

---

December 5, 2024

Greetings:

We are very excited to announce our fourteenth **joint conference of the Maryland Library Association and Delaware Library Association, from May 7-9, 2025**. This year, for the first time, we will be in the Ronald E. Powell Convention Center in Ocean City, Maryland.

We plan to build on the success of the 2024 conference to provide additional opportunities for sponsorships and dedicated time with attendees. Please see the attached list of sponsorships available. We hope you will consider these opportunities for further exposure to conference participants.

When you register, you can expect to receive:

- **Prime Exhibit Space (with a table)**
- **One 500-watt electrical outlet**
- **One medium banner ad on the conference website for 4 months (booth registration only)**
- **Your company logo and website link on the conference vendor page**
- **A listing for your organization on the new MLA Vendor Directory, with an optional video, for 6 months (booth registration only)**
- **A complimentary drink ticket for the Thursday cocktail hour**
- **One free boxed lunch delivered to you on Thursday**
- **Complimentary coffee service available in the vendor area Thursday and Friday mornings**
- **Signage recognizing any sponsorship to which you make a commitment**

During the conference, we dedicate over two hours to no-conflict exhibitor/attendee meeting time. This year, to encourage attendees to visit the vendors, we're launching *Vendor BINGO!* On the vendor registration form, we will ask for a fact to use on our Bingo card. When the attendees fill their card, they will be entered into a drawing for a prize on Friday.

We provide one free boxed lunch per booth or table (additional boxed lunches are available for a fee). By delivering lunch to you, we have eliminated the challenge of getting something to eat during lunchtime while attendees are visiting your booth. We will continue to offer a salad—a request we know some vendors have expressed over the years.

---

We will have an *All-Conference Reception* with a cash bar on Wednesday evening at 6:00 p.m. after the keynote address from 4:30-6:00 p.m. Come early, set up your booth and join us for this event!

Thursday, there will be a cash bar in the lobby at 5:00 p.m. for one hour prior to the banquet. For this event, you will be provided with a free drink coupon. We will continue our tradition of having a Pub Quiz on Thursday evening, as well as a karaoke event. Join the fun by bringing your own team, or plan to join a team and compete against the librarians in the Pub Quiz! Practice your singing and be a star on the karaoke stage.

We recognize that everyone does not need the same size booth. We offer the standard booth space (10'x10'), as well as a table-only option in a dedicated space in the exhibit hall at a lower fee. You can also select from the optional activities on the vendor registration form. Review the registration material enclosed to determine what best meets your needs.

Space is limited and assigned on a first-come first-served basis. We encourage you to send in your registration as soon as possible since booth locations are selected in the order registrations are received.

If you are unable to attend, you can still make your presence known: we are offering both attendees and non-attendees the opportunity to send us a flyer or merchandise to be inserted in all the tote bags at registration. We will print your name and URL on our website along with the other vendors.

If you have any questions, please contact me. We hope to see you in May for another fantastic MLA/DLA Conference! We thank you for your support of the Maryland and Delaware Library Associations.

Sincerely,

**Kate Monagan**  
MLA Vendor Chair



---

## VENDOR REGISTRATION

### Maryland Library Association and Delaware Library Association's Joint Annual Conference | May 7-9, 2025

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

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

Phone: \_\_\_\_\_ Company URL: \_\_\_\_\_

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

Contact Email Address: \_\_\_\_\_

Representative(s) Attending Conference (**Requested for nametag(s) - Please Print**):  
\_\_\_\_\_Company fact for the Bingo card (**65 characters or fewer**):  
\_\_\_\_\_  
\_\_\_\_\_

## REGISTRATION

<b>BOOTH</b>	Non-MLA member	<b>\$800</b> until March 15, 2025; <b>\$850</b> after _____
	Corporate MLA member	<b>\$700</b> until March 15, 2025; <b>\$750</b> after _____

Registration Includes:

- 10x10 exhibit space, enclosed with pipe & drape
- 1 table and 2 chairs; Do you have your own tablecloth? **Yes**\_\_\_\_ **No**\_\_\_\_
- 500 watts of electricity
- Continental breakfast on Thursday & Friday and boxed lunch delivered to booth Thursday\*
- Medium banner ad on conference website, and logo/link listed on vendor page for 4 months
- Listing with an optional video on new MLA Vendor Directory for 6 months

<b>TABLE</b> ( <i>located in back of exhibit area</i> )	<b>\$400</b> until March 15, 2025; <b>\$450</b> after _____
---	---

Registration Includes:

- 1 table and 2 chairs; Do you have your own tablecloth? **Yes**\_\_\_\_ **No**\_\_\_\_
- Small banner ad on conference vendor page with logo/link to your website
- 500 watts of electricity
- Continental breakfast & boxed lunch\*



**ADD-ONS**

Small 12-month banner ad	<b>\$120</b> _____	Two social media posts	<b>\$200</b> _____
Medium 12-month banner ad	<b>\$300</b> _____	Tote bag inserts	<b>\$400</b> _____
Large 12-month banner ad	<b>\$450</b> _____	List of registrants	<b>\$100</b> _____

**SPONSORSHIP**

Event: \_\_\_\_\_ \$Amt \_\_\_\_\_

*(See attached sheet for sponsorship opportunities)*

**TOTAL SUBMITTED \$** \_\_\_\_\_

*(Make checks payable to "Maryland Library Association.")*

**Return Vendor Form to:**  
Maryland Library Association  
1401 Hollins Street  
Baltimore, MD 21223

**Upon receipt of registration, the Convention Center's Exhibitor Service and Rental Form along with the Exhibitor and Facility Guidelines will be emailed for your review.**

**Or by email to:**  
kmonagan@mdlib.org

- **Booth Selection:** We will contact you for booth selection after we receive payment. *The order is based on when this form is received.*
- **Sleeping Rooms:** We will send the information to our blocks of rooms after we receive your registration.
- **Exhibitor Hours:**
  - Set-up time is Wednesday, May 7th between 4 & 8 pm.
  - Exhibit hours are Thursday, May 8th 8:00am-5:30pm and Friday, May 9th 8:00am-12:00.
  - The Friday breakdown time will be around noon.
- **\*Boxed Lunch & Company Rep:** We will contact you in April requesting your boxed lunch order and any changes to your company rep.

**CREDIT CARD FORM**

Visa: \_\_\_\_\_ Master Card: \_\_\_\_\_ Discover: \_\_\_\_\_ American Express: \_\_\_\_\_

Name on Card: \_\_\_\_\_

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

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

3 Digits on Reverse Side: \_\_\_\_\_ Amount to be Charged: \$ \_\_\_\_\_

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

**Cancellation Policy:** If you discover you are unable to attend within 30 days of registering, we will offer a 100% registration refund. After this date, we will offer a 50% refund until April 4, 2025. We are unable to offer any refunds after this date.

## AVAILABLE SPONSORSHIPS:

### Maryland Library Association and Delaware Library Association's Joint Annual Conference | May 7-9, 2025

#### PLATINUM SPONSOR

**\$3,000** or more

- Thursday Banquet & Keynote Speaker (\$13,000)\*
- AV Equipment Rental (\$10,000)
- Thursday Author Award Luncheon (\$8,000)\*
- Conference Tote Bags (\$8,000)
- MLA Friday Breakfast (\$7,500)
- Black Caucus of MLA Evening Reception (\$4,000)\*
- Wednesday Welcome Reception (\$3,000)
- Thursday Ice Cream Break (\$3,000)
- Thursday Morning Coffee and Danish (\$3,000)

**BENEFITS:** Logo and link included in conference marketing emails, one large ad on conference page (plus optional video), logo with link on sponsor page, one large banner ad on MLA website for 12 months, one-time ad shared on MLA social channels, recognition sign at event, list of registrants, \*two tickets to event.

#### GOLD SPONSOR

**\$2,000** or more

- Wednesday Breakfast (\$2,500)
- Thursday Cocktail Hour (\$2,500)
- Conference Mobile App (\$2,000)
- Friday Lunch (\$2,000)
- Pub Quiz (\$2,000)

**BENEFITS:** One large ad on conference page (plus optional video), logo with link on sponsor page, one medium banner ad on MLA website for 12 months, one-time ad shared on MLA social channels, recognition sign at event, list of registrants.

#### SILVER SPONSOR

**\$1,000** or more

- Conference Swag (\$1,500)
- Wednesday Afternoon Coffee and Refreshments (\$1,500)
- Lanyard & Badge Holder Combination (\$1,500)
- BCMLA Historic Site Visit Tour Bus (\$1,200)
- Conference Ribbons (\$1,000)
- Thursday Afternoon Coffee, Soda, & Snacks (\$1,000)

**BENEFITS:** One small ad and logo with link on sponsor page, one-time ad shared on MLA social channels, recognition sign at event, list of registrants.

#### BRONZE SPONSOR

**\$200** or more

- Friday Vendor Coffee Service (\$500) - **SOLD**
- Conference Buttons (\$500)
- Karaoke (\$300)

**BENEFITS:** Logo with link on sponsor page, recognition sign at event, list of registrants.

#### ADD-ONS

- Small 12-month banner ad (\$120)
- Medium 12-month banner ad (\$300)
- Large 12-month banner ad (450)
- Two social posts (\$200)
- Tote bag inserts (\$400)