



THE LEADING ADVOCATE FOR THE MARYLAND LIBRARY COMMUNITY
Margaret C. Carty, Executive Director

November 8, 2021

Greetings:

We are very excited to announce our twelfth joint conference of the Maryland Library Association and Delaware Library Association scheduled for May 4-6, 2022. This year, for the fourth 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 2021 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 27th, 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.

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)



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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 27th 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,

Kate Monagan
MLA Vendor Chair

**Maryland Library Association & Delaware Library Association's
Conference May 4-6, 2022
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, 2022, \$850 after _____
 Corporate MLA member \$700 until March 13, 2022, \$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 mla@mdlib.org by 12/27/21. Any ads received
 between 12/28 & 3/27 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, 2022, \$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 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, 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 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 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 1/1/22, 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**-which is determined by the order in which this form is received.
- **Set up time** is Wednesday, May 4st between 4 & 8 pm.
- **Exhibit hours** are Thursday, May 5th 8:00am-5:30pm and Friday, May 6th 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 4-6, 2022 | Available Sponsorships

PLATINUM: \$3,000 or more

- EVENT:
- (1) Thursday Author Award Luncheon (\$15,000)
 - (2) Thursday Banquet (\$14,000)
 - (3) AV Equipment Rental (\$12,000)
 - (4) Conference Tote Bags (\$9,000)
 - (5) Wednesday All Conference Reception (\$9,000)
 - (6) Friday Luncheon (\$7,000)
 - (7) MLA Friday Breakfast (\$6,000)
 - (8) Thursday Banquet Speaker (\$5,000)
 - (9) Thursday Ice Cream Break (\$4,000)
 - (10) Thursday AM Coffee and Danish-Exhibits Opening in Vendor Area (\$4,000)

BENEFITS: 1 year Corporate/Institutional MLA Membership, Full page ad in online pdf and printed Badge Holder Conference Brochure, Recognition sign at sponsored event.

GOLD: \$2,000 or more

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

BENEFITS: Half page ad in online pdf and printed 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 online pdf and printed Badge Holder Conference Brochure, Recognition sign at sponsored event.

BRONZE: \$200 or more

- EVENT:
- (1) Printed Badge Holder Conference Brochure (\$850)
 - (2) Friday Vendor Coffee Service (\$800)
 - (3) Thursday Cocktail Hour (\$600)
 - (4) Flowers (\$500)
 - (5) Pens (\$500)
 - (6) Wednesday S'mores Break (\$400)
 - (7) Ribbons (\$250)
 - (8) WIX subscription (online conference website) (\$200)

BENEFIT: Recognition sign at sponsored event.

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

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

The MLA/DLA conference has a block of rooms at a group discount at the Hyatt and are made through this link: <https://www.hyatt.com/en-US/group-booking/CHESA/G-LBRY>

The conference discount rates are:

Single/Double Occupancy: \$186.00

Triple Occupancy: \$211.00

Quadruple Occupancy: \$236.00

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

Waterview: \$50.00 Additional

Waterview Balcony: \$60.00 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 4/6/2022.

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.



NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERD BY	EMAIL		PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.
 Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

PROJECTION	QUANTITY	ADVANCED RATE	REGULAR RATE
LCD PROJECTOR		\$400	\$480
TRIPOD SCREEN		\$80	\$95
25' HDMI CABLE		\$20	\$30

MONITOR	QUANTITY	ADVANCED RATE	REGULAR RATE
24" MONITOR TABLE TOP		\$180	\$215
43" MONITOR		\$450	\$525
75" MONITOR		\$900	\$1140
FLOOR STAND		\$65	\$80

AUDIO	QUANTITY	ADVANCED RATE	REGULAR RATE
PERSONAL SPEAKER		\$35	\$45

INTERNET	QUANTITY	ADVANCED RATE	REGULAR RATE
WIFI CONNECTION (7mbps)		complimentary	complimentary
HARD LINE CONNECTION		\$200	\$235

POWER	QUANTITY	ADVANCED RATE	REGULAR RATE
120V SINGLE PHASE - 20 AMP		\$42	\$50
120V THREE PHASE - 60 AMP		\$150	\$170

MISCELLANEOUS	QUANTITY	ADVANCED RATE	REGULAR RATE
LAPTOP		\$200	\$235
FLIPCHART PACKAGE		\$80	\$96

If you are experiencing technical difficulties, please contact your Encore rep at 410-251-1956



Event Technology Services

At Encore, we blend creativity and innovative technology for an inspiring experience. Our highly trained professionals are passionate about delivering exceptional experiences to help you tell your story. With a focus on every aspect of your event, from planning to execution, we'll bring your vision to life.

Audio

■ Catch Box	\$ 395
■ Powered Speaker	\$ 120
■ Presidential Microphone	\$ 90
■ Wireless Microphone	\$ 220
■ Wired Microphone	\$ 70
■ 3 - 6 CH Mixer	\$ 75
■ 8 - 10 CH Mixer	\$ 130

Lighting

■ 6 Up-Light Package	\$ 900
■ 10 Up-Light Package	\$ 1,280
■ LED Wash Light	\$ 95

Labor Rates

■ Technician to set/strike	\$125/hr
■ Technician to show	\$140/hr

*For a customized quote and to learn more about our products and services, please contact your Encore Representative.

Popular Packages

■ Meeting Room Projector Package	\$ 680
■ Projector Support Package	\$ 200
■ Post-It Flip Chart Package	\$ 96
■ PC Audio Package	\$ 86

Scenic

■ 10' Décor Drapery	\$ 155
■ 20 Scenic Panels (sTILer)	\$ 660

Small Meeting

■ Conference Speaker Phone	\$ 180
■ Laptop Computer	\$ 250

Video

■ 7'6"x13'4" Fast Fold Screen	\$ 430
■ 9'x16' Fast Fold Screen	\$ 475
■ Tripod Screens (5',6',7',8')	\$ 95
■ Monitor - 40"-49"	\$ 525
■ Monitor - 70"-79"	\$ 1,140

Pricing is in effect as of January 1, 2021, and is subject to change without notice. Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All Encore solutions may be subject to our property's standard service fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax. ©2021 Encore Global LP or its subsidiaries. Proprietary and Confidential Information.

Hyatt Chesapeake Bay

100 Heron Blvd, Cambridge, MD 21613
Tony Jordana - Regional Sales Director
(410) 962-5880 / tjordana@psav.com

