



Dear Valued ALA Sponsors and Exhibitors,

Thank you for your participation and dedication to ALA's 2018 Annual Conference and Expo in National Harbor, Maryland this May 3-6. We are looking forward to an exciting and educational event at the Gaylord National Resort & Convention Center!

The exhibitor kit is designed to make the pre-show process as easy as possible for each exhibitor. The kit highlights the conference schedule, exhibitor regulations and guidelines, products and services provided by GES, the official show contractor, and marketing opportunities available to maximize your presence at the conference. Please be sure to thoroughly read through the kit to understand regulations, shipping information, and insurance requirements. Should you have any questions, please contact Brittany Parrotte at [bparrotte@alanet.org](mailto:bparrotte@alanet.org).

GES will be available onsite for questions or concerns during all exhibit hall hours.

**Exhibitor Set-Up and Registration Hours:**

Wednesday, May 2 | Noon–5 p.m.

Thursday, May 3 | 7 a.m.–2 p.m.

**Exhibitor Break-Down Hours:**

Saturday, May 5 | 1:15–5 p.m.

For more business partner and Annual Conference information, please visit [alabp.org](http://alabp.org).

For general ALA or Annual Conference information, please visit [alanet.org](http://alanet.org).

We look forward to hosting you at the National Harbor!

Sincerely,

ALA Business Development & Event Team  
Sean, Justin, Brittany, Jeremy, Robert