



Charleston Conference™

ISSUES IN BOOK AND SERIAL ACQUISITION

The Charleston Library Conference will be a Hybrid event in 2023. The In-person event will take place November 6-10 with the Virtual event to follow two weeks later (Nov. 27-Dec. 1). There will be opportunities to attend, present, and exhibit in person in beautiful, historic downtown Charleston. The Vendor Showcase will be held in the Charleston Gaillard Center and we will be using Whova for our event platform. In addition to the in-person booth, vendors will also have a digital booth to display basic information about your organization, provide contact details for your staff members, upload brochures, photos and videos. Digital booths are not “live” but will provide a place where attendees can access your basic information and connect with your staff via messaging and/or chats to setup conversations and meetings. We will continue to offer Vendor Information Sessions — these are scheduled events (included on the agenda) in which exhibitors can engage with our attendees. Conference details will be updated regularly on the [Charleston Conference Website](#).

2023 CHARLESTON VENDOR SHOWCASE PARTICIPATING EXHIBITOR INFORMATION

Thank you for agreeing to participate in the 2023 Charleston Vendor Showcase! We have received and processed your payment as required for participation in this event. In this document you will find the basic showcase information including the event date, location, set-up and breakdown times, the features included with your in-person booth space and details regarding your digital booth on Whova. We have also included contact information for a rental company serving the Charleston area, and the general instructions for Inbound & Outbound Shipping of your materials To & From the Vendor Showcase. Please read this document carefully as it contains the specifics that you will need as a Vendor Showcase Participant.

SHOW DATE, TIME AND LOCATION

The Vendor Showcase will be held Tuesday, November 7, 2023, from 10:00 a.m. to 5:30 p.m., in the Grand Ballroom and adjacent Prefunction Areas at the [Gaillard Center](#), 95 Calhoun Street, Charleston, SC 29401.

IN-PERSON VENDOR SET-UP AND BREAKDOWN TIMES

Vendors may setup their in-person booths between 4:00 p.m. and 6:00 p.m. on Monday, November 6, 2023 and again from 8:00 a.m. until 10:00 a.m. on Tuesday, November 7, 2023. Set-up assistance will be available.

Vendors must breakdown their exhibits by 5:40 p.m. on Tuesday, November 7th. For added convenience a FedEx pickup will be scheduled for 5:45 p.m. on Tuesday for participating Vendors who need to return exhibit materials.

IN-PERSON BOOTH FEATURES

Exhibit Spaces will include one 6' x 2.5' table covered with basic drapery, and two chairs. Electricity will be provided with one Power Strip placed at every other table. If you feel you will need additional plugs or extension cords please bring them with you. The Grand Ballroom and Prefunction areas at the Gaillard Center are fully carpeted so it is not necessary to bring floor coverings.

We will continue to allow Pop-up Signs in all Exhibit Spaces. We do ask that you respect your neighboring Vendors by keeping your Pop-up Signs within your exhibit space and placing them in a manner that will not block any aisle or the view to other Vendors. One Pop-up Sign per space is preferred — combined signage can not exceed 5 ft. in width and 8 ft. in height. Cloth signs or banners can be draped over or along the front of your table. Vendors will NOT be allowed to hang anything on the walls at the Gaillard.

IN-PERSON BOOTH FEATURES continued

Internet connection is included via WI-FI access. On-site assistance will be available to help with minor technical issues on Tuesday morning. Please be sure you are equipped for WI-FI access. If you have technical questions or concerns prior to the event you may contact Toni Nix at <justwrite@lowcountry.com> and she will direct your questions to the appropriate person at the Gaillard Center.

Refreshments will be available in the grand ballroom at the main buffet and other locations throughout the day. Thanks to the generous support of a Conference Sponsor there will be a Bloody Mary/Mimosa Bar Opener at the Vendor Showcase again this year.

DIGITAL BOOTH FEATURES ON WHOVA

A Vendor Showcase registration also includes a customizable digital booth on Whova. Vendors will be able to include their company name, logo, description, staff members, photos, PDF files, and videos. There is also a Promotional Offer section where vendors can promote raffles, giveaways, and coupons from their digital booth. Attendees can easily connect with vendors via messaging and/or chats from within Whova.

We will enable Whova's Passport Contest feature so vendors can scan attendee QR codes for lead retrieval while attendees are collecting stamps to earn a prize. Vendors will be able to view and export the collected leads from within the Whova mobile app.

We will provide Vendors with a personal link to access an online form. The personal link will be sent via email to the main contact listed on your Vendor Showcase registration. When opened, Vendors will see our event at the top of the page and their company name beneath it. No sign-in is necessary; the link will allow you to set up your digital booth. Please watch this [WHOVA Video](#) to learn how to build your digital booth! Detailed instructions for building and navigating within your digital booth can be found here <https://whova.com/pages/whova-app-exhibitor-guide/>.

Usage analytics will be available to vendors through their exhibitor hub. Whova safeguards customer data security and privacy with SOC 2® Type 2 Compliance.

We will provide an opportunity to engage with our Virtual Attendees (see p.3), as well as opportunities to have scheduled events such as Vendor Info Sessions and Sponsored Presentation sessions. Visit <https://www.charleston-hub.com/wp-content/uploads/2023/05/2023-Sponsorship-Brochure.pdf> for additional information about these sessions and other conference sponsorship opportunities.

ATTENDING THE CHARLESTON CONFERENCE

Please note that participation in the Vendor Showcase DOES NOT register anyone for attendance to the [43rd Annual Charleston Conference](#) themed "Let the Good Times Roll!" Vendor Showcase representatives can register to attend the 2-1/2 day conference which features an exciting list of speakers and is packed with meetings among publishers, vendors, and librarians for an additional fee — \$495 per person for those who register by 9/22/23. Any staff members who need access to Whova will need to be registered for the conference. Online Registration for attendees is open at <https://charlestonconference.regfox.com/2023-charleston-conference>. Visit the website for full details on [Registration Rates and Deadline Dates](#).

Group rates for Conference attendance are also available, visit <https://www.charleston-hub.com/the-charleston-conference/welcome/registration-rates/> for all the details.

In-person Conference Badges can be picked up at the Registration Desk which will be located in the lobby of the [Francis Marion Hotel](#). Open hours for the Registration Desk will be made available closer to the event date.

VENDOR BADGES FOR REPRESENTATIVES WHO ARE IN-PERSON BOOTH STAFF ONLY

A one-day Tuesday-Only registration will also be available (at no add'l charge) for representatives who are BOOTH STAFF ONLY at the IN-PERSON event (these are people who will not be attending the full conference or any of the pre-conferences). Representatives MUST register by September 22, 2023 to receive a Tuesday-Only Vendor Badge at no charge. These badges will not be offered after 9/22/23. We also ask that Vendors please limit their registrations for the no charge, Tuesday-Only Vendor Badges to no more than TWO per booth. Vendor Badges are only honored at the Vendor Showcase on Tuesday and will NOT gain any representative access to any other in-person conference events (including the conference reception).

Visit <https://charlestonconference.regfox.com/2023-charleston-conference> and select the "Tuesday Only Vendor Showcase Representative" option. Vendor Badges can be picked up at the Registration Desk which will be located in the lobby of the [Francis Marion Hotel](#). Open hours for the Registration Desk will be made available closer to the event date.

ADDITIONAL OPTIONS AVAILABLE TO VENDOR SHOWCASE PARTICIPANTS

VIRTUAL VENDOR ENGAGEMENT OPPORTUNITY

To help promote engagement with our Virtual Attendees — We will provide physical mailing addresses to Vendors at no add'l charge, so any organization that wants to participate, can mail swag items to Virtual Attendees who opt in to receive them. Vendors would handle shipping the items and it would have to be actual swag not just a brochure/postcard, etc. If you want to participate in this opportunity please email Caroline Goldsmith at <caroline@charlestonlibraryconference.com> to provide details about the swag item you'll be mailing and to be included on our list of Vendors who will receive the Virtual Attendee mailing addresses (we anticipate this list to be available in late November). Deadline to participate is 9/22/23.

CONFERENCE ATTENDEE MAILING LIST AVAILABLE FOR PURCHASE

The Charleston Conference Attendee list will be available for purchase by participating Vendors. Pricing details, one-time terms of use, and dates for availability can be viewed on the conference website. Visit <https://charlestonlibraryconference.com/conference-mailing-list/>. If you'd like to purchase the list please contact Caroline Goldsmith at <caroline@charlestonlibraryconference.com> who will provide you with an invoice and details for payment.

TABLETOP BROCHURE DISPLAY SPACE AVAILABLE FOR PURCHASE

The Conference Literature Tables will be set up in the Francis Marion Hotel and the Gaillard Center from Wednesday through Friday. These are unmanned, display-only tables which will be set up after the close of the Vendor Showcase. Conference staff members will check throughout the week to replenish materials and keep the tables tidy. We will ask for approximately 200 brochures to display during the conference. Shipping details for your materials will be sent closer to the event for those who purchase these spaces. The cost is \$350 for an 8 1/2" x 11" x 6" space. Please contact Caroline Goldsmith at <caroline@charlestonlibraryconference.com> to purchase a space on the Conference Literature Tables.

VENDOR PRODUCT AVAILABILITY DATABASE! LIST YOUR PRODUCTS TODAY!

The Charleston Conference provides specific and timely information to a core audience, along with the ability to interact with others in our industry. Our community is vibrant and unique. The Vendor Showcase has always been an integral part of the Conference because it provides the opportunity to showcase your latest products and services to a target audience of global library buyers and thought leaders. The [Vendor Product Availability Database](#) serves as a "year round" Vendor Showcase to connect you to the Charleston community, not limited by physical space. The Charleston Hub Vendor Product Availability Database features the content, tools, and services that industry professionals demand and can't find anywhere else all in one place. 2023 Vendor Showcase participants will receive THEIR FIRST PRODUCT LISTING FREE! Complete your listing by clicking [HERE](#) or email <caroline@charlestonlibraryconference.com> for more information about rates for product listings.

EXHIBITOR NETWORKING EVENT

Monday, November 6, Drop In 6:00 - 7:30 pm

New for 2023! A "Vendor Meet-up" location (local bar or restaurant) where exhibitors can get together to network or just to say "Hi" and visit with each other after the setup hours on Monday afternoon. [Let us know if you're interested in attending!](#)

EQUIPMENT RENTAL COMPANY SERVING THE CHARLESTON AREA

eLifespaces, 1808 Meeting Street, Charleston, SC 29405

Contact: John Williams · 843-696-5417 · <jwilliams@eLifespaces.com>

INSTRUCTIONS FOR INBOUND SHIPPING OF YOUR MATERIALS TO THE SHOWCASE

Once again we have worked out an arrangement with the Gaillard Center to accept your Inbound packages. It is extremely important that you address your packages exactly as instructed below and ship them in a manner that guarantees their arrival during the shipping window specified. **ALL packages MUST arrive between Monday, October 30, 2023 and Friday, November 3, 2023.**

On Monday, November 6th our staff will distribute the packages to the individual booth locations. To help with our distribution process, please number all your boxes (i.e., Box 1 of 3, 2 of 3, 3 of 3, etc.) and write your Booth/Table number in BIG PRINT on every box you ship.

Please address your INBOUND Packages as follows:

ATTN: CHARLESTON VENDOR SHOWCASE

"Your Company Name — Your Booth/Table #000"

c/o Charleston Gaillard Center

95 Calhoun Street

Charleston, SC 29401

INSTRUCTIONS FOR OUTBOUND SHIPPING OF YOUR MATERIALS FROM THE SHOWCASE

As in prior years, we will schedule a FedEx pickup, which can be used to return materials. FedEx has agreed to send both "Express Service" trucks and "Ground Service" trucks to help accommodate our Vendors.

NEW in 2023 — FedEx representatives have ask that ALL outbound packages have SCANNABLE labels on them this year. For your convenience, we highly encourage Vendors to bring your company's pre-printed FedEx shipping labels with you when you come to Charleston to use on your return packages.

We will have a Shipping Kiosk with iPads and a printer so that Vendors can print a Scannable Return Shipping label on site — **HOWEVER**, Vendors will need to bring **NOT ONLY** their company's FedEx Account number **BUT ALSO** your company's Username and Password in order to access your FedEx account within the FedEx website.

All return shipments should be ready by 5:40 p.m. on Tuesday for the FedEx drivers to load on their trucks. You cannot leave ANY packages at the Gaillard Center that FedEx will not be able to load on their trucks (i.e., packages with no label or UPS labels **CAN NOT** be left behind).

We will have recycling bins available for any paper trash you'd like to recycle when the event is over.

THIS IS VERY IMPORTANT — if you are **NOT** using FedEx to return your materials, you must make your own arrangements for return shipping and **you MUST take your packages with you when you leave the Gaillard Center**. Any packages remaining at the Gaillard after the Vendor Showcase area is cleared **will be thrown away**. There is no place at the Gaillard Center for left behind packages to be stored.

DIRECT ANY ADDITIONAL VENDOR SHOWCASE QUESTIONS TO:

Toni Nix, Charleston Vendor Showcase Coordinator

Phone: 843-835-8604 · Email: <justwrite@lowcountry.com>

WE'RE LOOKING FORWARD TO ANOTHER SUCCESSFUL VENDOR SHOWCASE IN THE GAILLARD CENTER AND WE'RE EXCITED ABOUT SEEING ALL OF YOU HERE IN CHARLESTON IN NOVEMBER!

CHARLESTON VENDOR SHOWCASE EXHIBITOR CHECKLIST

- Read information contained in Exhibitor Info PDF file.
- Visit <https://www.charleston-hub.com/wp-content/uploads/2023/05/2023-Sponsorship-Brochure.pdf> for additional information about 20-minute Vendor Info sessions, 60-minute Vendor Focus Groups, Sponsored Lunch sessions, and other sponsorship opportunities.
- Complete the [Networking Form](#) to let us know if you plan to participate in our Exhibitor Networking Event on Monday, November 6th.
- Watch the [Whova Video](#) for instructions on how to build your digital booth and to learn more about the features available to Vendors through the Whova mobile app.
- Register company representatives for Conference and/or Vendor Badges no later than September 22, 2023.
- Purchase Attendee Mailing List from Caroline (if applicable).
- Purchase space on Conference Literature Table from Caroline (if applicable).
- Complete your listing for our Vendor Product Availability Database or contact Caroline if you need more information (if applicable).
- Read all Shipping Instructions carefully — for Inbound and Outbound shipping.
- Ship Inbound Materials for the Showcase to arrive between Oct. 30 and Nov. 3, 2023.
- Prepare Outbound Shipping Documents and Labels to send with your representatives coming to Charleston or make sure they have the FedEx Account Number, Username and Password details they will need to create Shipping Labels on site at our Shipping Kiosk.
- Set-up Times for In-Person Booth Space — 4 to 6 pm on Monday, Nov. 6th and/or 8 to 10:00 am on Tuesday, Nov. 7th.
- In-Person Vendor Showcase Open Hours — 10:00 am to 5:30 pm on Tuesday, Nov. 7th at the Gaillard Center.
- Breakdown Time for In-Person Booth Space — 5:30 to 5:40 pm on Tuesday, Nov. 7th.
- Box and Label Return Shipping Items and place in the appropriate FedEx Ground or FedEx Express area (located in the Grand Ballroom).
- Place any unwanted paper trash in recycling bins (also located in the Grand Ballroom).
- Box and remove any remaining Vendor materials from the Gaillard Center (this applies to any Vendor's materials which are not shipping out with FedEx).
- Enjoy your days at the Charleston Conference and the beautiful city of Charleston, SC.