vendor Chat Session(s) for **NON-VENDOR SHOWCASE PARTICIPANTS**.....\$1,000.00 each

Sessions will be one 1/2 hour each. **Non-Vendor Showcase Participants may choose any or all 1/2 hour sessions.** Included with each session is one 36" table with basic white drapery, 2-4 chairs, and Internet connect via WIRELESS only (WI-FI 802.11b/g wireless access). No dialup or hardwired connections. No electricity. No refreshments in Gold Ballroom.

CHOOSE YOUR PREFERRED TIME SLOT(S) OR ALL TIME SLOTS

- | | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 1:00 - 1:30 | <input type="checkbox"/> 2:00 - 2:30 | <input type="checkbox"/> 3:00 - 3:30 | <input type="checkbox"/> 4:00 - 4:30 |
| <input type="checkbox"/> 1:30 - 2:00 | <input type="checkbox"/> 2:30 - 3:00 | <input type="checkbox"/> 3:30 - 4:00 | <input type="checkbox"/> 4:30 - 5:00 |

3. Payment Information for NON-Vendor Showcase Participants. Amount Due \$1000.00

CHECK ENCLOSED — Make checks payable to The Charleston Information Group, LLC. (FEIN 73-1666765) and Mail to: The Charleston Information Group, LLC., MSC 98, The Citadel, Charleston, SC 29409. If paying by check, payment must be received no later than September 16, 2011.

If paying by credit card, you may fax payment information and contract agreement to: 843-805-7918.

CHARGE MY: ___ VISA ___ MASTERCARD ___ AMERICAN EXPRESS

Account Number _____

Expiration Date _____ Card Code _____ (3 or 4 digit security code on card)

Name on Card _____

Card Billing Address _____

Billing Zip Code _____ Signature _____

Bank Transfers are available, contact <kstrauch@comcast.net>.

4. Agreement Authorization.

Authorized Signature: _____ Date: _____

5. Be sure to register your onsite representatives for the Charleston Conference.

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MATERIALS SHIPPING IS NOT AVAILABLE FOR VENDOR CHAT SESSIONS

Any materials that you wish to display at a Charleston Vendor Chat Session must be brought with you. You CAN NOT ship them direct to the Francis Marion Hotel. If you need to ship items to your representative(s) you must ship it to the hotel where they will be staying and it should be addressed to your representative as a hotel guest, NOT to the CHARLESTON VENDOR CHAT SESSIONS. Vendors will be required to remove any unused materials from the Gold Ballroom when they leave.

EQUIPMENT RENTAL COMPANIES IN THE CHARLESTON AREA

PC Rent.com
P.O. Box 13106, Charleston, SC 29422
843-588-2642 or 877-302-RENT
Contact: John Williams
Email: <john@pcrent.com>

J & S Audio Visual, Inc.
387 King Street, Charleston, 29403
843-853-5495
Contact: Chet Willis
Email: <chetw@jsav.com>

TECHNICAL SET-UP INSTRUCTIONS AND INFORMATION

Charleston Vendor Chat Sessions will be held in the Francis Marion Hotel. The hotel will provide WI-FI (802.11b/g) wireless access for our use. Each vendor will need to be equipped to access the WI-FI network.

Most recent laptop PCs and laptop MACs have built-in wireless communications capability. If you have that capability, you're all set — default network configurations should work fine. Please note, though, that if you have set-up special network configurations to access your corporate network, you may need to create a separate default configuration for the Vendor Showcase. If you can go to a general hot-spot, like Starbucks or most airports, and connect successfully, you're fine.

If you do not have wireless capability, you will have to add it to your machine. Numerous PC cards are available, at modest cost, but you will have to get one and test it before you arrive in Charleston. The relevant specification is 802.11b OR 802.11g, and default configurations will work. We WILL NOT have loaner PC cards, and NO DIALUP OR HARDWIRED CONNECTIONS WILL BE AVAILABLE. Please be sure you are equipped for WI-FI.

Please make sure your laptops are fully charged as no electricity will be available in the Gold Ballroom.

Chet Willis will be onsite to help with technical issues. If you have questions prior to your arrival in Charleston, you may contact Chet via email at <chetw@jsav.com>.

Please direct technical questions to:

Chet Willis <chetw@jsav.com>.

Direct any additional questions to:

Toni Nix, Coordinator for Charleston Vendor Chat Sessions
Phone: 843-835-8604 Fax: 843-835-5892
<justwrite@lowcountry.com>

**THE ABOVE TECHNICAL SET-UP INFORMATION
IS VERY IMPORTANT, AND SHOULD BE
ROUTED TO YOUR TECHNICAL CONTACT
PERSON IMMEDIATELY!**

