

State of Maryland
International Reading Association
Council

Exhibitor Registration

SoMIRAC 2016 Conference
April 6-8, 2016
*The Magic of Literacy-
Practice and Performance*
Hunt Valley Inn
Hunt Valley, MD

Date _____

Company Name: _____

Authorized Person Making Application: _____

Address: _____

Phone: _____ FAX: _____ Email: _____

Item	Number	Total	
6 ft. Table (\$500 per table)		\$	
3 ft. Additional Space (\$200)*		\$	
Electrical Outlet (\$40)		\$	
<p>One Box lunch per day is included in the cost of each table. Calculate lunch choices by the number of tables you are renting. Indicate the choices for the free lunches as well as any additional lunches you wish to purchase. Only pay for the additional lunches requested.</p>			
		# Free	# Paid
Thursday Box Lunch ** 1 lunch is included per table -additional lunches can be ordered @ \$17 per lunch. Indicate the number of each.	____ Veggie Wrap ____ Tuna Sandwich ____ Turkey Sandwich ____ Garden Salad w/grilled chicken		
Friday Box Lunch ** 1 lunch is included per table -additional lunches can be ordered @ \$17 per lunch. Indicate the number of each.	____ Veggie Wrap ____ Tuna Wrap ____ Turkey Sandwich ____ Garden Salad w/grilled chicken		
Wednesday Box Lunch ** 1 lunch is included per table -additional lunches can be ordered @ \$17 per lunch. Indicate the number of each.	____ Veggie Wrap ____ Tuna Sandwich ____ Turkey Sandwich ____ Garden Salad w/grilled chicken		
	Grand Total Paid:		\$

****Lunches cannot be ordered at the conference. They must be ordered in advance.**

The following persons will represent the company at the exhibit booth: (Please print all names for badges)

Complete this information for inclusion in the conference program: (Please print)

Company Name (as you would like it to appear): _____

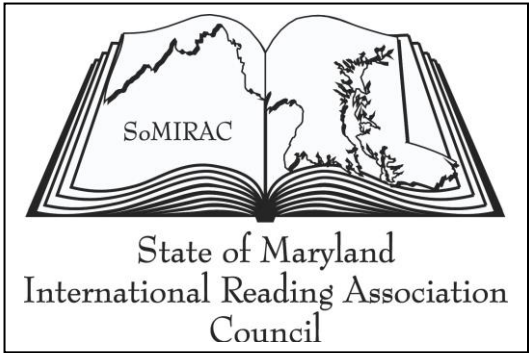
Sales representative's name: _____

Sales representative's email address: _____

Sales representative's phone number: _____

- **The company agrees to donate merchandise for the Scholarship Fund Drive (Literacy Lotto).** This merchandise is auctioned off at the conference for conference attendees. Please drop off your donation at the registration desk when you arrive at the hotel clearly marked with your company name.
- You can email your completed registration form to Mary Lou Nelson at somirac.vendors@gmail.com to reserve your tables and then send along your check or you can mail your completed registration form **and** check to Mary Lou Nelson, 108 Dove Lane, Centreville, MD 21617. Please make checks payable to SoMIRAC.
- The registration fee is not refundable if tables are cancelled less than 30 days before the conference.
- The vendor registration form may also be found on our website at www.somirac.org under the Conference tab, then choose Annual Conference link.

For additional information contact: Mary Lou Nelson at somirac.vendors@gmail.com Call (Home) 410-758-2378 or (Cell) 410-490-2096. (There is NO Fax number)



Conference: April 6-8, 2016
Hunt Valley Inn, Hunt Valley, MD
*The Magic of Literacy
Practice and Performance*

To: Conference Exhibitors
Re: 2016 Exhibitor Information

EXHIBIT HOURS: April 6-8, 2016 – 8:00 am - 4:00 pm. Keep in mind that some attendees are only at the conference on Friday. Please keep your booth **open until the last session of the day begins on Friday** to accommodate these attendees. Thank you!

HOTEL RESERVATIONS: Make your own reservations directly by contacting the Hunt Valley Inn between 8 am and 5 pm at 410-785-7000. A limited number of rooms is available at the conference rate so early reservations are strongly recommended. Identify yourself as a member of SoMIRAC to receive the conference rate.

SET-UP: Exhibitors may set-up on Tuesday, April 5th AFTER 4:00 p.m. Please check in at the SoMIRAC registration desk at the foot of the escalator for exhibitor materials on Tuesday evening. **Donations for the Literacy Lottery may be delivered to the Registration desk on Tuesday evening, or any time on Wednesday.** Someone from SoMIRAC will also be collecting items prior to Thursday morning's display.

SHIPPING MATERIALS: If you need any boxes shipped for your set-up, please mail them to the Hunt Valley Inn clearly marked to the attention of SoMIRAC. These boxes should arrive **no earlier than Friday, April 1**, (3 business days prior to the conference). Be sure your company's name is written on the boxes so that they can be delivered to your table. If the boxes are received prior to 3 days before the conference, you will incur a holding charge from the hotel. In addition, the hotel will also charge you if their employees have to move/deliver more than 10 boxes.

Example: *Company Name*
C/O SoMIRAC
Hunt Valley Inn
245 Shawan Road
Hunt Valley, MD 21031 – 1099

We look forward to another great conference and appreciate your participation. Please let me know if you have any questions.

Mary Lou Nelson
SoMIRAC Exhibitor Contact
108 Dove Lane, Centreville, MD 21617
(Home) 410-758-2378
(Cell) 410-490-2096
somirac.vendors@gmail.com