



# World Library and Information Congress 70th IFLA General Conference and Council Buenos Aires, August 22 to 27, 2004

Dear Exhibitor:

We are grateful for your participation as Exhibitor in the World Library and Information Congress. 70<sup>th</sup> IFLA General Conference and Council which will be held from August 22 to 27 in Buenos Aires, Argentina.

The Exhibition will take place from August 23 to 26 in Atlantico and Pacifico Halls, at Hilton Hotel, venue of the Conference.

Sincerely yours,

Marta Díaz  
Director  
Professional Conference Organiser  
IFLA 2004-Buenos Aires



# World Library and Information Congress 70th IFLA General Conference and Council Buenos Aires, August 22 to 27, 2004 General Information

## **Advertising**

We want to offer the possibility of hiring spaces for promotion in different Conference publications:

- Final Programme
- List of Participants
- Exhibition Catalogue

In Order Form 8 you will find information about costs and sizes of ads in the publications mentioned above.

Such material will be distributed among all delegates and visitors attending the Exhibition.

## **Badges and Registration**

Two (2) Free Exhibitor badges with the first 9 sq. m hired are included. For every additional 10 sq. m an additional badge shall be provided.

Badges for exhibitors and stand personnel will display the name of the wearer and company name, plus the word "Exhibitor". The badge must be worn at all times.

The badge will entitle the wearer to:

- Enter Exhibition Hall during Build-up, the open days of the Exhibition and during breakdown
- Access to all IFLA Conference sessions (except those designated as Closed Meetings)
- Entry to the Conference Opening Session on Monday August 23, 9.00 at the Colon Theatre
- Entry to the Exhibition Opening Party on Monday, August 23, 16.00
- Invitation to the Cultural Evening on Wednesday, August 25
- Entry to the Conference Closing Session on Friday 27, at the Hilton Hotel
- Airport / hotel transfer (only on Saturday, August 21 and Sunday August 22)
- Free subway (underground) pass from Sunday, August 22 to Friday, August 27
- Conference literature including full programme and participants' list

**Exhibitors wishing to participate in the Conference Opening Party to be held on Tuesday 24 will pay USD 30 each.**

Besides the badges corresponding to the hired surface, the Exhibitor will be able to purchase additional ones.

Additional Exhibitor badges will be charged at USD 150 per person before May 15, 2004 and USD 200 per person until the Registration Closed Period, August 6 - 20, 2004. Thereafter Exhibitor registration will take place on site and will cost USD 250 per person. No refunds will be made, but name changes are permissible prior to August 6. The invitation for the Opening Party is included in the cost of additional badges.

No badges will be mailed out. Registration Desks will be open on Saturday August 21.



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**Registration:** Please use Order Form 1 to register your free entitlement of Exhibitor representatives. To register additional representatives at the costs set out above please use Order Form 2.

## **Build-Up Schedule**

Space Only Exhibitors and their contractors will be allowed into the Hall from Sunday, August 22, 08.00 until Monday August 23, 13.00. (Night working will be allowed)

Shell Scheme Exhibitors and their contractors will be allowed into the Hall from Sunday, August 22, 17.00.

Please note that access to the Exhibition Hall will only be granted to those Exhibitors whose accounts have been settled in full.

**Completion of stand building:** All stand construction must be completed by 13.00 on Monday, August 23 to allow the Hall cleaned.

**Work Passes:** Everyone requiring access to Atlántico and Pacífico Halls during build-up must be wearing IFLA 2004 Work Passes. Entry will be refused without them. Please use Order Form 11.

## **Breakdown Schedule**

Breakdown starts after the Exhibition closes at 16.00 on Thursday, August 26. The breakdown of stands and the removal of all exhibits must be completed by Thursday, August 26, 23.00.

Please note: Exhibits must not be removed from stands before the close of the Exhibition at 16.00 on Thursday, August 26.

## **Catering**

Hilton Hotel has the sole right to provide food and drink – alcohol or otherwise – for consumption on stands and in Exhibit area. No company or individual may bring any food or drink into the Exhibition for distribution. Enquiries for catering facilities should be made to:

Mrs. Mariana Queirolo, Tel.: 00-54-11 4891-0120, Fax: 00-54-11 4891-0189, E-Mail: [mariana\\_queirolo@hilton.com](mailto:mariana_queirolo@hilton.com)

## **Customer Registrations**

Your customers can visit your stand free of charge during the open days of the Exhibition. They will be able to register onsite in the venue Registration Desks from Monday, August 23.

## **Delegate Inserts**

Exhibitors have the opportunity to have material placed in the delegate bags. Please note that 3,000 copies of each kind of insert will be required. Full details of costs and delivery instructions can be found in Order Form 3.

## **Electrical Supplies**

The electricity used is 220 v (volts) and 50Hz (Hertz).

Shell Scheme Exhibitors will be fitted with two 100 watts spotlights for every 6 square meters and a 500 watt multiple socket outlet. The connection of the electrical supply line and the use of power (limited to the above mentioned spotlights and socket) are included in the space rental fee.



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## **Exhibition Guide**

Each Exhibitor is entitled to a free Exhibition Guide entry – not exceeding 50 words – comprising a description of exhibits plus contact details. Company logos will also be included. Only electronic submissions of your entry and logo will be accepted. Please see Order Form 4 for further information

**Sponsors' entries will be printed bold on a contrasting color panel.**

In addition to the alphabetical listing there will be a Product Category Listing section in the Guide to help Delegates and Visitors find the products they are seeking. Please see Order Form 5 for the categories.

Finally, there will be two pages for Exhibitors' news stories. If you would like to take advantage of this opportunity please send Press Releases to Mrs. Paz Carpani. See Order Form 4.

The Exhibition Guide will be inserted in delegate bags. It will also be published in the Conference official Website. Additional copies will be available for Exhibition visitors.

## **Exhibition Opening Hours**

The Exhibition will be open to delegates and visitors at the following times:

Monday	August 23	16.00 - 18.00
Tuesday	August 24	09.00 - 18.00
Wednesday	August 25	09.00 - 18.00
Thursday	August 26	09.00 - 16.00

## **Exhibition Opening Party**

The Exhibition Opening Party will take place in Atlantico and Pacifico Halls from 16.00 to 18.00 on Monday, August 23. All delegates and Monday Exhibition visitors are invited to the party. The Party represents two hours of No Conflict Exhibition viewing time for Conference Participants.

## **Exhibitor Lounge**

There will be a private lounge for the exclusive use of Exhibitors. It will be located in Atlantico Hall.

## **First Aid**

Hilton Hotel counts on a first aid service in charge of qualified personnel.

## **Floor Loading**

The floor supports 2000 Kg. weight in the union of four panels and 400 Kg in the center of each panel.

## **Furniture Hire**

Exhibitors wishing to hire furniture should order from Anselmi Industria Publicitaria. Orders should ideally be placed by August 1. A Service Desk with limited stocks will operate during build-up for last minute requirements.



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Special display accessories for Shell Scheme stands can also be ordered from Anselmi Industria Publicitaria. We enclose a list of elements and prices.

Anselmi Industria Publicitaria

Contact: Arq. Paola Anselmi and Mr. José Frenkel

Telefax: 00-54-11-4855-4683

E-Mail: [ventas@anselmi.com](mailto:ventas@anselmi.com)

Web Site: [www.anselmi.com](http://www.anselmi.com)

## Height Restrictions

To comply with Building Regulations, maximum construction heights authorized per stand are: in Pacifico Hall: 4, 50 meters and in Atlantico Hall: 3,50 meters. No double decked stands will be allowed.

## Hotel Accomodation

A wide range of hotels have been reserved and can be ordered through the Secretariat Office. The accommodation is all within a two-mile (3 km) radius from the Hilton Hotel Convention Centre.

We recommend Murano Hotel to those Exhibitors and representatives who prefer to lodge at the same place. It is a four stars, very well located hotel, at about one mile (1,6 km) from Hilton Convention Centre.

The Organiser will provide a free of charge shuttle bus to and from Hilton Hotel, according to an announced timetable, if a sufficient number of Exhibitors are staying at the Murano Hotel.

You will find the Hotel Reservation Booking Form in the official Website of the Conference: [www.ifla.org](http://www.ifla.org). Reservations can be faxed to: 00-54-11-4375-0268 or sent by post mail.

## Hyper Links

All Exhibitors may have a hyperlink set up from the IFLA Website to their own company Website. Please use Order Form 6.

## Insurance

Whilst The Organiser takes precautions to protect your property during the event, The Organiser is not responsible for any loss or damage and recommends that Exhibitors use the insurance cover offered by Mr. Santiago García Mansilla, specialist in this type of insurances. Tel.: 00-54-11-4799-1094, E-mail: [sgmseguros@sion.com](mailto:sgmseguros@sion.com) .

The Exhibitor is obliged to take out insurance against third-party risks and workers' compensation before the start of the Exhibition. The costs of this insurance will not be met by The Organiser.

The Exhibitor is also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition, Exhibitors should protect their expenditures against Abandonment, Cancellation or Curtailment of the event due to reasons beyond The Organiser's control. All these risks and more can be covered.

## Internet Connections

See under Telecoms and Internet.



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## **Late Working**

Permission must be obtained from The Organiser in advance for working late during the open days of the Exhibition. Exhibitors should advise The Organiser in advance if possible, or contact The Organiser's Office on site with details. In some cases the Exhibitor may be required to arrange additional security.

## **Opening Session**

The Opening Session will take place at the Colon Opera House on Monday, August 23 in the morning. All Exhibitors are invited.

## **Photography**

Mr. Oscar Verdecchia is the official photographer of the Conference. For more information about products and services, please contact [audifot@hotmail.com](mailto:audifot@hotmail.com) Tel.:00-54-11-4784-3907/ 4572-5635.

## **Press Office**

A Press Office, provided by The Organiser, will be located in the Foyer of Atlantico and Pacifico Rooms. Single copies of press releases should be sent in advance to Mrs. Susana Rawson Paz and Mrs. Vilma Colina, E-Mail: [prensa@el-libro.com.ar](mailto:prensa@el-libro.com.ar). Multiple copies of releases, for distribution to the press, should be taken to the Press Office during the Exhibition.

## **Press Releases**

See under Exhibition Guide.

## **Product Presentation Room**

Exhibitors have the opportunity to give a product demonstration. The Product Presentation Room will be located in Atlantico Hall.

There will be one Product Presentation Room set up with 50 seats and A/V equipment, including sound and data projection for powerpoint presentations, plus the services of an engineer. Each slot will last one hour, giving 15 minutes to set up and breakdown and 45 minutes for the presentation. Please use Order Form 7.

## **Promotional Opportunities**

The list of pre-registered participants will be available six weeks prior to IFLA 2004 in electronic format. It can be purchased using Order Form 10.

The complete list of delegates will be available, free of charge, after the event. Please use Order Form 10.

Please see also Advertising, Delegate Inserts, Exhibition Guide and Sponsorship Opportunities.

## **Restaurant and Cafeteria**

There is a restaurant and a cafeteria in the lobby of Hilton Hotel. There will also be snack bars working within Exhibition hours, in different sectors of the Hilton and in the foyer of Atlantico and Pacifico Halls.



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## Shell Scheme Stand

Included in the rental fee:

- Modular aluminium frame construction with white wall panels (100 cm x 240 cm)
- Name boards showing Exhibitor's name and stand number
- Electric power and lighting (2 –two- 100 watts spots for every 6 sq. m and a convenience outlet)
- Carpet
- Stand set-up and dismantling

For additional materials or accessories (i.e. different colored wall panels, counter, shelves, chairs) please contact:

Anselmi Industria Publicitaria

Contact: Arq. Paola Anselmi and Mr. José Frenkel

Telefax: 00-54-11-4855-4683

E-Mail: [ventas@anselmi.com](mailto:ventas@anselmi.com)

Web Site: [www.anselmi.com](http://www.anselmi.com)

Please note: Drilling holes or nailing items to the walls is not permitted.

A typical layout of a shell scheme stand, including dimensions and height clearances is enclosed (see page 21).

## Social Events

All registered Exhibitor representatives are invited to the following social activities:

- Conference Opening Session on Monday, August 23, 9.00 at the Colon Theatre
- Exhibition Opening Party on Monday, August 23, 16.00.
- Cultural Evening on Wednesday, August 25
- Conference Closing Session on Friday, August 27, at The Hilton Hotel

Please note:

- a) Exhibitors wishing to participate in the Conference Opening Party to be held on Tuesday, August 24 will pay USD 30 each (see Order Form 1)
- b) The invitation for the Opening Party is included in the cost of additional badges.

## Space Only Sites

Exhibitors with space only sites are required to supply The Organiser with a copy of the design drawings for their stands. The drawing must show the following information:

- Plan and elevation, with clear dimensions
- Exhibitor's name and stand number
- Contractor's name, telephone and fax numbers
- The drawing is required for The Organiser for the approval and should be sent to the Organiser (Mr. Sergio Himmel, [shimmel@el-libro.com.ar](mailto:shimmel@el-libro.com.ar)) by Friday, August July, 2.

Space only Exhibitors taking sites backing onto or adjoining shell scheme sites should not assume that panels facing their stand would be finished. Anselmi Industria Publicitaria is not contracted to supply finished (i.e. covered in material) panels to these sites. Space only Exhibitors are not permitted to attach anything to the adjoining shell scheme.



# World Library and Information Congress 70th IFLA General Conference and Council Buenos Aires, August 22 to 27, 2004 General Information

## Sponsorship Opportunities

There are a number of sponsorship opportunities still available. Exhibitors wishing to sponsor items are invited to contact Mr. Daniel Monzo, e-mail: [dmonzo@el-libro.com.ar](mailto:dmonzo@el-libro.com.ar). All sponsors will be acknowledged. In the Exhibition Guide, sponsors entries will be printed in bold on contrasting background.

## Stand Contractors

Exhibitors are required to advise The Organiser of the names of any stand contractors (other than the official contractors listed in this document) that they intend to employ for building a space only site or carrying out any other services on their behalf. Please use Order Form 12.

All contractors requiring access to the Exhibit Area during build – up and breakdown must be wearing IFLA 2004 Work Passes. Entry will be refused without them. Please see Order Form 11.

## Telecoms and Internet

Exhibitors requiring telephone/fax/internet services on their stands should contact Mrs. Mariana Queirolo.

Tel.: 00-54-11-4891-0120, Fax: 00-54-11-4891/0189. E-Mail: [mariana\\_queirolo@hilton.com](mailto:mariana_queirolo@hilton.com)

Rates (V.A.T. not included)

Band with Services	Rates per day (first day of installation)	Rates per following days
64 Kbps	USD 80.-	USD 20.-
128 Kbps	USD 105.-	USD 25.-
256 Kbps	USD 178,50.-	USD 44.-
512 Kbps	USD 304.-	USD 75,50.-
1 Mbps	USD 519.-	USD 130.-
2 Mbps	USD 882.-	USD 440.-

## Travel Service

As official airline of the World Library and Information Congress 2004, Aerolineas Argentinas offers special airfares to all registered participants and Exhibitors on all its domestic and international routes.

For further information regarding flights and airfares, please contact the Call Centre in Buenos Aires by calling 0810-222-VOLAR (86527) or any of the branches abroad. For further information about AEROLÍNEAS ARGENTINAS you can visit its Website at [www.aerolineas.com.ar](http://www.aerolineas.com.ar)

## Website

Click on the Buenos Aires logo on [www.ifla.org](http://www.ifla.org) to keep up to date with developments.

## Work Passes

Everyone requiring access to Atlantico and Pacifico Halls during build-up must be wearing IFLA 2004 Work Passes. Entry will be refused without them. Please use Order Form 11.



# FREE EXHIBITOR BADGES

# Form 1

## Deadline 20 May

Return this form to:  
Fundación El Libro  
Hipólito Yrigoyen 1628, 5°  
C1089 AAF Buenos Aires, Argentina

Contact: Jorge Gutiérrez  
Tel.: 00-54-11-4374-3288 ext. 113  
Fax: 00-54-11-4375-0268  
e-mail: jorgegutierrez@el-libro.com.ar

Exhibitor: \_\_\_\_\_

Stand N° \_\_\_\_\_

Contact: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

Each exhibiting company is entitled to 2 free Exhibitor badges with the first 9 sq. m space hired. For every additional 10 sq. m an additional badge shall be provided.

Our stand is: \_\_\_\_\_ sq. m. We are entitled to \_\_\_\_\_ free Exhibitor badges

**Exhibitors wishing to participate in the Conference Opening Party to be held on Tuesday 24 will pay USD 30 each. Do you wish to purchase an invitation for the Opening Party?**  Yes  No

I request (indicate the quantity) \_\_\_\_\_ invitations to attend the Opening Party at a rate of USD 30 each.

The total amount is USD \_\_\_\_\_ .

### INFORMATION FOR THE BADGES

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please photocopy if necessary.

Additional Exhibitor Registrations for which payment is required should be made on Order Form 2

Signature: \_\_\_\_\_

# ADDITIONAL EXHIBITOR BADGES

## Form 2

### Deadline 20 May

Return this form to:  
Fundación El Libro  
Hipólito Yrigoyen 1628, 5º  
C1089 AAF Buenos Aires, Argentina

Contact: Jorge Gutiérrez  
Tel.: 00-54-11-4374-3288 ext. 113  
Fax: 00-54-11-4375-0268  
e-mail: jorgegutierrez@el-libro.com.ar

Besides the badges corresponding to the hired surface (Order Form 1), the Exhibitor will be able to purchase additional Exhibitor badges at USD 150 per person before May 15, 2004 and USD 200 until the Registration Closed Period, August 6-20, 2004. Thereafter Exhibitor registration will take place on site and will cost USD 250 per person. No refunds will be made, but name changes are permissible prior to August 6. No badges will be mailed out. Badges will be available at Registration Desks, which will be open up from Saturday, August 21. The invitation for the Opening Party is included in the cost of additional badges.

Exhibitor: \_\_\_\_\_

Stand N°: \_\_\_\_\_

Contact: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

### INFORMATION FOR THE BADGES

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please photocopy if necessary. Total Amount due: \_\_\_\_\_ USD

Payments can be made by: **Cheque to Fundación El Libro (IFLA)**  
**Bank transfer to Fundación El Libro (IFLA)**

Northern Trust Bank  
Account # 1011013971  
700 Brickell Avenue  
ABA 066009650  
Miami Florida 33131 , USA

Signature: \_\_\_\_\_

# DELEGATE INSERTS

## Form 3

### Deadline July 12

Return this form to:  
Fundación El Libro  
Hipólito Yrigoyen 1628, 5°  
C1089 AAF Buenos Aires, Argentina

Contact: Paz Carpani  
Tel.: 00-54-11-4374-3288 ext. 106  
Fax: 00-54-11-4375-0268  
e-mail: ifla2004info@el-libro.com.ar

Exhibitor: \_\_\_\_\_

Stand N°: \_\_\_\_\_

Contact: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

Exhibitors may place promotional material in delegate bags. The quantity required for each kind of insert is 3,000 copies. Each insert can be up to 5 pages A4. Each kind of insert will be charged separately.

Number of kind of inserts to be supplied USD 500 each: \_\_\_\_\_  
(i.e. 3.000 copies of insert A only: USD 500.- Insert A plus 3.000 of insert B: USD 1.000.-)

Total amount due USD: \_\_\_\_\_

Inserts should be delivered – at the Exhibitor’s cost – marked as follows:

IFLA 2004 Delegates Bags  
Your Company Name  
C/o Paz Carpani  
Fundación El Libro  
Hipólito Yrigoyen 1628, 5°  
C1089AAF Buenos Aires , Argentina

Inserts must arrive at the above address by 1 August at the latest. Payment must also be received by that date. Inserts will not be packed in the event of late payment and/or delivery

Payments can be made by:

- **Cheque to Fundación El Libro (IFLA)**
- **Bank transfer to Fundación El Libro (IFLA)**  
Northern Trust Bank  
Account # 1011013971  
700 Brickell Avenue  
ABA 066009650  
Miami Florida 33131, USA

Signature: \_\_\_\_\_

# EXHIBITION GUIDE ENTRY

# Form 4

## Deadline 20 May

Return this form to:  
Fundación El Libro  
Hipólito Yrigoyen 1628, 5°  
C1089 AAF Buenos Aires, Argentina

Contact: Paz Carpani  
Tel.: 00-54-11-4374-3288 ext. 106  
Fax: 00-54-11-4375-0268  
e-mail: ifla2004info@el-libro.com.ar

### ENTRY

Only electronic copies of your entries will be accepted.

Email the entry to [ifla2004info@el-libro.com.ar](mailto:ifla2004info@el-libro.com.ar), Mrs. Paz Carpani. Please use the layout below as a reference point for required information.

Stand Number  
Company Name  
Address  
Tel.: (include international and city code)  
Fax: (include international and city code)  
E-mail:  
Web Site: www.

50 words covering company profile/products/services:

### COMPANY LOGO

If you wish to have your company logo inserted, mail it to Paz Carpani **AS A SEPARATE FILE** in either jpeg or tif format.

### PRESS RELEASES

If you have an interesting news you would like included in the Exhibitor News pages of the Exhibition Guide, please email it to Mrs. Paz Carpani. Only stories considered newsworthy and relevant to IFLA 2004 will be included. The Editor's decision is final.

# EXHIBITION GUIDE PRODUCT CATEGORY LISTING

# Form 5

Deadline  
20 May

Return this form to:  
Fundación El Libro  
Hipólito Yrigoyen 1628, 5°  
C1089 AAF Buenos Aires, Argentina

Contact: Paz Carpani  
Tel.: 00-54-11-4374-3288 ext. 106  
Fax: 00-54-11-4375-0268  
e-mail: ifla2004info@el-libro.com.ar

Exhibitor: \_\_\_\_\_

Stand N°: \_\_\_\_\_

Contact: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

Please place a tick against all relevant categories.

ACCESS SYSTEMS	ISSUE SYSTEMS	
ACQUISITIONS	LABELS	
ARCHIVAL PRODUCTS	LIB. MANAGEMENT SERVICES	
AUDIO PRODUCTS	MARC	
AV EQUIPMENT	MICROFILM EQUIPMENT	
BARCODING	MICROFILM STORAGE	
BIBLIOGRAPHIC SERVICES	MOBILE SHELVING	
BOOK SUPPLIERS	NETWORK SERVICES	
BOOKBINDING	OFFICE EQUIPMENT	
BROKERAGE	OLD, RARE & OP BOOKS	
CATALOGUING SERVICES	ONLINE INFORMATION	
CCTV	OPEN LEARNING	
CD-ROM PRODUCTS	PEOPLE COUNTERS	
CD-ROM PUBLISHERS	PERIODICALS	
CD-ROM SUPPLIERS	PERSONAL INSURANCE	
CD-ROM SYSTEMS	PUBLISHERS	
COMPUTER SECURITY	RECRUITMENT	
COMPUTER SYSTEMS	REMOVAL & STORAGE	
CONSULTANCY SERVICES	RESTROSPECTIVE CONVERSION	
CONVERSION SERVICES	SCANNING SYSTEMS	
COUNTERS	SECURITY SYSTEMS	
DESIGN SERVICES	SELF SERVICE	
DISPLAY EQUIPMENT	SHELVING	
DISTRIBUTION	SIGNAGE SYSTEMS	
DOCUMENTAL IMAGING	STATIONERY	
FINANCIAL SERVICES	SUBSCRIPTION SERVICES	
FURNISHING SUPPLIERS	TRANSPORT	
INCOME GENERATION	TROLLEYS	
INTERLENDING	VIDEO SUPPLIERS	
INTERNET		

Other: \_\_\_\_\_

Signature: \_\_\_\_\_

# HYPERLINKS

## Form 6

**Deadline  
Immediately**

Return this form to:  
Fundación El Libro  
Hipólito Yrigoyen 1628, 5°  
C1089 AAF Buenos Aires, Argentina

Contact: Paz Carpani  
Tel.: 00-54-11-4374-3288 ext. 106  
Fax: 00-54-11-4375-0268  
e-mail: ifla2004info@el-libro.com.ar

Exhibitor: \_\_\_\_\_

Stand N°: \_\_\_\_\_

Contact: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

Please set up a free hyperlink from [www.ifla.org](http://www.ifla.org) to our company Website.

Our Website is: \_\_\_\_\_

Signature: \_\_\_\_\_

# PRODUCT PRESENTATION ROOM

# Form 7

**Deadline  
Immediately**

Return this form to:  
Fundación El Libro  
Hipólito Yrigoyen 1628, 5°  
C1089 AAF Buenos Aires, Argentina

Contact: Paz Carpani  
Tel.: 00-54-11-4374-3288 ext. 106  
Fax: 00-54-11-4375-0268  
e-mail: ifla2004info@el-libro.com.ar

Exhibitor:

Stand N°:

Contact:

Tel.:

Fax:

e-mail:

Invoice Address/ Contact Name:

Hire periods for the Product Presentation Room are for one hour, to allow 45 minutes for the presentation and 15 minutes to set up and breakdown. The Product Presentation Room will have staging, full audiovisual support including sound and data projection, plus the services of an engineer.

We would like to book the following session/s at the cost of USD 200 per session:

**Tuesday August 24**

09.30-10.30

10.45-11.45

12.00-13.00

13.15-14.15

14.30-15.30

15.45-16.45

17.00-18.00

**Wednesday August 25**

09.30-10.30

10.45-11.45

12.00-13.00

13.15-14.15

14.30-15.30

15.45-16.45

17.00-18.00

**Thursday August 26**

09.30-10.30

10.45-11.45

12.00-13.00

13.15-14.15

14.30-15.30

Please indicate the title of the presentation, the name of the presenter and a 50 word description to be published in the Exhibition Guide:

Bookings will be confirmed on a first-come first served basis.

Signature: \_\_\_\_\_



# ADVERTISING

# Form 8

## Deadline 20 May

Return this form to:  
Fundación El Libro  
Hipólito Yrigoyen 1628, 5°  
C1089 AAF Buenos Aires, Argentina

Contact: Jorge Gutiérrez  
Tel.: 00-54-11-4374-3288 ext. 113  
Fax: 00-54-11-4375-0268  
e-mail: jorgegutierrez@el-libro.com.ar

Exhibitor: \_\_\_\_\_

Stand N° \_\_\_\_\_

Contact: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

Invoice Address/ Contact Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please tick your choice:

<input type="checkbox"/> Final programme - Inside Front Cover (Size 210 mm x 280 mm)	USD 1.300
<input type="checkbox"/> Final programme - 1 Full Page Inside (Size 190 mm x 260 mm)	USD 800
<input type="checkbox"/> Final programme - 1/2 Page Inside Horizontal (Size 190 mm x 120 mm)	USD 450
<input type="checkbox"/> Final programme - Inside Back Cover (Size 210 mm x 280 mm)	USD 1.000
<input type="checkbox"/> List of Participants - Inside Front Cover (Size 210 mm x 280 mm)	USD 1.300
<input type="checkbox"/> List of Participants - 1 Full Page Inside (Size 190 mm x 260 mm)	USD 800
<input type="checkbox"/> List of Participants - 1/2 Page Inside Horizontal (Size 190 mm x 120 mm)	USD 450
<input type="checkbox"/> List of Participants - Inside Back Cover (Size 210 mm x 280 mm)	USD 1.000
<input type="checkbox"/> List of Participants - Outside Back Cover (Size 210 mm x 280 mm)	USD 2.500
<input type="checkbox"/> Exhibitor's Catalogue - Inside Front Cover (Size 210 mm x 280 mm)	USD 1.300
<input type="checkbox"/> Exhibitor's Catalogue - 1 Full Page Inside (Size 190 mm x 260 mm)	USD 800
<input type="checkbox"/> Exhibitor's Catalogue - 1/2 Page Inside Horizontal (Size 190 mm x 120 mm)	USD 450
<input type="checkbox"/> Exhibitor's Catalogue - Inside Back Cover (Size 210 mm x 280 mm)	USD 1.300
<input type="checkbox"/> Exhibitor's Catalogue - Outside Back Cover (Size 210 mm x 280 mm)	USD 2.500

The total cost of my participation amounts to USD \_\_\_\_\_.

Signature: \_\_\_\_\_

**NAMEBOARDS FOR SHELL SCHEME  
STANDS ONLY**

**Form 9**

**Deadline  
16 July**

Return this form to:  
Fundación El Libro  
Hipólito Yrigoyen 1628, 5°  
C1089 AAF Buenos Aires, Argentina

Contact: Sergio Himmel  
Tel.: 00-54-11-4374-3288 ext. 116  
Fax: 00-54-11-4375-0268  
e-mail: [shimmel@el-libro.com.ar](mailto:shimmel@el-libro.com.ar)

Exhibitor:

Stand N°:

Contact:

Tel.:

Fax:

e-mail:

Your company name ONLY will be produced in Black CAPITAL lettering.

Please print below in CAPITALS the exact wording you require on your Fascia Board (maximum 30 characters)

NB Abbreviations will be used in all cases i.e. Limited – Ltd

If this Order Form is not returned by the deadline date your Nameboard will be produced using the name taken from your Space Application Form.

Nameboards cannot be altered on site.

Signature: \_\_\_\_\_

# LIST OF PARTICIPANTS

**Form  
10  
Deadline  
25 June**

Return this form to:  
Fundación El Libro  
Hipólito Yrigoyen 1628, 5°  
C1089 AAF Buenos Aires, Argentina

Contact: Jorge Gutiérrez  
Tel.: 00-54-11-4374-3288 ext. 113  
Fax: 00-54-11-4375-0268  
e-mail: [jorgegutierrez@el-libro.com.ar](mailto:jorgegutierrez@el-libro.com.ar)

Exhibitor: \_\_\_\_\_

Stand N°: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

Invoice Address/ Contact Name: \_\_\_\_\_

We would like to purchase the list of pre registered Participants, giving the addresses, in electronic format, at the cost of USD 500.-

We understand the List will be available six weeks prior to IFLA 2004.

We would like to receive a complete List of all registered participants. We understand this List will be available after the event, free of charge.

Signature: \_\_\_\_\_

# WORK PASSES

**Form  
11  
Deadline  
1 July**

Return this form to:  
Fundación El Libro  
Hipólito Yrigoyen 1628, 5°  
C1089 AAF Buenos Aires, Argentina

Contact: Sergio Himmel  
Tel.: 00-54-11-4374-3288 ext. 116  
Fax: 00-54-11-4375-0268  
e-mail: [shimmel@el-libro.com.ar](mailto:shimmel@el-libro.com.ar)

Exhibitor: \_\_\_\_\_

Stand N°: \_\_\_\_\_

Contact: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any person involved with the build-up and /or breakdown of IFLA 2004 is required to wear a Work Pass in the Atlantico and Pacifico Halls. The Pass must be visible at all times. Hilton Hotel Security has strict instructions to only allow entry to Atlantico and Pacifico Halls persons displaying the correct passes.

Exhibitors wearing Exhibitor badges will be admitted in build up and/or breakdown days (in this case, it will not be necessary to request a Work Pass)

Number of Work Passes Required: \_\_\_\_\_

Signature: \_\_\_\_\_

# STAND CONTRACTORS

**Form  
12  
Deadline  
1 July**

Return this form to:  
Fundación El Libro  
Hipólito Yrigoyen 1628, 5°  
C1089 AAF Buenos Aires, Argentina

Contact: Sergio Himmel  
Tel.: 00-54-11-4374-3288 ext. 116  
Fax: 00-54-11-4375-0268  
e-mail: [shimmel@el-libro.com.ar](mailto:shimmel@el-libro.com.ar)

Exhibitor: \_\_\_\_\_

Stand N°: \_\_\_\_\_

Contact: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

Please list the contractors you will be using on your stand other than the official contractors listed in this Manual:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Tel.: \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_



World Library and Information Congress  
70th IFLA General Conference and Council  
Buenos Aires, August 22 to 27, 2004  
Typical Layout of a Shell Scheme Stand

**9 Square Meters Inline Stand (3 meters by 3 meters)**  
**Panels Height: 2.50 meters**  
**Panels Width: 1 meter**

