



November 28, 2016

Greetings:

The Maryland Association for Adult, Community and Continuing Education (MAACCE) invites you to participate at our 2017 Annual Conference, to be held at **The Conference Center at the Maritime Institute, Linthicum Heights, Maryland**, on May 4th and 5th, 2017. This year the conference will bring together more than 400 representatives from the various fields of adult and continuing education.

The MAACCE Conference is a prime opportunity for you to showcase your products and services to a receptive audience of adult educators. The fee for one exhibit table is \$280, purchase two for \$500. One representative from each table is invited to be our guest at **lunch** for both days; other representatives may add \$50 a day to cover food expenses. The **deadline** for reservations and payment is **April 15, 2017**. **However, space is limited, so we encourage you to reserve your table soon.**

Advertising space is available in the conference booklet. All advertisements will be printed in black and white. Rates are **\$125 for a full page** (5" x 8"), **\$75 for a half page** (5" x 4") and **\$50 for a quarter page** (2 ½" x 4"). Space on the **inside front and back covers** is also available at **\$160**. Please consider advertising even if you are unable to join us in person as an exhibitor! Please submit digital files for all ads. Preferred format is PDF. Make sure PDF is Print/Press Quality (high resolution) and all fonts are embedded 100%. E-mail your ad to maacce@gmail.com.

Conference Contributions – For our approximately 400 conference bags we would welcome imprinted items, such as pens, notepads, hand sanitizer, etc. *plus* 1 promotional piece for each bag: examples include brochure, flyers, or small catalogs. Please inform us of your interest by **April 15, 2017** and plan to ship items to arrive to us by **April 28, 2017**.

Contributions for End of Conference raffle – We invite you to donate a basket/item to be raffled during Friday's lunch which will give your organization additional exposure. The participants are *very* appreciative of the prizes. Please let us know before or during the conference if you have any items you can contribute.

We also have sponsorship opportunities to make conference participants better aware of your services.

Gold Level: \$3,000 Gold level sponsors receive 2 full conference registrations, formal recognition at conference group events, logo on MAACCE Conference website and promotional materials, full page ad in program book, and exhibit space.

Silver Level: \$2,000 Silver level sponsors receive 1 full conference registration, formal recognition at conference group events, logo on MAACCE Conference website and promotional materials, half page ad in program book, and exhibit space.

Bronze Level: \$1,000 Bronze level sponsors receive formal recognition at conference group events, logo on MAACCE Conference website and promotional materials, quarter page ad in program book, and exhibit space.

Copper Level: \$500 Copper level sponsors receive formal recognition at the conference group events.

If you want to propose a workshop presentation, the deadline is January 13, 2017. Please check the MAACCE website, www.MAACCEmd.org or request a proposal form ASAP.

The room rate at the Maritime Institute is \$139 (single)/\$184 (double) + tax per night (includes breakfast and dinner). This special rate is available until April 15. Reservations will be made online at www.ccmmit.org by entering the Client (MAACCE), Group ID and Password or by calling the CCMIT and referencing the group name.

We look forward to seeing you this year at the conference! Contact Laurie Askins or Nettie Schubel at maacce@gmail.com if you have any questions or need additional information.

The MAACCE Conference Team

Conference Location Information:

**The Conference Center at the Maritime Institute
692 Maritime Boulevard
Linthicum Heights, MD 21090
Telephone: (410) 859-5700 Sales Fax: (410) 859-2893
Website: www.ccmmit.org**



2017 MAACCE Annual Conference Exhibitor Reservation Form

I wish to reserve exhibit space at the MAACCE Conference at ***The Conference Center at the Maritime Institute in Linthicum Heights, Maryland***, May 4th and 5th, 2017.

Number of tables: _____ (\$280 1 table/\$500 2 tables) Electricity required: Yes No

Company: _____

Website: _____

Representative(s) attending: _____

Telephone: _____ Email: _____

Please check the days you will join us for lunch. May 4 May 5

Additional representatives: (cost \$50 per day). May 4 May 5 Total: _____

I wish to purchase advertising space in the conference program:

- Full page, \$125
- Half page, \$75
- Quarter page, \$50
- Inside front cover page, \$160
- Inside back cover page, \$160

Please submit digital files for all ads. Preferred format is PDF. Make sure PDF is Print/Press Quality (high resolution) and all fonts are embedded 100%. E-mail your ad to maacce@gmail.com.

Sponsorship Level: Gold (\$3000) _____ Silver (\$2000) _____ Bronze (\$1000) _____
Copper (\$500) _____

Total amount enclosed:

Table: _____
Additional Representative: _____
Advertising: _____
Sponsorship: _____

GRAND TOTAL

Please return this form by April 6, 2017 to: MAACCE, Attn: Program Coordinator, PO Box 709, Leonardtown, MD 20650

You may set up on Thursday morning after 6:30 am. If the space is available, you will be able to set up after 5 pm on May 3rd. If you need multiple electrical outlets, please bring your own power strip. If you have any questions or suggestions, please contact Laurie Askins OR Nettie Schubel at 240-725-5466, maacce@gmail.com.

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Website: www.ccmitt.org