

## EXHIBITS COORDINATOR POSITION DESCRIPTION

Exhibitors and exhibits are an important and integral part of the Alberta Library Conference as they give conference delegates opportunities to learn about new materials, services and technologies.

The Exhibits Coordinator is responsible for organizing exhibitor participation in the Alberta Library Conference. This includes:

- ~~///~~ Establishing policies governing the operation of the Exhibits part of the Conference.
- ~~///~~ Establishing a registration fee schedule for exhibitors.
- ~~///~~ Developing timelines for the steps involved in ensuring a successful Exhibits activity at the Conference.
- ~~///~~ Notifying potential participants about the Conference.
- ~~///~~ Handling exhibitor registration.
- ~~///~~ Developing a floor plan that allocates space to exhibitors.
- ~~///~~ Coordinating the set up of the exhibits area with Jasper Park Lodge staff.
- ~~///~~ Establishing the hours of opening for the Exhibits Area.
- ~~///~~ Maintaining a mailing list of exhibitors and their attendance record.

The Exhibits Coordinator participates in Conference planning committee meetings as required.