

MLA

Maryland Library Association



THE LEADING ADVOCATE FOR THE MARYLAND LIBRARY COMMUNITY

Margaret C. Carty, Executive Director

September 26, 2018

Greetings:

We are very excited to announce our ninth joint conference of the Maryland Library Association and Delaware Library Association scheduled for May 1-3, 2019. This year, for the third time, we will be 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 2018 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 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 28th, and receive:

- **¼ 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 2½ 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.

(OVER)

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've heard your comments and promise to include healthier selections this year!

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.

Would you like an opportunity to showcase a new product or exhibit some new details about your company? We will offer 30 minute vendor presentation times on Thursday morning and this opportunity will be on a first come, first serve sign up, as space is limited. Would you like to contact the attendees in advance of the Conference? Contact me and I'll send you their email addresses around the end of April.

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 28th 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 blue ink that reads "Kate Monagan". The signature is written in a cursive, flowing style.

Kate Monagan
MLA Vendor Chair

**Maryland Library Association & Delaware Library Association's
Conference May 1-3, 2019
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 15, 2019, \$850 after _____
 Corporate MLA member \$700 until March 15, 2019, \$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
 - >¼ page ad: Please send camera ready copy (5”w X 3.75”h, jpg at 300dpi) to marie@reedgraphics.com by 12/28/18. Any ads received between 12/28 & 3/29 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 15, 2019, \$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 (10.5”w X 8”h)	\$125. _____
Half page (5”w X 8”h or 10.5”w X 3.75”h)	\$100. _____
TOTE BAG INSERTS:	\$300. _____

Sponsorship:
Event: _____ Amt: _____

(See attached MLA Vendor 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, Wireless Internet Access, storage and delivery of boxes, etc. See enclosed Exhibitor Service Order Form.

Sleeping Rooms: Please make overnight arrangements with the hotel with the enclosed Reservation Form or online with the link. Be sure to identify yourself as a Maryland Library Association attendee to obtain our group discount.

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

Return Vendor Form To:

MARYLAND LIBRARY ASSOCIATION
1401 HOLLINS STREET
BALTIMORE, MD 21223

Fax 410-947-5089

kmonagan@mdlib.org

Cancellation Policy: If you discover that you are unable to attend before 1/1/19, we will offer 100% registration refund. After this date, our brochure will be published on line 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**-determined by the order in which this form is received.
- **Set up time** is Wednesday, May 1st between 4 & 8 pm.
- **Exhibit hours** are Thursday, May 2nd 8:00am-5:30pm and Friday, May 3rd 8:00am-11:30am.
- The Friday **breakdown time** will be 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: \$ _____

**Maryland Library & Delaware Library Association's
Joint Conference: May 1-3, 2019
Available Sponsorships**

PLATINUM: \$3,000 or more

- EVENT: (1) Thursday Banquet (\$14,000.)
(2) Thursday Author Award Luncheon (\$15,000.)
(3) Conference Tote Bags (\$9,000.)
(4) Wednesday All Conference Reception (\$9,000.)
(5) Friday Luncheon (\$7,000.)
(6) AV Equipment Rental (\$8,000.)
(7) Thursday Banquet Speaker (\$5,000.)
(8) MLA Friday Breakfast (\$6,000.)
(9) Thursday Ice Cream Break (\$4,000.)
(10) Thursday AM Coffee & Danish-Exhibits Opening
in Vendor Area (\$4,000.)
(11) Friday AM Speaker (\$3,000.)

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

GOLD: \$2,000 or more

- EVENT: (1) Graphic Artist Design (2,500.)
(2) Author Award (\$2,000.) (Recorded Books)
(3) Lanyard & Badge Holder Combination (\$2,000.)
(4) Wednesday Continental Breakfast (\$3,000.)

BENEFITS: Half Page ad in on line and Badge Holder 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.)
(3) Pub Quiz (\$1,000.)

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

BRONZE: \$200 or more

- EVENT: (1) Friday Vendor Coffee Service (\$800.)
(2) Thursday Cocktail Hour (\$600.)
(3) Flowers (\$500.)
(4) Pens (\$500.)
(5) Ribbons (\$250.)
(6) WIX subscription (online conference website) (\$200.)

BENEFIT: Recognition sign at sponsored event.

Co-sponsorships are available. Contact MLA office.
Ph: 410 947-5090 Fax: 410 947-5089 mla@mdlib.org

HYATT REGENCY Chesapeake Bay Golf Resort, Spa and Marina
100 Heron Blvd, Cambridge, MD 21613, USA
T +410.901.6354

The MLA/DLA conference has a block of rooms at a group discount at the Hyatt. The hotel is updating the reservation system and won't have a link available until November. If you would like to make your reservation sooner, please call the hotel and ask for MLA/DLA conference rate.

The conference discount rates are:

Single/Double Occupancy: \$180.00

Triple Occupancy: \$205.00

Quadruple Occupancy: \$230.00

The upgraded room rates are based upon availability and are as follows:

Waterview: \$50.00 Additional

Waterview Balcony: \$60.00 Additional

Regency Club: \$80.00 Additional

Petite Family Suite: \$120.00 Additional

1-Bedroom Chesapeake Suite \$200.00 additional

2-Bedroom Chesapeake Suite: \$400.00 additional

All rooms will include a 13.5% tax and the rates are available until 4/2/19.

A reduced Resort fee of \$15.00 will be charged per room per day. The Resort fee will include self-parking privileges (Valet Parking is available for an additional \$10), in-room high speed wifi internet, 2 bottles of water per day, access to 24 hour fitness center, intra-resort shuttle, daily newspaper upon request at check-in, local and 800 calls, in room coffee and tea, and in room safe.



EXHIBITOR AUDIO VISUAL EQUIPMENT ORDER FORM



Hyatt Regency Chesapeake Bay

Equipment Rentals	Qty	DAILY RATE		Days Used	Total
		On Site	Used		
DVD Player			\$85.00		
Laptop			\$150.00		
60" LCD monitor on rolling stand			\$400.00		
70" LCD monitor on rolling stand			\$500.00		

Ordering Instructions

- ⇒ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.
- ⇒ Please include applicable Sales Tax on equipment rental. **TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.
- ⇒ To guarantee equipment availability this order should reach us **14 days prior** to delivery.
- ⇒ **CANCELLATIONS:**
A Cancellation of equipment ordered must be received **48 hours prior** to delivery date to avoid a minimum one day charge

(All quotes will be emailed or discussed with the client before payment is processed.)

High Speed Internet	Qty	DAILY RATE		Days Used	Total
		On Site	Used		
Complimentary internet at 7mbps/device is available everywhere					
*Consult with PSAV for special internet needs					
Note: Daily Rate is subject to change reliant upon software/hardware needs					

Electrical Services Requests	Qty	DAILY RATE		Days Used	Total
		On Site	Used		
120v/20 amp circuit with Electrical Cord and Power Strip - (ideal for larger medical devices, coffee makers, food equipment, and extensive booth lighting.)			\$100.00		
120v/5 amp circuit with Extension Cord and Power strip - (ideal for laptops, phones, and small electrical devices.)			\$50.00		

Delivery Information

On-Site Contact:

Booth #:	Room:
Delivery Date:	Time:
Show Start Date:	Time:
Pickup Date:	Time:
Special Instructions:	

Total	
EQUIPMENT TOTAL	
6% SALES TAX	
TOTAL DUE	

Customer Information

Show/Convention Name:

Firm Name:

Address:

City: State: Zip:

Ordered By: Telephone #:

Fax #: email:

If you don't see something you need, please call 410-901-6557 for assistance.

Payment Information

For security reasons, please call in all payment requests to PSAV at the Hyatt Regency Chesapeake Bay. All payments must be made in advance.

PSAV
at the Hyatt Regency Chesapeake Bay
Contact our PSAV Sales Manager
Betina Barcus
bbarcus@psav.com
100 Heron Blvd.
Cambridge, Maryland 21613
410-901-6426 (PHONE)
410-901-6555 (FAX)

