

January 2012

Dear Exhibitor,

Thank you for your positive response to exhibit at the MMEA conference in Baltimore, Maryland. The convention is Friday and Saturday February 24-25 2012. Exhibit hours are 8:30 AM - 5:30 PM on Friday (with the Exhibit Happy Hour from 5:30-6:30) and 8:30 AM - 3:30 PM on Saturday. Set-up time is Thursday February 23rd from noon until 7:00 PM. **You must come on Thursday to set up, register and get your badges. There will be no provisions for this on Friday morning before opening.** Breakdown time is Saturday February 25th after the exhibits close. **Please plan to stay until we close on Saturday.** It is a poor showing to have empty booths when there is still traffic moving through the hall.

If you are interested in taking out an ad in the conference program, please contact Tom Fugate at (301) 271-7269 as soon as possible.

Your 10' x 10' booth(s) will contain a draped table (you will get 1 table for each space you reserved), 2 chairs, a trash can, and a sign. The exhibit hall has a carpeted floor. If you need anything else you must order it directly from the display company using this Exhibitor Kit link:
http://www.shepardes.com/kit/2012/02_Feb/MMEA/MMEA_M117050212.pdf

You will receive a discount hotel rate at the Sheraton City Center Hotel or the Radisson Plaza Lord Baltimore. Please call our Executive Director, Mary Ellen Cohn at 1-800-94-MUSIC and book through her to receive the conference rate. The Sheraton is the closest of the two hotels. There are other hotels nearby, but we do not receive any discount at those locations.

Once again, set-up day is Thursday February 23rd from noon until 7:00PM. The display company will not be available for emergencies after 6:00. Breakdown time is Saturday February 25th at 3:30. Exhibitor check-in will be inside the Exhibit Hall (rooms 307, 308, and 309).

There will be a Happy Hour reception Friday evening at 5:30 where conference attendees can meet with the clinicians and you and win wonderful door prizes. This event has been extremely successful in past years, due largely to the

great generosity of the exhibitors in donating door prizes. We hope that you will again be so generous when asked. Steve Miles, our President-Elect, will be contacting you regarding this.

I look forward to seeing you on the 23rd of February. If you have any questions, please feel free to call me at 410-265-6222, or e-mail me at jbrahms@comcast.net. If you need to reach me on the 23rd, please call this emergency number: 410-274-4485.

Sincerely,
Jan Strevig
MMEA Exhibits Chair

DIRECTIONS TO THE CONVENTION CENTER LOADING DOCK

From the west: take I-70 to I-695S towards Glen Burnie. From I-695, take I-95N towards New York. Take exit 53 (I-395 Downtown). Veer to the right onto Conway, then left onto Charles. The loading dock will be on your left.

From the south: take 295N (Baltimore/Washington Parkway) toward Baltimore. 295 becomes Russell Street. Stay on Russell Street past Oriole Park at Camden Yards, then turn right onto Pratt Street, right onto Sharp Street, left onto Conway, then left onto Charles Street. The loading dock will be on your left.

From the east: Take Rt. 50W to I-97N to I-695N towards Baltimore, staying in the right lane. Take exit 7B, 295N (Baltimore/Washington Parkway) toward Baltimore. 295 becomes Russell Street. Stay on Russell Street past Oriole Park at Camden Yards, then turn right onto Pratt Street, right onto Sharp Street, left onto Conway, then left onto Charles Street. The loading dock will be on your left.

From the northeast: Follow I-95S to the Fort McHenry tunnel. Once through the tunnel, take exit 53 (I-395 Downtown). Veer right onto Conway, then turn left onto Charles Street. The loading dock will be on your left.

From the north: take I-83S toward Baltimore, bear right onto I-695W toward Pikesville, then exit back onto I-83S toward Baltimore. Take I-83 to the end, then turn right onto Lombard Street, left onto Light Street, right onto Conway, then right on Charles Street. The loading dock will be on your left.