

**Maryland Library Association & Delaware Library Association's  
Conference May 8-10, 2024  
Vendor Registration**

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

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

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

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

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

Representative(s) Attending Conference (**Requested for nametag(s) – Please Print**):

\_\_\_\_\_  
\_\_\_\_\_

**REGISTRATION** (Make checks payable to Maryland Library Association)

<b>BOOTH</b>	Non-MLA member	\$800 until March 15, 2024, \$850 after _____
	Corporate MLA member	\$700 until March 15, 2024, \$750 after _____

Registration includes: >8 x 10 exhibit space, carpeted and enclosed with Pipe & Drape  
>1 Skirted table and 2 chairs  
>Ad space on conference website home page  
>Option to include video ad on conference website  
>Continental breakfast on Thursday & Friday mornings  
>Box lunch delivered to booth Thursday\*

**Please submit all ads to [mla@mdlib.org](mailto:mla@mdlib.org) by 3/28/2024**

**TABLE** (located in the back of the exhibit area) \$400 until March 15, 2024, \$425 after \_\_\_\_\_

Registration includes: >1 Skirted table, 2 chairs  
>Ad space on conference website (see above for submission)  
>Continental Breakfasts & box lunch\*

<b>Optional:</b>	2 SOCIAL MEDIA POSTS; FACEBOOK AND MLA CONNECT	\$100 _____
	REGISTRATION LINE	
	DISTRIBUTION BOWLS	\$100 _____
	TOTE BAG INSERTS:	\$300 _____
	ELECTRICITY IN BOOTH (incl: power strip)	\$160 _____

**Sponsorship:**  
Event: \_\_\_\_\_ Amt: \_\_\_\_\_

*(See attached sheet for sponsorship opportunities)*

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

\*We will contact you in April requesting your box lunch order, and any name changes to your company rep.

**OVER**

*The Hotel and PSAV will provide extras* such as: additional tables, 110-volt outlets, storage, and delivery of boxes, etc. For more information, contact Kaitlynn at: [kaitlynn.young@encoreglobal.com](mailto:kaitlynn.young@encoreglobal.com)

**Sleeping Rooms:** Please make overnight arrangements with the Hyatt Cambridge hotel with this link: <https://www.hyatt.com/en-US/group-booking/CHESA/G-MYLB> or call the hotel at 410 901-1234 and use code G-MYLB for the group discount

**Return Vendor Form To:**

MARYLAND LIBRARY ASSOCIATION  
1401 HOLLINS STREET  
BALTIMORE, MD 21223  
Or email to:  
[kmonagan@mdlib.org](mailto:kmonagan@mdlib.org)

**Cancellation Policy:** If you discover that you are unable to attend before 2/1/24, we will offer a 100% registration refund. After this date, we will offer a 50% refund until 4/18/2024. We will be unable to offer any refunds after this date.

- We will contact you, after you've registered and paid, for your **booth selection**-which is determined by the order in which this form is received.
- **Set up time** is Wednesday, May 8<sup>th</sup> between 4 & 8 pm.
- **Exhibit hours** are Thursday, May 9<sup>th</sup> 8:00am-5:30pm and Friday, May 10<sup>th</sup> 8:00am-12:00.
- The Friday **breakdown time** will be right around noon.

## CREDIT CARD INFORMATION

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

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

Company \_\_\_\_\_

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

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

Signature \_\_\_\_\_

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