

Table Displays Showcase
Women's History Month Kickoff
Thursday, March 3, 2016
Buffalo & Erie County Public Library
1 Lafayette Square, downtown Buffalo

Table exhibits on display, Library main floor (at the escalators) **10 a.m.-1 p.m.**
Kickoff Ceremony **12 noon-1 p.m.**

Reservations for a display table are now open – Free.

DEADLINE TO RESERVE A TABLE: Wednesday, February 24

Contact: Anne Conable, conablea@buffalolib.org

Table display instructions:

- Exhibitors are limited to non-profit groups. Nothing is to be sold or vended onsite.
- The Library will provide one 6' rectangular banquet table and two chairs for your exhibit. A limited number of spots with access to an electrical outlet are available – please indicate this need when you reserve.
- Please plan to bring everything you need for your exhibit with you – exhibit boards, handouts, laptops, signs, etc. This setup works best if a staff person or volunteer mans your exhibit table throughout the event – a great opportunity to talk to people, answer questions about your organization and services, and put handouts in their hands!
- Please arrive for setup that day **no later than 9:15 a.m.** We recommend pulling up your vehicle on Washington Street in front of the Library, put on your hazard lights, unload through the main front entrance, then park your vehicle. Note: The Library is open at 8:30 a.m.
- The Library cannot provide parking – arrive early and usually there is available parking at meters surrounding the Library (Washington, Clinton, Broadway, Oak, and Ellicott Streets). There is also a nearby pay parking lot to the north of the Washington Street main entrance – AllPro Parking (enter from Washington Street).

Thank you for your interest and participation in this project!