



Welcome to the **info360: AIIM International Exposition + Conference 2011** and **ON DEMAND 2011 Conference and Expo!** This year's shows will take place March 22 – 24, 2011 at the Walter E. Washington Convention Center in Washington, DC.

We are pleased to present you with your Exhibitor Services Manual which contains all the information you will need to successfully transport, set-up/tear-down, and equip your booth. All necessary forms from the "Official Show Vendors" are included and by reading and paying attention to order details and deadlines, you will save valuable time and money.

For the events' official decorating company information, their order forms and list of services go to AIIM Expo (www.aiimexpo.com) or the ON DEMAND 2011 (www.ondemandexpo.com) websites in the "Exhibit" section under the "Exhibitor Service Manual" link. Other order forms for services such as Electrical, Internet, Lead Retrieval, Computer Rental, Audio Visual, Floral, Marketing Services and General Information are also found on these websites.

Important Policies and Guidelines to note:

- No one under the age of 18 (including infants) is allowed on the show floor at any time.
- All exhibitors must carry general liability and workman's compensation insurance and provide Show Management with the appropriate certificate of insurance.
- If you are using an outside contractor (EAC) to help set-up and dismantle your booth, you must notify Show Management by February 14, 2011.
- Be sure to make your travel and hotel arrangements ASAP!

If you have any questions at any time please feel free to call or email me at (617) 219-8374 or jvalenca@questex.com.

We are pleased you have chosen to participate in the **info360: AIIM International Exposition + Conference 2011** and **ON DEMAND 2011 Conference and Expo** and look forward to a successful event!

Sincerely,

Joanne Valença
Event Operations Manager
Questex Media Group, LLC