



Maryland Correctional Administrators Association Exhibitor

Important Dates:

- May 1st : All fees due.
- May 4th: Hotel reservations received after this date will be on a space and rate available basis.
- May 15th: Last Day for Discounted Meal Tickets.
- June 2nd: Golf Tournament.

Registration:

- Registration Begins on March 9th, 2017.

Payments:

Credit Card: Credit Card Authorization Form is attached.

Check: via mail
MCAA
C/O Laura DeNeale
41880 Baldrige Street
Leonardtown, MD 20650
Note: Address change.

Contact Us:

- **Bo Greenwood at 410-758-3817 or mgreenwood@qac.org**
- Laura DeNeale at 301-475-4200 ext. *2215 or laura.deneale@stmarysmd.com
- Saraha Norris at 301-475-4200 ext. *2262 or saraha.norris@stmarysmd.com



Announcing the 43rd Annual Maryland Correctional Administrators Association Conference *The Challenge of Change* June 3rd – 5th, 2018 Golf Tournament: June 2nd, 2018

This year marks the 43rd year since the Maryland Correctional Administrators Association was founded.

As a private non-profit organization, our Association has grown in prestige and influence in furthering the professionalism and interests of Corrections throughout the State of Maryland.

With executive level representatives from virtually every State and Local correctional facility, this Conference represents a wonderful and rare opportunity for corporations/companies to showcase their goods and services to those people with the authority to make critical decisions. As such, we believe your participation in our Conference will prove mutually beneficial.

The Conference site for this year is the Clarion Resort Fontainebleau Hotel in Ocean City, Maryland. The Conference Committee has worked hard to provide a program to ensure our Exhibitors receive maximum exposure and interaction with the participants.

A tentative Conference Agenda is attached. You will see there will be plenty of time on Sunday (June 3rd) and Monday (June 4th) for the

participants to visit each booth and make contact with our Exhibitors

This year, we have reserved time on Sunday Evening and Monday morning for our Exhibitors and a lunch is planned in the Exhibit area for our participants.

Furthermore, we plan to give away door prizes donated by our Exhibitors as we have done in the past, but this year we would like to give a prize away every 15 minutes (beginning at 11 a.m.) and require the participants be present to win rather than do it just before Exhibitor breakdown. If you are interested in providing a door prize – please indicate so on the registration form.

Hotel accommodations for this Conference are the responsibility of each Exhibitor and may be made by calling the Clarion Resort Fontainebleau Hotel on their toll-free number 1-800-638-2100.

Rooms will be available on June 1st at the conference rate. Please reference that you will be exhibiting at the MCAA Conference when calling.

Maryland Correctional Administrators Association
Exhibitor Registration

This information will be printed in the Conference Booklet.

Company Name:	
Names of Representatives Working the Exhibit Booth.	
Address:	
City:	
State/Zip:	
Telephone Number:	
Fax Number:	
Email Address:	
Web Address: <i>(Link to your company will be posted on MCAA Website)</i>	
Description of Product/Service Provided By Your Company: Note: Exact wording provided will be inserted in the Conference Program as written.	

Door Prize:

Will your Company provide a Door Prize to be given away to Conference Participants?	Yes		No	
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Exhibit Booth Fees/Information:

DESIRED BOOTH SPACE - Check One

One Space Plus Registration Fee - \$875 (8 ft. space with one 6 ft. table)	
Two Spaces Plus Registration Fee - \$1,250 (16 ft. space with two 6 ft. tables)	

Each Exhibitor will have to provide his/her own materials such as extension cords, electrical bars, tape and such.

Any Exhibitor requiring special shipping arrangements and/or a telephone line are required to work through the Clarion directly by completing their **“Exhibitor Service Order Form,”** which is attached to this document. **The Clarion will not accept exhibit material delivered sooner than *one (1) week* prior to the Conference date.**

Cancellation Policy

Vendors may cancel this agreement by written notice to the MCAA. Cancellations made prior to May 1, 2018 will be subject to a 50% cancellation fee. No refunds will be made on cancellations after May 1, 2018.

Conference Advertising:

The Conference Booklet is the standard 8 ½ x 11. The prices for advertising are:

Ad Choice

Front Inside Cover (Color)	\$500	Email for Availability
Back Inside Cover (Color)	\$450	Email for Availability
Back Outside Cover (Color)	\$500	Email for Availability
Full Page (Color Ad)	\$400	

All ads must be emailed in a PDF format to
 Laura DeNeale, laura.deneale@stmarysmd.com before **May 1st, 2018**

Meal/Ticket Information:

Each Exhibitor will receive one (1) Awards Banquet Ticket for Sunday and one (1) Feast Buffet Ticket for Monday with their registration. It is **very important** that you indicate whether your representative(s) will be in attendance at these functions so that a proper meal count can be given to the Hotel.

	Yes	No
We plan to use the one (1) Banquet Ticket included in our Registration?		
We plan to use the one (1) Feast Buffet Ticket included in our Registration?		

Additional tickets can be purchased – please indicate below:

Indicate How Many?

Extra Banquet Tickets for Sunday = \$42 Each	
Extra Banquet Tickets for Sunday After May 15, 2018 = \$55.00 (Subject to Availability)	
Extra Feast Buffet Tickets for Monday = \$42 Each	
Extra Banquet Tickets for Monday After May 15, 2018 = \$55.00 (Subject to Availability)	
TOTAL # BANQUET TICKETS DUE:	
TOTAL # FEAST BUFFET TICKETS DUE:	

Sponsorships:

Sponsors of the Conference take on a very important role. Funds are used to:

- Provide registration and accommodations for 26 Employees of the Year;
- Show the Employees of the Year special honor at the Annual Awards Banquet, along with one guest;
- Provide advanced training workshops;
- Allow them to take part in other events to network with administrators and officers from all over the State.

This year, sponsorships are set up as follows:

- Diamond Sponsorship Exhibitors will be recognized at Sunday night's Awards Banquet and ***be invited to participate in the Employee of the Year Awards Ceremony*** and with signage outside the event.
- Platinum Sponsorships Exhibitors will be recognized at Sunday night's Awards Banquet with signage outside the event sponsored.
- Gold Sponsorship Exhibitors will be recognized at the Awards Banquet Sunday night with signage outside the sponsored event.
- Silver and Bronze Sponsorship Exhibitors at the Awards Banquet and recognized with signage outside the event sponsored.
- All sponsorships will be recognized during the door prize giveaways.

Diamond Sponsorship	\$4,500 and above
Platinum Sponsorship	\$2,500 and above
Gold Sponsorship	\$2,000 and above
Silver Sponsorship	\$1,500 and above
Bronze Sponsorship	\$1,000 and above

- **Diamond Sponsorship Opportunities:**

- Employee of Year and Guest Feast Buffet Meals.
- Monday Vendor Luncheon.
- Conference Program.
- Other: _____

- **Platinum Sponsorship Opportunities:**

- Executive Board Meeting.
- Monday Morning Continental Breakfast.
- Tuesday Morning Continental Breakfast.
- Other: _____

- **Gold Sponsorship Opportunities:**

- Registration.
- Conference Shirts or Bags
- Tuesday Afternoon Ice Cream Social.
- Employee/Officer of Year Signage.
- Other: _____

Please email your company logo to laura.deneale@stmarysmd.com for signage.

Don't Forget Golf Tournament – Saturday, June 2nd, 2018!

