



Exhibitor Logistics

**12th Annual 2015 Spring Breakfast Meeting
Business Showcase Expo
Friday, May 8, 2015**

Event

12th Annual 2015 Spring Breakfast Meeting/Business Showcase Expo - Friday, May 8, 2015 - 7:30am-12:30pm - Martin's West 6817 Dogwood Rd., Baltimore, MD 21244

Provide Company Representatives Names Who Will Working at Exhibit Table/Booth

If you have not submitted your company representatives names that will be working at the exhibit table/booth, and have not designated who will be using the Expo Only Ticket which is provided so that you have coverage at your exhibit table during the entire event, then please provide us with your company representatives names no later than **Friday, April 24, 2015 by 4:00pm** at events@mwmca.org so that we may prepare name badges for your company representatives that will be working at your exhibitor table/booth.

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 cost for electricity or WiFi. Please confirm your electricity and WiFi needs no later than **Friday, April 24, 2015 by 4:00pm.**

Coverage of Your Exhibit Table/Booth

Coverage at your exhibit table/booth 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 table/booth 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 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 throughout the entire event. The day of event schedule is as follows:

5:00am to 6:00am	Setup for AV/MWMCA Staff
6:00am to 7:00am	Exhibitor/Vendor Move-in/Setup
6:45am to 8:15am	Continental Breakfast Served for Exhibitors/Vendors
7:30am	Exhibitor Hall Opens and ends at 12:30pm
8:00am	Main Ballroom Opens For Guests To Be Seated For Spring Breakfast Program
8:00am to 8:25am	VIP Reception for Honorees/MWMCA Members/Speakers
8:30am to 10:00am	Spring Breakfast Awards/Program



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Exhibitor Hall Opens at 7:30am and Ends at 12:30PM

Overnight Accommodations

MWMCA does have a group rate set up at the Hampton Inn (expires on Wednesday, April, 22, 2015), directly across and within walking distance of Martin's West. [For more information on reserving overnight accommodations, please select here.](#)

Set up Details/Parking

There will be no day before set up. Set up on event day Friday, May 8, 2015 starts at 6:00am. All exhibitors must be set up by 7:15am. Guests start arriving at 7:30am.

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, April 24, 2015 by 4:00pm**. 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. Please email your electricity or wifi requests to events@mwmca.org or contact Ebony R. Julien at MWMCA, 443-759-8580 or elawson@mwmca.org and she will make arrangements for you.

You have **two (2)** options for dropping off your exhibitor materials for the event:

OPTION ONE (1)

On Wednesday, May 6, 2015 at 3:00pm you can bring your exhibitor materials to Martin's West (Martin's West has limited space so please confirm by Friday, April 24, 2015 if you are interested in this option). Please email to confirm this arrangement at events@mwmca.org or contact Ebony R. Julien at MWMCA, 443-759-8580 or elawson@mwmca.org and she will make arrangements for you.

Please deliver your materials in a box clearly marked MWMCA Exhibitor along with your company name so that your materials are easy to locate. Martin's West will store them for you until the event day on Friday, May 8, 2015. On Friday, May 8, 2015 you can arrive starting at 6:00am and must be there no later than 6:45am to retrieve/setup your exhibitor materials and be set up no later than 7:15am. Guests arrive beginning 7:30am.

OPTION TWO (2)

On Friday, May 8, 2015 you can bring your materials in **between 6:00am and 6:45am**. If you require assistance on event day with getting your materials from the loading dock to the lobby let us know, **by 4:00pm on Friday, April 24, 2015**. Please email to confirm this arrangement at events@mwmca.org or



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contact Ebony R. Julien at MWMCA, 443-759-8580 or elawson@mwmca.org and she will make arrangements for you.

For either option your exhibit table must be setup by 7:15am on event day, Friday, May 8, 2015. 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.

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 8, 2015.**

Parking is plentiful and free at Martin's West.

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.

Table Assignment

Your table assignment will be available online and emailed to you on **Friday, May 1, 2015.**

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 also take pictures of the announced winners at your booth. Let's have fun and meet minority firms at the same time! **Let us know by Friday, April 24, 2015** if you want us to announce your raffle winner.

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**



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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.

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 or at 443-759-8580.