Exhibitor Kit

SLA 115th Annual Conference & Expo - July 13 - 16, 2024
University of Rhode Island, Kingston, RI

EXHIBITOR HOURS

EXHIBIT HALL HOURS

Sunday, July 14 – 8:00 am to 5:00 pm
Monday, July 15 – 8:00 am to 5:00 pm
Tuesday, July 16 – 8:00 am to 1:00 pm

On the days the Exhibit Hall is open, exhibitors are allowed access into the hall 1 hour prior to hall opening. Exhibit personnel may remain in the Exhibit Hall up to 1 hour after the hall closes unless prior authorization is received from the SLA.

EXHIBITOR SETUP + TEAR-DOWN

MOVE IN / SET UP:
Saturday, July 13, 12:00 pm to 4:00 pm

MOVE OUT:
Tuesday, July 16, 1:00 pm to 5:00 pm
*May be subject to change.

SPECIAL EVENTS

Welcome Reception
Saturday, July 13th,
5pm - 9pm

SLA Dance Party
Monday, July 15th

- All breakfasts and lunches are served in the Expo Hall each day.

- Don’t miss the Premier SLA Event of the Year! Great Networking at the SLA 115th Anniversary Dance Party. Food, drinks and DJ.

- Share photos on Social Media #SLA2024

CONTACTS

Exhibitor Services
Karen Lam
Meeting Manager
klam@sla.org

Industry Relations
Kristen Totaro
973-647-7954
ktotaro@sla.org

Registration
Kara Rudowsky
krudowsky@sla.org
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Please take the time to review all Exhibitors’ Policies and Guidelines to help ensure a successful Exhibiting Experience at the SLA 2024 Annual Conference & Expo.

EXHIBITOR TABLE TOP BOOTH

All exhibit Table Top booths are provided a space of 8’ x 8’ with:

- 6’ Draped Table x 1
- Chairs x 2
- Complimentary Wifi Access
- Electricity is included at shared outlets.
- Exhibitors supply their own Extension cords & power strips.
- No Carpeting

On-site Drop & Pick Up Location

120 Flagg Road, Kingston, RI.
The loading dock on the lower level behind the building with a driveway off Flagg Road.

Exhibitors drop off there and leave on the loading dock, go park their cars, and come back and retrieve their items to take up to the second floor.

Parking on Flagg Road (which should be pretty available on the Saturday setup day), park on the road and bring your items into the main first floor entrance right into the exhibit hall area.

Cars cannot park at the loading dock, quickly unload and move to an approved parking spot either along Flagg Road or in Lots 20, 6 or 7 (see map attached)
# Exhibitor Kit

SLA 2024 Annual Conference & Expo Floorplan - Upstairs

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<thead>
<tr>
<th>Company</th>
<th>Booth #</th>
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<tbody>
<tr>
<td>Taylor &amp; Francis</td>
<td>1</td>
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<tr>
<td>Springer Nature</td>
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<td>CCC (Copyright Clearance Center)</td>
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<td>American Psychological Association</td>
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<td>Bentham Science Publishers</td>
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<td>AIP Publishing</td>
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<td>Scix/Smithsonian</td>
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<td>IET</td>
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<td>IOP Publishing</td>
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<td>LibLime</td>
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<tr>
<td>ASME (American Society of Mechanical Engineers)</td>
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<td>S&amp;P Global Market Intelligence</td>
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<td>OCLC</td>
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<td>TDNet Inc</td>
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<td>Jack Farrell &amp; Associates</td>
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<td>Mobile Beacon</td>
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<td>Clarivate</td>
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<td>McGraw Hill</td>
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<td>American Mathematical Society</td>
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<td>Lucidee 25</td>
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<td>ByWater Solutions</td>
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<td>Open Athens/Disc services Limited</td>
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HOT NEWS

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EXHIBITOR SHIPPING:

SHIPPING TO THE EVENT:
Materials Receiving/Storage no delivery before July 8th.

- All Exhibit items are shipped at the Exhibitor’s own expense.
- **July 8, 2024** - University of Rhode Island will start receiving and storing Exhibitors Materials at no cost. Boxes delivered to URI earlier will incur storage fees at the exhibitor’s expense.
- **July 13, 2024** - Stored boxes will be moved from storage to the Exhibitors’ designated tables for setup.

To help ensure successful delivery of your boxes to the event, and ultimately to the proper tables:

**All boxes MUST BE LABELED as following:**

**University of Rhode Island**
Dining Services Distribution Warehouse

`c/o Conference Services - for SLA 2024 EXH# [Your Table Number HERE]`

10 Tootell Road, Kingston, RI 02881
Box# ___ of ___ [Add the box number and total number of boxes sharing the Tracking Number]

Name and phone number of a contact person at destination (if required by your courier): Carrie Brown, 401-874-2170

Provide URI organizers with your shipments’ tracking information by inserting them at:
https://docs.google.com/spreadsheets/d/1auLDob_PO9oE41lJOSmLqUGGWLANmkrsIB145wY2j1Q/edit?usp=sharing
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EXHIBITOR SHIPPING:

Shipping From the Event

- Exhibitors will arrange for pick up by their preferred courier at the end of the event and assume the cost of the delivery.
- Pick up Window is:
- Tuesday, July 16, 1:00 pm to 5:00 pm
- Pick up Address/Instructions to provide to your courier is:

CBLS (Center for Biotechnology & Life Sciences), 120 Flagg Road, Kingston, RI 02881

*Individuals shipping materials out of URI post-Tear Down are asked to accompany their items until their couriers arrive. URI and SLA are not responsible for the items’ safety and/or pickup confirmations.*

Mail-out locations: On Campus: United States Postal Service, 101 Briar Lane, Kingston, RI 02881 (hours: 9am-5pm M-F)

**FED Ex One-time freight pickup**
Shipping something that’s over 150 lbs.? Schedule a less-than-truckload (LTL) freight pickup up to 10 business days in advance. You can ship within the U.S., Canada, and Mexico.
Use FedEx Express® Freight pickup for 1-, 2-, or 3-day domestic shipments, and 1–5-day international delivery. You don’t need a FedEx account to schedule a freight pickup.
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**UPS - SCHEDULE A ONE-TIME FREIGHT PICKUP**

You can have your shipment picked up from your home or office by scheduling your pickup online at the link below or by calling 1-800-PICK-UPS® (1-800-742-5877).

UPS will pick up all packages with a single pickup request; you’ll not be charged additional pickup fees per package.