



Montréal, Qc, July 22-27, 2012
Le Centre Mont-Royal

Welcome Kit

Montréal, July 22, 2012

Dear Exhibitor,

On behalf of the Organizing Committee, we are pleased to welcome you to the IAML/AIBM 2012 Conference in Montréal.

Please find below some useful information.

Exhibition Management

Amber Lannon and Joseph Hafner are the official Exhibition Managers of the IAML/AIBM 2012 Conference. Both Amber and Joseph are eager to make the exhibition as successful as possible for all exhibitors; therefore, if you have questions please ask us.

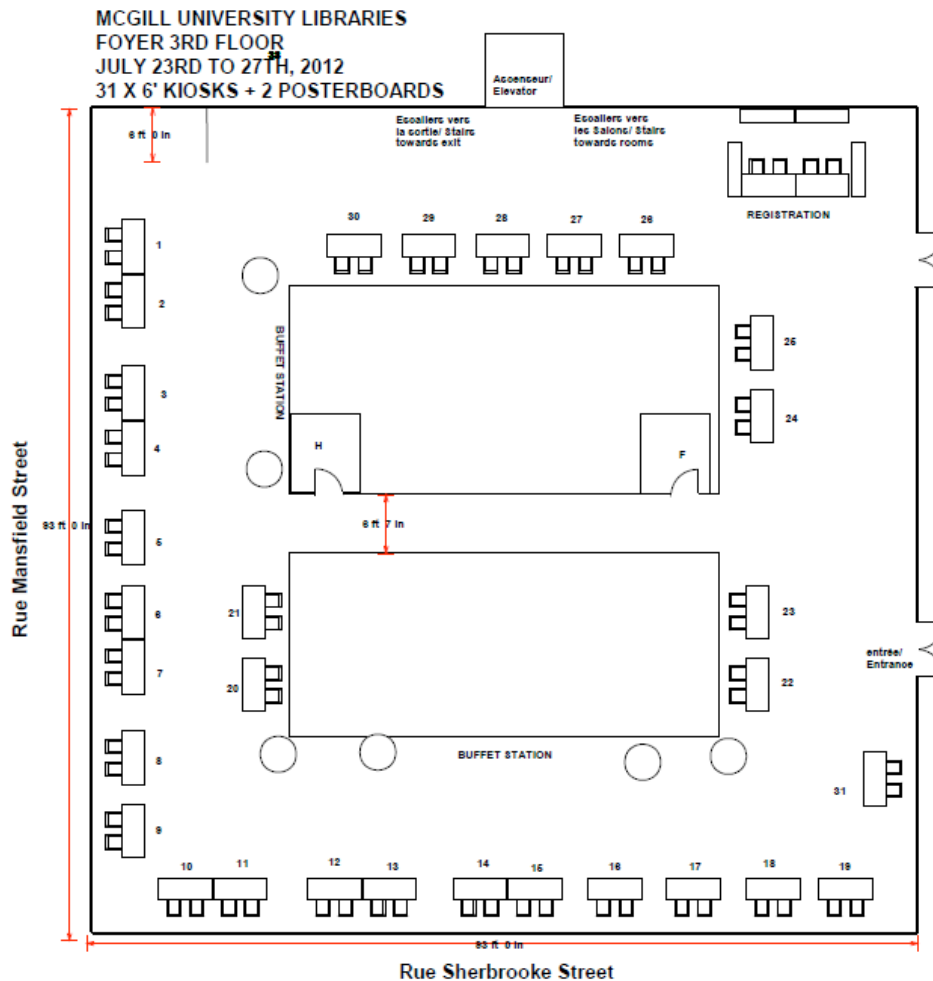
Contact:

Joseph Hafner and Amber Lannon
IAML/AIBM 2012 Conference Exhibitor & Sponsorship Coordinators

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Exhibition Floor Plan*



Exhibitors tables list

#	Exhibitors	#	Exhibitors
1-2	Gala Records	20	Index to Printed Music
3-4	A-R Editions	21	Library Ideas
5	ArkivMusic	22	medici.tv
6-7	Ashgate Publishing	23	Singers Babel
8	Gale	24	RIPM
9	RISM	25	RILM
10-11	Harrassowitz	26	Alexander Street Press
12-13	Proquest	27	IAML 2013
14-15	Theodore Front Musical Literature	28	OCCL Canada
16	Canadian Music Centre	29	Academic Rights Press
17	DRAM/New World Records	30	Ristech
18	EBSCO	31	The Packard
19	GClleft Publishing		Humanities Institute: CPE Bach: The Complete Works

* Subject to change

Exhibition Timetable At-A-Glance

ACTION	DATE	TIME
Set-Up & Move-In	Monday, July 23, 2012	08:00 – 10:00
Exhibition Hours of Operation	Monday, July 23, 2012	10:30 – 16:30
	Tuesday, July 24, 2012	09:00 – 16:30
	Wednesday, July 25, 2012	09:00 – 12:30
	Thursday, July 26, 2012	09:00 – 16:30
Dismantling & Move Out	Thursday, July 26, 2012	16:30 – 17:30

Exhibitors are expected to be present at their booth 15 minutes before the official hours of operation. Any maintenance work to the stand carried out by the exhibitors and/or their contractors must be completed before the opening of the exhibition area.

If a problem occurs onsite and special maintenance time is necessary, please contact Exhibition Management right away, so that special arrangements can be made. Additional fees for labour and/or security may apply.

All exhibitor materials should be removed from the facility by Thursday July 26th at 17:30. If you need additional time or have any questions about removing your materials, please check with Joseph or Amber: joseph.hafner@mcgill.ca or amber.lannon@mcgill.ca. Additional fees for rental, labour and/or security may apply.

Tabletop Description/ Technical Information

Included with tabletop

- 1 skirted table
- 2 chairs

Benefits to All Exhibiting Companies:

- 2 Coffee breaks daily from Monday, July 23 to Thursday, July 26 (except on Wednesday, July 25: only 1 coffee break in the morning)
- 2 complimentary registrations to the conference
- 1 printed copy of final participants list to be provided on-site

Important Information:

- Electrical outlet: the exhibit package does **NOT** include any electrical outlet. If you wish to have electricity in your booth, please refer to Le Centre Mont-Royal.
- Internet: Wireless access is available free of charge throughout the premises.

Network name: CMR
Username: iaml
Password: 2012

Exhibitors Program At-A-Glance

All coffee breaks and poster sessions will take place in the exhibit area daily.

Monday, 23 July

10:30 Exhibits open – Tea & Coffee break

12.30–14.00 Lunch

15.30–16.00 Tea & coffee

Tuesday, 24 July

9:00 Exhibits Open

10:30 Tea & Coffee break

10:30–12:00 Poster Session 1

12.30–14.00 Lunch

15.30–16.00 Tea & coffee

Wednesday, 25 July

9:00 Exhibits Open

10:30 Tea & Coffee break

12.30–14.00 Lunch

Thursday, 26 July

9:00 Exhibits Open

10:30 Tea & Coffee break

10:30–12:00 Poster Session 2

12.30–14.00 Lunch

15.30–16.00 Tea & coffee

16:30 Exhibits End

Official Exhibition Contractors – Services

Official suppliers appointed by the IAML/AIBM 2012 Conference will invoice the customers directly.

OFFICIAL SUPPLIER	SERVICES
Le Centre Mont-Royal	<ul style="list-style-type: none">- Exhibit rental- Furniture rental- Catering- Telecommunication- Electrical needs
Mendelssohn Event Logistics	<ul style="list-style-type: none">- Custom broker- Official transportation provider
CCR	<ul style="list-style-type: none">- Audiovisual equipment

Official Exhibition Contractors – Contact Information

Centre Mont-Royal

Marie-Chantal

Coordinatrice des événements

Events coordinator

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MENDELSSOHN EVENT LOGISTICS

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fax all appropriate customs documents to their office @ 514-849-3446.