



February 2010

Dear Exhibitor:

Please accept this correspondence as our formal invitation for you to join us in Ocean City, Maryland for the 35<sup>th</sup> Annual Maryland Correctional Administrators Association Conference scheduled for June 6 - 8, 2010.

This year marks the 35<sup>th</sup> 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 enclosed for your review and you will see there will be plenty of time on Sunday (June 6) and Monday (June 7) for the participants to visit each booth and make contact with our Exhibitors. Additionally, this year, we have reserved time on Monday morning for our Exhibitors and will provide lunch 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 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 that on the attached 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 5, 2010 at the conference rate. Please reference that you will be exhibiting at the MCAA Conference when calling. All reservations must be made by April 29, 2010.

A Conference Registration Form has been enclosed and must be returned with your non-refundable deposit by **March 20, 2010**. ALL fees must be paid in full by **May 1, 2010**. All Conference checks should be made payable to: "Maryland Correctional Administrators Association." Registration Forms and payments are to be mailed to:

**Mr. Bo Greenwood / Conference Co-Chairman  
Queen Anne's County Department of Corrections  
500 Little Hut Drive  
Centreville, Maryland 21617**

Additionally, the dress code for the Conference is beach casual; however, appropriate business attire should be worn if attending the Awards Banquet.

As you review this Conference information, please feel free to contact us with any questions you may have. You may reach Bo Greenwood at 410-758-3817 or [mgreenwood@qac.org](mailto:mgreenwood@qac.org) and TD Reece at 410-535-4300 Ext. 8902 or [reecetd@co.cal.md.us](mailto:reecetd@co.cal.md.us) .

We look forward to your involvement in our 35<sup>th</sup> Annual Conference.

Bo Greenwood  
Conference Co-Chairman

T.D. Reece  
Conference Co-Chairman



Maryland Correctional Administrators Association  
Exhibitor Registration  
35<sup>th</sup> Annual Conference  
June 6 – 8, 2010  
Clarion Resort Fontainebleau Hotel  
Ocean City, Maryland

*PLEASE PRINT CLEARLY*

<b>Company Name:</b>	
<b>Representative(s):</b> List <u>ALL</u> that will be attending so that name badges can be provided. <u>Name Badges will no longer be done on-site.</u>	
<b>Address (Street):</b>	
<b>City:</b>	
<b>State/Zip:</b>	
<b>Telephone Number:</b>	
<b>Fax Number:</b>	
<b>Email Address:</b>	
<b>Website Address:</b> (Link to your company will be posted on MCAA Website)	
<b>Description of Product/Service Provided By Your Company:</b>	

**Advanced Deposit:**

\$100 Due By March 20, 2010	Deposit Amount Enclosed: \$
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**Door Prize:**

My Company Will Provide A Door Prize to be Given Away to Conference Participants?	Yes		No	
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**Exhibit Booth Fees/Information:**

“√” DESIRED BOOTH SPACE

One Space Plus Registration Fee - (8 ft space with one 6 ft table)	<b>\$700</b>	
Two Spaces Plus Registration Fee - (16 ft space with two 6 ft tables)	<b>\$800</b>	

Internet Service is available at a cost of \$50 for MCAA Vendors and must be arranged by the Clarion by calling 410-524-3535.

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 will also have to contact the Clarion directly. The Clarion will not accept exhibit material delivered sooner than one (1) week prior to the Conference date. All shipping labels require – name of recipient and conference group name. Any specific questions regarding shipping of items should be addressed by calling the Clarion at 410-524-3535.

**Conference Advertising:**

The Conference Booklet is the standard 8 ½ x 11 printed in black and white with the exception of the front and back covers. The prices for advertising are:

“√” Ad Choice

Front Inside Cover (Color)	\$400	
Back Inside Cover (Color)	\$350	
Back Outside Cover (Color)	\$450	
Full Page (Black/White)	\$300	

All Advertisements must be emailed in jpeg format to Cindy Reisberg at [CAReisberg@comcast.net](mailto:CAReisberg@comcast.net) before April 1, 2010.

**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 = \$42.00 Each	
Extra Feast Buffet Tickets for Monday = \$42.00 Each	
<b>TOTAL # BANQUET TICKETS DUE:</b>	
<b>TOTAL # FEAST BUFFET TICKETS DUE:</b>	

**Event Sponsorships:**

Sponsorships are available on a first come first serve basis. There will be a special section in the conference program noting those Exhibitors generously contributing to our Conference events. You may sponsor and/or co-sponsor any event listed below:

Event	Amount Needed	Sponsorship Amount
Golf Tournament	\$2,000	\$
Annual Awards Banquet	\$8,000	\$
Employees of the Year – Registrations	\$3,500	\$
Employees of the Year – Awards	\$1,000	\$
Employees of the Year – Rooms	\$6,000	\$
Employees of the Year – Guest Fees	\$2,500	\$
President’s Reception – Exhibit Area	\$3,000	\$
Seafood Buffet	\$6,000	\$
Continental Breakfast – Exhibit Area	\$1,500	\$