



THE LEADING ADVOCATE FOR THE MARYLAND LIBRARY COMMUNITY

October 25, 2022

Greetings:

We are very excited to announce our thirteenth joint conference of the Maryland Library Association and Delaware Library Association scheduled for May 10-12, 2023. This year, for the fifth time, we will be back in person at the Hyatt Regency Chesapeake Bay in Cambridge, Maryland, as it seems to be a great fit for all.

We plan to build on the success of the 2022 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 this opportunity for further exposure to conference participants.

When you register you can expect to receive:

- **Prime Carpeted Exhibit Space (with available Electrical and Internet connections arranged through PSAV)**
- **Listing of your firm in the Conference Brochure that will be posted on the MLA website, and in the badge holder brochure**
- **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 Thursday and Friday mornings**
- **Signage recognizing any sponsorship to which you make a commitment**

**Register before December 26<sup>th</sup>, and 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 over 2 hours to no conflict 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 10 vendors. After you have stamped their card, (along with 9 other vendors) we collect the cards and hold a grand prize drawing from those cards 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 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.

(OVER)

# MLA

Maryland Library Association

THE LEADING ADVOCATE FOR THE MARYLAND LIBRARY COMMUNITY



We will have an All Conference Reception with a cash bar on Wednesday evening at 6pm after the keynote address from 4:30-6:00. Come early, set up your booth and join us for this event. Thursday, there will be a cash bar in the lobby at 5:00pm 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. Come and 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 (8'x10') as well as tables, in a dedicated space in the exhibit hall at a lower fee. 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 26<sup>th</sup> will guarantee that your ad will be included in the on-line conference brochure.

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 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,

A handwritten signature in cursive script that reads "Kate Monagan".

Kate Monagan  
MLA Vendor Chair

**Maryland Library Association & Delaware Library Association's  
Conference May 10-12, 2023  
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)

**BOOTH**      Non-MLA member      \$800 until March 13, 2023, \$850 after \_\_\_\_\_  
                 Corporate MLA member      \$700 until March 13, 2023, \$750 after \_\_\_\_\_

Registration includes: >10 x 10 exhibit space, carpeted and enclosed with Pipe & Drape  
>1 Skirted table and 2 chairs  
>Company listing in brochure  
>1/2 page ad: Please send camera ready copy (8" X 5.125" , jpg at 300dpi) to [mla@mdlib.org](mailto:mla@mdlib.org) by 12/26/22.

Any ads received between 12/27 & 3/30 will be in the badge holder brochure only  
>Continental breakfast on Thursday & Friday mornings  
>Box lunch delivered to booth Thursday\*

**TABLE** (located in the back of the exhibit area)      \$400 until March 13, 2023, \$425 after \_\_\_\_\_

Registration includes: >1 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 (8" X 10.5")      \$100. \_\_\_\_\_  
                                 TOTE BAG INSERTS:      \$300. \_\_\_\_\_

**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. Click here for more information: [Encore Event Now](#). According to Encore: "Given that your group has had special pricing in the past, I'd recommend the exhibitors only order the 25' extension cord and power strip so that pricing is in line with previous years. It may prompt them to add a "power drop" but they can just click "no". 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-MLAR> or call the hotel at 410 901-1234 and use code G-MLAR 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 1/15/23, we will offer 100% registration refund. After this date, our brochure will be published online so we will offer a 50% refund on your registration fees.

- 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 10<sup>th</sup> between 4 & 8 pm.
- **Exhibit hours** are Thursday, May 11<sup>th</sup> 8:00am-5:30pm and Friday, May 12<sup>th</sup> 8:00am-12:00.
- The Friday **breakdown time** will be right after 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: \$ \_\_\_\_\_

# Maryland Library and Delaware Library Association's Joint Conference: May 10-12, 2023 | Available Sponsorships

## **PLATINUM: \$3,000 or more**

- (1) Thursday Author Award Luncheon (\$18,000)\*
- (2) Thursday Banquet & Speaker (\$19,000)\*
- (3) AV Equipment Rental (\$16,000)
- (4) ~~Conference Tote Bags (\$6,000)-sold~~
- (5) Wednesday All Conference Reception (\$8,000)
- (6) Friday Lunch (\$5,000)\*
- (7) MLA Friday Breakfast (\$8,000)
- (8) ~~Thursday Ice Cream Break (\$3,000)-sold~~
- (9) Thursday Morning Coffee and Danish (\$3,000)

BENEFITS: \*Two tickets to event (\$3,000 or higher), Full page ad, Logo with link on website, Recognition sign at event.

## **GOLD: \$2,000 or more**

- (1) ~~Conference Program (\$3,500)-sold~~
- (2) Wednesday Breakfast (\$2,500) Co Sponsorship
- (3) ~~Lanyard & Badge Holder Combination (\$2,000)-sold~~
- (4) ~~Black Caucus of MLA Wednesday Reception (\$2,000)-sold~~

BENEFITS: Full page ad & Recognition sign at event, Logo with link on website

## **SILVER: \$1,000 or more**

- (1) ~~Conference Pens and Giveaway (\$1,000)-sold~~
- (2) ~~Pub Quiz (\$1,000)-sold~~
- (3) ~~Conference App (\$1,500) sold~~
- (4) ~~Thursday Afternoon Coffee, Soda, & Snacks (\$1,500)~~

BENEFITS: Half Page ad, Recognition sign at event, Logo with link on website

## **BRONZE: \$200 or more**

- (1) Friday Vendor Coffee Service (\$500)
- (2) Thursday Cocktail Hour (\$300)
- (3) Banquet Flowers (\$600)
- (4) ~~Wednesday S'mores Break (\$300)-sold~~
- (5) ~~Ribbons and Buttons (\$200)-sold~~
- (6) Conference Website and Domain (\$200)
- (7) Harriet Tubman Museum Tour Bus (\$475)
- (8) Karaoke (\$500)
- (9) ~~Thursday Morning Yoga (\$200)-sold~~

BENEFITS: Recognition sign at event and Logo with link on website

**Co-sponsorships are available. Contact MLA office for more information.  
(410) 947-5090 | [mla@mdlib.org](mailto:mla@mdlib.org)**