



# **Exhibitor Logistics**

## **13<sup>th</sup> Annual 2016 Spring Breakfast Meeting Business Showcase Expo Friday, May 13, 2016**

### **Event**

13th Annual 2016 Spring Breakfast Meeting/Business Showcase Expo - Friday, May 13, 2016 - 7:30am-12:30pm - Martin's West 6817 Dogwood Rd., Baltimore, MD 21244

### **Exhibitor Table Assignment**

[Please select here to view your table assignment.](#)

### **Provide Company Representatives Names Who Will Staff Your Exhibitor Table/Space**

If you have not submitted the names of the company representative that will be staffing your exhibitor space, and/or have not designated who will be using the Expo Only Ticket, which is provided so that you have coverage at your exhibitor table during the entire event, then please provide us with your company representatives names no later than **Friday, May 06, 2016 by 12 Noon** at [events@mwmca.org](mailto:events@mwmca.org) so that we may prepare name badges for your company representatives that will be working at your exhibitor space.

### **Please Confirm If You Require Electricity or WiFi at Your Exhibit Table/Booth**

For an additional cost, electricity (\$25.00) and wifi (\$20.00) are available. However, if you are a sponsor who is participating as an exhibitor, there is no additional cost for electricity or wifi. Please confirm your electricity and wifi needs no later than **Friday, May 06, 2016 by 4:00pm.**

### **Coverage of Your Exhibit Table/Space**

Coverage at your exhibit space is necessary for the entire event from 7:30am to 12:30pm. The program/awards ceremony occurs simultaneously, and certainly seats will be available for your representatives with General Admission tickets inside of main ballroom, however all exhibitors have been provided with Expo Only tickets to ensure that you have coverage at your exhibitor space while the program is occurring. If you need additional Expo Only tickets to ensure coverage during the entire event, please email us at [events@mwmca.org](mailto:events@mwmca.org) and we will be happy to provide you with additional Expo Only Tickets. A good portion of our guests will not be attending the program/awards ceremony and will want to visit with a representative from your company at your exhibitor space throughout the entire event. The day of event schedule is as follows:

<b>5:00am to 6:00am</b>	Setup for AV/MWMCA Staff
<b>6:00am to 7:00am</b>	Exhibitor/Vendor Move-in/Setup
<b>6:45am to 8:15am</b>	Continental Breakfast Served for Exhibitors/Vendors in the Wayne room located on the 2 <sup>nd</sup> floor of the venue



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Friday, May 13, 2016**

- 7:30am to 12:30pm** Business Showcase Expo
- 8:00am** Ballroom Opens for Guest to Be Seated for the Spring Breakfast  
Award Ceremony/Program
- 8:30am to 10:00am** Spring Breakfast Award Ceremony/Program  
(Spring Breakfast Award Ceremony/Program will go on simultaneously while  
The Business Showcase Expo is occurring)
- Event Ends at 12:30pm**

### **Overnight Accommodations**

Overnight accommodations are available at the Hampton Inn and Quality Inn which are directly across from and within walking distance of Martin's West. [For more information on reserving overnight accommodations, please select here.](#)

### **Exhibitor Set up Details**

**Day before set up is available this year (see information below under option (1)).**

**All exhibitors must be set up by 7:15am on Friday, May 13, 2016.** Event guests will start arriving at 7:30am to visit your exhibitor tables.

You will be provided with a six (6) ft. table skirted with a white tablecloth and two chairs. Your table will be designated with your company name. Electricity and wifi are available but will have to be requested no later than **Friday, May 6, 2016 by 12 Noon**. There is a \$25.00 fee for electricity and a \$20.00 fee for wifi. **If your company/organization is an event sponsor, there is no additional charge for electricity or wifi, however you still have to request it by the deadline.** Please email your electricity or wifi requests to [events@mwmca.org](mailto:events@mwmca.org) or contact Ebony R. Julien at MWMCA, 443-759-8580 or [elawson@mwmca.org](mailto:elawson@mwmca.org) and she will confirm your requests.

You have **two (2)** options for setting up your exhibitor materials for the event:

#### **OPTION ONE (1) – Day Before Set-up Instructions**

**On Thursday, May 12, 2016 from 5:30pm to 7:30pm** you can bring your exhibitor materials to Martin's West to set up your exhibitor space. Please email [events@mwmca.org](mailto:events@mwmca.org) or contact Ebony R. Julien at MWMCA, 443-759-8580 or [elawson@mwmca.org](mailto:elawson@mwmca.org) **by Friday, May 6, 2016 by 4:00pm** to advise if you're planning to take advantage of this set up option. You will enter Martin's West with your exhibitor materials through the middle lobby entrance. It is located on the side of the building, under the canopy.



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This entrance will only be open from 5:30pm to 7:30pm on the day before the event day, on Thursday, May 12, 2016.

#### **OPTION TWO (2) – Event Day Set-up Instructions**

On **Friday, May 13, 2016, event day**, you can bring your materials to Martin’s West to set up your exhibitor space **between 6:00am and 7:00am**. On event day you will enter Martin’s West with your exhibitor materials through the middle lobby entrance. It is located on the side of the building, under the canopy. **This entrance will only be open from 6:00am to 7:00am on event day, Friday, May 13, 2016.**

**For either option your exhibitor table must be setup by 7:15am on event day, Friday, May 13, 2016.** Our guests are scheduled to arrive at **7:30am** and usually a number of attendees come earlier, so we want all exhibitor tables set up and ready to greet our guests.

**Please Note: Your exhibitor space cannot be shared with any other company, unless it has been confirmed previously.**

As the company that is hosting the event we have signed a Contractor/Subcontractor Procedures and Understanding with Martins West, please [select here](#) to view the rules/regulations that must be followed for each exhibitor.

#### **Parking**

Parking is plentiful and free at Martin’s West. The parking lot is adjacent to the building, located at:

**Martins West  
6817 Dogwood Road  
Baltimore, Maryland 21244  
410-944-9433**

#### **Exhibitor Raffles**

Want to make sure you gain foot traffic at your exhibit booth? Conduct a raffle! Our raffle team will announce your drawing and draw attendees to your booth. We’ll be announcing raffle winners of MWMCA raffles at 11:00am in the Exhibit Hall. We could announce your raffle winners too; we’ll take pictures of the announced winners. Let’s have fun and meet minority firms at the same time! **Let us know by Friday, May 6, 2016** if you want our raffle team to assist you with any raffles you’ll hold at your exhibitor space.



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**Meals**

**A continental breakfast will be served for all exhibitor only ticket holders from 6:45am – 8:15am.** The continental breakfast is being hosted in the Wayne Room on the second floor. Exhibitor only ticket holders and/or any other company representatives that will arrive during set-up time are welcome to join us for the continental breakfast. Take the elevator that is located on the first level (a poster will be near the first floor elevator to assist in locating the Wayne Room) and push \*2/Exit\* button.

**If you are an exhibitor and you have a General Admission ticket that not only admits you to the exhibitor area but admits you to the main ballroom where we will have our Annual Spring Breakfast and Awards Celebration, a full breakfast will be served during the program. All Exhibitor General Admission ticket holders can find a seat in the ballroom near the entrance to the ballroom, just ask our team members to show you to your seat.**

Again, we truly appreciate your participation. [For more event information, please select here.](#) If you have any questions, please feel free to contact us at [events@mwmca.org](mailto:events@mwmca.org) or at 443-759-8580.