September 24, 2014

Greetings:

We are very excited to announce our fifth joint conference of the Maryland Library Association and Delaware Library Association scheduled for May 6-8, 2015, at the Clarion Resort Fontainebleau Hotel in Ocean City, Maryland. This is a win-win situation for all participants—higher attendance, more programming, and more visitors in the vendor’s space. We look forward to having you join us!

We plan to build on the success of the 2014 conference to provide additional oppor-tunities for sponsorships and dedicated time with attendees. Please see the attached list of sponsorships available.

When you register you can expect to receive:

- **Prime Exhibit Space (Carpeted, with available electrical and Internet connections)**
- **Listing of your firm in the Conference Brochure that will be posted on the MLA website**
- **Link from the MLA Conference page to your Company’s website**
- **A complimentary drink ticket for the Thursday cocktail hour**
- **One free box lunch delivered to your booth on Thursday**
- **Complimentary coffee service available in the vendor area**
- **Signage recognizing any sponsorship to which you make a commitment**

And, if you register before December 15th, your firm will also receive:

- **½ page ad in the Conference Brochure that is posted on the MLA website and included in the badge holder on-site brochure**

During the conference, we dedicate 3 hours and 45 minutes to exhibitor/attendee meeting time. We encourage attendees to visit the vendors by giving them a card at registration and asking that they visit with a minimum of 12 vendors. After you have stamped their card, (along with 11 other vendors) we collect the cards and hold a grand prize drawing from those cards on Friday at our closing luncheon.
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.

The All Conference Reception is Wednesday evening at 6pm after the keynote address from 4:30-6:00. Thursday, there will be a cash bar in the vendor lobby at 5:00pm for one hour prior to the banquet and you will be provided with a free drink coupon to use at this reception.

We recognize that everyone does not need the same size booth. We offer the standard booth space (8’x10’) and tables in a dedicated space in the exhibit hall 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 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 that registrations are received and submission by December 15th will guarantee that your ad will be included in the conference brochure.

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
Maryland Library Association & Delaware Library Association's
Conference 2015
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)

<table>
<thead>
<tr>
<th>BOOTH</th>
<th>Non-member</th>
<th>$700 until March 13, 2015, $750 after</th>
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<tbody>
<tr>
<td></td>
<td>Corporate MLA member</td>
<td>$600 until March 13, 2015, $650 after</td>
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</table>

Registration includes:
> 10 x 10 exhibit space, carpeted and enclosed with Pipe & Drape
> 1 Skirted table and 2 chairs
> Company listing in brochure
> 1/4 page ad (Please send camera ready copy (5" w X 3.75" h) to marie@reedgraphics.com by 12/15/14)
> Link from MLA web site (Please list URL above)
> Continental breakfast on Thursday & Friday mornings
> Box lunch delivered to booth Thursday

TABLE (located in the back of the exhibit area) $350 until March 15, 2015, $375 after______

Registration includes:
> Skirted table, 2 chairs
> Company listing in brochure
> 1/4 pg ad (see link above)
> Continental Breakfasts & 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, storage and deliver of boxes, etc. See enclosed Exhibitor Service Order Form.

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

Please Return Exhibitor Service Order Form and Hotel Reservation Form directly to the Clarion Hotel.

MAIL OR FAX THIS VENDOR REGISTRATION FORM TO:
MARYLAND LIBRARY ASSOCIATION
1401 HOLLINS STREET
BALTIMORE, MD 21223

Fax 410-947-5089

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 requesting your box lunch order, and reminding you that set up time is Wednesday between 4 & 8 pm. At this time you can submit any name changes to your designated company rep. The Friday breakdown time will be around noon.

__________________________

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 & Delaware Library Association’s Joint Conference: May 6-8, 2015
Available Sponsorships

PLATINUM: $3,000 or more

EVENT
(1) Thursday Banquet ($9,000)
(2) Thursday Author Award Luncheon ($9,000)
(3) Friday Luncheon ($7,000)
(4) Wednesday All Conference Reception ($5,000)
(5) MLA Friday Breakfast ($4,000)
(6) Conference Tote Bags ($3,500)
(7) Thursday Banquet Speaker ($3,500)
(8) Friday Luncheon Speaker ($3,000)
(9) Thursday AM Coffee & Danish-Exhibits Opening in Vendor Area ($3,000)

BENEFITS: 1 year Corporate Membership in MLA, Full page ad in on-line Conference Brochure, Recognition sign at sponsored event.

GOLD: $2,000 or more

EVENT
(1) Thursday Ice Cream Break ($2,500)
(2) AV Equipment Rental ($2,000)
(3) Lanyard & Badge Holder Combination ($2,000)

BENEFITS: Half Page ad in on line Conference Brochure, Recognition sign at sponsored event.

SILVER: $1,000 or more

EVENT: (1) Internet Café ($1,000)
(2) On Site Conference Program ($1,000)

BENEFITS: Half Page ad in on line Conference Brochure, Recognition sign at sponsored event.

BRONZE: $500 or more

EVENTS: (1) Friday Vendor Coffee Service ($600)
(2) Wednesday Evening Dance Party ($700)
(3) Thursday Cocktail Hour ($500)

OTHER OPPORTUNITIES:
Flowers ($450) Ribbons ($250) Thursday Pub Quiz ($300)

BENEFITS: Recognition sign at sponsored event.

Co-sponsorships are available. Contact MLA office.
Ph: 410 947-5090 Fax: 410 947-5089 www.mdlib.org
EXHIBITOR SERVICE ORDER FORM

Exhibits Maryland Library Association
May 6 - 8, 2015

Please complete and forward directly to the Clarion Resort Fontainebleau Hotel

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

**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

<table>
<thead>
<tr>
<th><strong>EXHIBIT SERVICE CHARGES</strong></th>
<th><strong>UNITS</strong></th>
<th><strong>SVC FEE</strong></th>
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<tbody>
<tr>
<td>110 VOLT OUTLETS</td>
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<tr>
<td>$50.00 per hook-up</td>
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<td>$</td>
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<tr>
<td>Charged once per booth, per convention</td>
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<tr>
<th><strong>EXTENSION CORD</strong></th>
<th><strong>$30.00 per cord</strong></th>
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<tr>
<th><strong>STORAGE/DELIVERY CHARGES</strong></th>
<th><strong>$20.00 per box</strong></th>
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<tr>
<td>(ADDITIONAL CHARGE FOR ITEMS OVER 25 LBS.)</td>
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<tr>
<td>Wireless Internet Access</td>
<td>$60.00 per computer</td>
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<tr>
<td>Charged once per computer, per convention</td>
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**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.

**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 or emailed directly to:
Kay Joyce Windsor, Catering Manager
kwindsor@clarionhot.com

**IF PAYING BY CREDIT CARD:**
Credit Card Number: ________________________________
Security Number (back of credit card): ________________________________
Expiration Date: ________________________________
Name of Cardholder (print clearly): ________________________________
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
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.
RESERVATION FORM
Please Print All Information

Maryland Library Association
and
Delaware Library Association
May 5, 2015 – May 9, 2015

ARRIVAL DATE: _____________  DEPARTURE DATE: _____________

CHECK ROOM TYPE REQUESTED:
- DOUBLE/DOUBLE $132.00
- EXECUTIVE KING $152.00
- STUDIO KING $162.00
- CABANA $182.00
- 1 BEDROOM CONDO $172.00
- 2 BEDROOM CONDO $222.00
- 3 BEDROOM CONDO $272.00

All Rooms Are Non-Smoking

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

# 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.

NAME ___________________________  SHARING WITH: ___________________________

ORGANIZATION: ___________________________  TELEPHONE ___________ - ___________

ADDRESS ________________________________________________________________

CITY ___________________________  STATE _______  ZIP ___________

EMAIL ADDRESS ___________________________

**SPECIAL REQUESTS ________________________________________________

RESERVATIONS RECEIVED AFTER APRIL 5, 2015
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 $__________

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