

September 17, 2009

Greetings:

We would like to invite you to the Maryland Library Association Annual Convention scheduled for April 21-23, 2010, in Ocean City, Maryland. We will be meeting again at the Clarion Resort Fontainebleau Hotel and we look forward to having you join us.

Last year was another great Conference for the Maryland Library Association. The programs were not only stimulating and informative because of brilliant speakers brought in through the generosity of DLDS of the Maryland Department of Education but you exhibitors were active in working with each attendee. We were grateful for your support of the breakfasts, luncheons, ice cream give-a-ways, receptions, and other displays that allowed the members of the Maryland library community to know who really are their friends.

This year gives us that same opportunity, with a few more challenges: DLDS has had their budget modified and will no longer be able to provide the generous support that we have counted on in the past to enhance the level of programming. We are planning to offer several more ways for you to advertise your company and put your company's name in the forefront of the attendees mind. In the past, our keynote speaker has been due to the kindness of DLDS-this year, we would like to offer you the opportunity to become the sponsor of this event as well as the opportunity to sponsor some of the items that were generously donated by many of the library systems throughout the state. Please see the attached list with some of the suggestions that we have that can put your company in front of all the others.

We want to make sure that the attendees and exhibitors have a positive and rewarding relationship, so when you register, this is what you can expect to receive:

- ***Prime Exhibit Space (with available electrical and Internet connections)***
- ***Listing of your firm in the Conference Brochure which will go to each attendee***
- ***Link from the MLA Conference page to your Company's website***
- ***Invitation to the conference reception***
- ***One free box lunch***
- ***Coffee and Pastries set up in the vendor area***

And, if you register before December 1<sup>st</sup>, your firm will also receive:

- *¼ page ad in the Conference Brochure that is mailed to the entire membership of the Maryland Library Association*

We are continuing our practice of showing our appreciation to you by providing **no conflict times** for conference attendees to visit the exhibits.

During the conference, we allot 3 hours and 45 minutes to exhibitor/attendee meeting time. We make this a positive experience for exhibitors by handing out a card at registration to each attendee and asking that they visit a minimum of 12 vendors. After you have stamped their card, we provide a bucket to collect them and a grand prize drawing on Friday.

We provide one free box lunch per booth (additional box lunches will be made available for a fee). By delivering lunch to you, we have eliminated the problem of getting something to eat during lunchtime while attendees are visiting your booth.

During the Conference Reception on Thursday evening, the bar will be in the exhibit area. This will provide attendees with the opportunity to visit the booths and look at the exhibits at the same time. Also, during the reception on Thursday evening you will be provided with one free drink coupon.

We have heard your concerns that everyone does not have a need for the same price booth. Therefore, we have the standard booth space and, in addition, towards the back area of the Exhibit Hall there will be a series of tables that may be rented for a lesser amount. Some firms do not need a large space but we still think your product is important to the library community. We ask you to look at the registration material enclosed and determine what is best for your needs. Space is again 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 that registrations are received.

If you have any questions, please contact me or the MLA Executive Director Margaret Carty. We hope to see you in May for another fantastic MLA Conference and we thank you for your support of the Maryland Library Association.

Sincerely,



Kate Monagan

MLA Vendor Chair

**Maryland Library Association Annual Conference 2010  
Vendor Registration**

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

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

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

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

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

Representative(s) Attending Conference (**Required for nametag** – Please Print):  
\_\_\_\_\_  
\_\_\_\_\_

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

**Conference Registration** (Make checks payable to Maryland Library Association)

BOOTH	Non-member	\$700 until March 15, 2010, \$750 after _____
	Corporate MLA member	\$600 until March 15, 2010, \$650 after _____

- Registration includes:
- >10 x 10 exhibit space enclosed with Pipe & Drape
  - >1 Skirted table and 2 chairs
  - >Company listing in brochure
  - >¼ page ad (Please send camera ready copy (5" w X 3.75" h) to [ReedGraphics@comcast.net](mailto:ReedGraphics@comcast.net) by 12/1/09)
  - >Link from MLA web site (Please list URL above)
  - >Continental breakfast on Friday morning
  - >Box lunch delivered to booth Thursday

TABLE (located in the back of the exhibit area) \$350 until March 15, 2010, \$375 after \_\_\_\_\_

- Registration includes:
- >1 Skirted table, 2 chairs
  - >Company listing in brochure (see ad and link info above)
  - >Continental Breakfast & box lunch

**Optional:** INCREASED AD SIZE: Full page(10.5" w X 8" h) \$100 \_\_\_\_\_  
Half page (5" w X 8" h or 10.5" w X 3.75" h) \$ 75 \_\_\_\_\_

**Sponsorship:**  
Event: \_\_\_\_\_ Amt: \_\_\_\_\_  
(See attached MLA Vendor Sponsorship)

**Total Submitted:** \$ \_\_\_\_\_

**OVER**

*The Hotel will provide extras such as: tables, 110 volt outlets, Wireless Internet Access, Private phone line, etc. See enclosed Exhibitor Service Order Form.*

*Rooms: Please make arrangements with the hotel with the enclosed hotel form. Be sure to identify yourself as a Maryland Library Association attendee. (Some of the rooms can be used for entertaining.)*

**MAIL OR FAX THIS REGISTRATION FORM TO:**

**MARYLAND LIBRARY ASSOCIATION  
1401 HOLLINS STREET  
BALTIMORE, MD 21223**

**Fax 410-947-5089**

**MAIL OR FAX HOTEL RESERVATION AND EXHIBITOR SERVICE ORDER FORM DIRECTLY TO THE CLARION HOTEL.**

*MLA will contact you after you've registered for your booth selection. This is determined by the order in which this form is received. We will also contact you closer to Conference dates regarding the box lunch order, set up times at the hotel, and any changes to your designated company rep.*

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**CREDIT CARD INFORMATION**

Visa \_\_\_\_\_ Master Card \_\_\_\_\_ Discover \_\_\_\_\_

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

Company \_\_\_\_\_

Credit Card Number \_\_\_\_\_

3 digits on reverse side: \_\_\_ \_\_\_ \_\_\_      Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

Amount to be charged: \$ \_\_\_\_\_

# Maryland Library Association Conference Sponsorships 2010

## PLATINUM: \$3,000 or more

- EVENT: (1) Banquet/Approx 175 people (\$6,500)  
(2) Author Award Luncheon/Approx 250 people (\$5,000)  
(3) Friday Luncheon/Approx 175 people (\$3,500)  
(4) General Session Speaker (\$3,000)  
(5) Conference Tote Bags (\$3,000)

## GOLD: \$2,000 or more

- EVENT: (1) Thursday Reception/Approx 300 people (\$2,500)  
(2) Friday Breakfast/ Approx 250 people (\$2,500)  
(3) Banquet Speaker (\$2,500)  
(4) Program Mailing Co-Sponsor (\$2,500)ea. 2 sponsors  
(5) Thursday AM Breakfast (\$2,000)

## SILVER: \$1,000 or more

- EVENT: (1) Internet Café and individual room capability (\$1,350)  
(2) Exhibits Opening Coffee Service (\$1000)  
(3) Ice Cream Break (\$1,200)  
(4) Reception Sponsor/Co-Sponsor (\$1,500)  
(5) On Site Program (\$1,300)

## BRONZE: \$500 or more

- EVENTS: (1) Vendor Coffee Service (\$750)  
(2) Lanyards (\$650)  
(3) Internet Café (\$500)  
(4) Internet Capability (\$800)  
(5) Pens (\$500)  
(6) Pub Quiz (\$500)

## OTHER OPPORTUNITIES:

- Flowers (\$200)  
Badgeholders (\$400)  
Ribbons (\$250)



Fontainebleau Hotel

# EXHIBITOR SERVICE ORDER FORM

Maryland Library Association

April 22 - 23, 2010

Please complete and forward directly to the Clarion Resort Fontainebleau Hotel

**ELECTRIC:** All power for exhibits is 110 volt, single phase.

**WIRELESS INTERNET ACCESS:** Please see Wireless Instructions Fact Sheet.\*

**EXHIBIT MATERIAL STORAGE:** The Hotel does not accept exhibit materials delivered sooner than one week prior to the convention date. No freight deliveries accepted to or from hotel unless **THERE IS A LIFTGATE ON THE TRUCK AND APPROPRIATE MANPOWER** is sent to remove/replace deliveries on the truck. Arrangements to be made with the Director of Purchasing at least twenty-four (24) hours prior to return on materials.

**OTHER REQUIREMENTS:** If there are any unique requirements for exhibit space, please contact the Hotel Catering Manager

EXHIBIT SERVICE CHARGES:	UNITS	SVC FEE
110 VOLT OUTLETS (Including computers) \$50.00 per hook-up	_____	\$ _____
EXTENSION CORD \$30.00 per cord	_____	\$ _____
STORAGE/DELIVERY CHARGES \$20.00 per box (ADDITIONAL CHARGE FOR ITEMS OVER 25 LBS.)	_____	\$ _____
Wireless Internet Access \$60.00 per day / per computer*	_____	\$ _____

**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

**SPECIAL NOTICE:** No nails, bracing wires, tacks, staples or tape used in constructing displays may be attached to walls, floors or ceiling. All property damaged or destroyed by Exhibitors must be replaced to original condition by the Exhibitor at the Exhibitor's expense. All exhibit items must be brought up on the freight elevator only. No retail jewelry booths can be permitted to display at exhibit shows since there is a retail jewelry store on the Hotel premises. Permits for selling must be obtained prior to exhibit show and must be on hand during show hours.

2009

**WHEN SHIPPING BOXES OR DISPLAY CASES TO THE HOTEL: SHIPPING LABELS REQUIRE NAME OF RECIPIENT, NAME OF COMPANY AND NAME OF CONVENTION GROUP**

**Please Print**

Company Name of Exhibitor \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_

Phone Numbers:

Business (\_\_\_\_) \_\_\_\_\_

Home (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_

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

**AUTHORIZATION:**

Please reserve the services indicated

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Prepayment must be sent for service and mailed directly to:

**Kay Joyce Windsor, Catering Manager**

**IF PAYING BY CREDIT CARD:**

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

Security Number (back of credit card) \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

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

Cardholder Phone Number: \_\_\_\_\_

**OR MAKE CHECKS PAYABLE TO:**

Clarion Resort Fontainebleau Hotel  
10100 Coastal Highway  
Ocean City, MD 21842  
410-524-3535 or 800-638-2100  
FAX: 410-524-4907



*Fontainebleau Hotel*

10100 Coastal Highway  
Ocean City, MD 21842  
410-524-3535/800-638-2100  
Fax 410-524-4907

## **DIRECTIONS FOR SHIPPING AND RETURNING OF EXHIBIT ITEMS**

SHIPPING LABELS—Require Name of Recipient, Name of Company or Organization, and Name of Convention Group.

Exhibit Items sent by Trucking Companies require complete Bill of Lading with Name of Shipper and receipt MUST include Address (PO Box Numbers are NOT acceptable for shipping via Truck, UPS or Federal Express)

Return Shipping via Federal Express and UPS require full Name, Address, and Telephone Number. Prepayment is required for return shipping. There will be no direct billing extended for exhibit items.



**Fontainebleau Hotel**  
 10100 Coastal Highway  
 Ocean City, MD 21842  
 800-638-2100 / 410-524-3535  
 Fax 410-524-3834  
 www.clarionoc.com

**RESERVATION FORM**  
 Please Print All Information

**Maryland Library Association**  
 April 20, 2010- April 23, 2010

ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

**CHECK ROOM TYPE REQUESTED:**

- DOUBLE/DOUBLE \$115
- EXECUTIVE KING \$135
- STUDIO KING \$145
- CABANA \$175
- 1 BEDROOM CONDO \$179
- 2 BEDROOM CONDO \$219
- 3 BEDROOM CONDO \$239

# in Party: Adults \_\_\_\_\_ Children \_\_\_\_\_

Hotel room rates are per room per night, based on single or double occupancy. There is a charge of \$15.00 per night for each additional adult per room. Children 17 & under stay free in their parent's room using existing bedding.  
 Condominium Rates Do Not Include Daily Maid Service.

All Rooms Are Non-Smoking

**\*\*ROOM TYPES BASED UPON AVAILABILITY\*\***  
 (Rates Are Subject to 10.5% Tax)

NAME \_\_\_\_\_ SHARING WITH: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ TELEPHONE \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**\*\*SPECIAL REQUESTS** \_\_\_\_\_

**RESERVATIONS RECEIVED AFTER March 21, 2010  
 WILL BE ON A SPACE AND RATE AVAILABILITY BASIS**

**ADVANCE DEPOSIT**

A one-night deposit is required to guarantee reservations at the Clarion Resort Fontainebleau Hotel.  
*Credit cards will be charged for one night, plus tax, upon reservation request.*

- A) Enclosed is a check or money order for \$ \_\_\_\_\_
- OR
- B) Please charge my credit card account in the amount of \$ \_\_\_\_\_
- Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_
- Print name as it appears on credit card \_\_\_\_\_
- Signature \_\_\_\_\_

**NOTE: ONLY MAJOR CREDIT CARDS OR CASH ARE ACCEPTED AT CHECK-IN FOR SETTLEMENT OF ACCOUNT**

**CHECK-IN 4:00 PM/ CHECK-OUT 11:00 AM**  
**\*\*\*NO REFUNDS FOR EARLY DEPARTURES\*\*\***

**72 HOURS REQUIRED FOR CANCELLATION OR CHANGE**

For further information, please contact our Reservations Department at 800-638-2100 or reservations@clarionoc.com



BY CHOICE HOTELS

Fontainebleau Hotel

## Wireless Instructions

To connect to the Clarion Resort Fontainebleau Wireless Network, you need a computer with a wireless card. If you don't have a wireless card, one may be provided to you by management on a first come first serve basis. This is a wireless workgroup bridge and requires an Ethernet port on your PC.

### How to configure your wireless settings.

1. Setup up your network connect for DHCP
  2. Set your Wireless SSID to "Blank"
  3. Take out any other advanced wireless settings, for example WEP Keys
- If this doesn't work, restart the computer.  
Look below for details on setting up DHCP.

### Win98

1. Right click on Network Neighborhood
2. Click properties
3. Double click on the "TCP/IP properties" for your network adapter
4. Click on the IP Address tab
5. Select the "Obtain an IP Address Automatically" Option
6. Close the network settings
7. Restart your computer.

### Win 2000

1. Click Start, Settings, Control Panel
2. Double click Network and Dial-Up Connections
3. Double click your wireless adapter
4. Click properties
5. Click on the General tab
6. Double click Internet Properties (TCP/IP)
7. Select the "Obtain an IP address automatically" Option
8. Select the "Obtain DNS server address automatically" Option
9. Click OK and restart the computer.

### Win XP

1. Click Start, Control Panel
2. Double click Network Connections
3. Double click your wireless adapter
4. Click properties
5. Double click Internet Properties (TCP/IP)
6. Click on the General tab
7. Select the "Obtain an IP address automatically" Option
8. Select the "Obtain DNS server address automatically" Option
9. Click OK and restart the computer.