



31st Annual ALAO Conference
Setting the Stage
New Roles in the Library

March 21, 2005

Vendor Letter
Open Invitation to Participate
31st Annual ALAO Conference

To Whom it May Concern:

The Academic Library Association of Ohio (ALAO) will hold its annual conference on November 4, 2005 at The Fawcett Center, The Ohio State University, in Columbus, OH. Our keynote speaker will be Joe Raiola. Mr. Raiola is an experienced speaker and senior editor at Mad Magazine. A favorite among state and national library associations, Mr. Raiola will speak to our conference theme "Setting the Stage, New Roles in the Library."

As vendor relations coordinator, I am inviting you to take this opportunity to inform librarians, library management, and information industry staff about your company and its valuable products and services. It is anticipated this event will reach 300 library professionals. All vendors will be located in the Clinton Room at the Fawcett Center (see enclosed floor plan). We anticipate this area will be a high traffic area due to it's vicinity to our Interest Group Tables and Delaware and Exhibit Rooms which will be utilized throughout the day.

We encourage you to bring products to display and sell. Past conference attendees have requested vendors who offer items for immediate institution and personal purchases. In addition to displaying your products and services, we are offering opportunities to sponsor one or more conference events. Your company's name would appear in the published program, noted at annual business meeting, and be posted on the conference web site @ <http://www.alaoweb.org/05conf/>.

Enclosed, you will find a registration form and floor plan of the Fawcett Center. Vendor spaces are limited, and will be filled on a first come basis. Registration will be confirmed as checks are received. A response from you by August 31, 2005 is respectfully requested.

Please feel free to contact me should you have any questions regarding this process.

Sincerely,

Betsy Blankenship

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