

Maryland Emergency Management Association

2012 CONFERENCE



May 29 - June 1, 2012
Clarion Resort Fontainebleau Hotel
Ocean City, Maryland

You Are Invited!!

To the 2012

Maryland Emergency Management Association
Conference

May 29 – June 1, 2012

Once again we will be holding the conference
at the beautiful

Clarion Fontainebleau Hotel & Conference
Center located in Ocean City, Maryland

Be a Sponsor

By sponsoring an event, or door prize, you demonstrate your organization's support, for emergency management activities while receiving a variety of benefits and enhancing your company's reputation among our members.

Sponsorship Benefits

Silver Sponsor - \$1000.00

You will receive a sign acknowledging your company's generous sponsorship at the sponsored event as well as prominent recognition on the sponsorship wall displayed in the registration area and a ½ page ad of your own design in the event program.

Golden Sponsor - \$2000.00

You will receive a sign acknowledging your company's generous sponsorship at the sponsored event as well as prominent recognition on the sponsorship wall displayed in the registration area and a full page ad of your own design in the event program.

Diamond Sponsor - \$5,000.00

You will receive a sign acknowledging your company's generous sponsorship at the sponsored event as well as prominent recognition on the sponsorship wall displayed in the registration area and a full page ad of your own design in the event program. Your company will be put into a drawing for one free round of golf at the Eagles Landing Golf Course for a foursome of golfers to be drawn during the Tuesday night Vendor Reception.

Exhibit Booth Package Includes

Exhibit booth price is still only \$750.00

Two conference participant registrations

One six foot draped and skirted table and two chairs. **

Company identification sign

Overnight security for the exhibit area

Listing in the conference program

Vendor Welcome Reception

Buffet breakfast, two breaks and lunch for two registered participants.

** This does not include back wall, sidewall, drapes, signs, labor, security, gas, electric (if electric is required please refer to hotel order form attached), or water. All use of exhibit space is subject to Hotel's current rules and regulations for exhibit services, and must be in compliance with the local safety and fire codes.

Vendor Information

Booth Set-up: is scheduled for Tuesday, May 29th between the hours of 11 AM - 5 PM. (Note: plan on having your booth set-up prior to the Tuesday evening welcome reception starting at 5:30 PM).

Vendor Hours: Tuesday evening 5:30 P - 8:30 P (Vendor Welcome Reception), Wednesday 7 A - 5 P.

Booth take down: 5 PM once event is over - Remember if you are shipping your booth from the hotel, you must make arrangements with the hotel and carrier.

Exhibitor Terms and Conditions

- ♥ Application: The application must be accompanied by a company check. Full payment must be made before booth assignment will be issued. Booth assignments will be made on a first-come, first-served basis with sponsors receiving select booth assignments.
- ♥ Agreement to Conditions: Upon the Association's acceptance of the application, the Exhibitor agrees to abide by the terms and conditions listed:
- ♥ Exhibit Space: One six foot long draped, skirted table and two chairs constitute one booth area.
- ♥ Cancellation or relocation of Conference: in the event that the Association must cancel or relocate the conference due to circumstances not under the direct control of the Association, the Association will have no liability of any kind.
- ♥ Cancellation by Exhibitor: 50% of the full fees are refunded for cancellations received by fax or in writing by April 20, 2012. Cancellations received after April 20, 2012 is not refundable.
- ♥ Cleanliness: A clean building will be furnished at the start of the contract period and prior to the start of each day's events. Exhibitors must maintain and keep in good order their respective exhibit spaces.
- ♥ Smoking Policy: No smoking is allowed in the Clarion Resort exhibit area.
- ♥ Delivery and Set-up: Exhibitors are responsible for delivery, setup and removal of all exhibit materials.
- ♥ Security: All exhibitors are responsible for complete security within exhibit areas, meeting rooms, and other areas to be used by the exhibitors. Overnight security will be provided for the exhibit area.
- ♥ Exhibitor Conduct: All Exhibitors and their guests are expected to maintain courteous and professional conduct during the conference as well as any affiliated gatherings.

Exhibitor Registration Form

Apply early to ensure premium booth space availability!

Exhibit booth assignments will be made on a first-come, first-served basis.

Booth location selections are not confirmed until payment is received in full.

Organization Information

Name of firm/Organization: (to be listed in final conference program exactly as shown here)

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Booth Contact: Name / Number/ Email / Cell: _____

Payment Information (Payment in full must accompany registration)

Yes! Sign us up to Participate in the 2012 MEMA Conference (\$750.00 booth)

Yes! We would like to be a sponsor this year! (Enter amount)

Total amount included on check #. _____

Yes! Sign us up to donate a door prize or silent auction item

Make checks payable to: Maryland Emergency Management Association

Mail checks to: Caroline Co. Emergency Services
Attn: Cindy Towers
7 North First Street
Denton, Maryland 21629

Note: Event schedule will follow – Please check the Association Website for updates at WWW.mdema.org – Call Steve Garvin with questions – 410-228-1818



Fontainebleau Hotel

10100 Coastal Highway
Ocean City, MD 21842
410-524-3535/800-638-2100
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.