



26th Annual MSFCCA Conference

Child Care Professionals:

Unleashing Our Superpowers!

REQUEST FOR VENDORS October 12-14, 2018 | Ocean City, MD
2018 MSFCCA Conference – Ocean City, MD

The Maryland State Family Child Care Association (MSFCCA) will be presenting our 26th Annual MSFCCA Conference, **Child Care Professionals: Unleashing Our Superpowers!** to be held October 12-14, 2018 at the Carousel Oceanfront Hotel and Condos. This will be a terrific opportunity for you to showcase and sell your products and services.

Over 250 early childhood teachers, child care providers, and child advocates visited the conference last year. In 2018, we expect the number of conference participants to exceed last year's attendance figures. Participants attend to expand their professional and personal development, earn training hours, and learn about the newest resources available to them.

Space in the exhibit hall will be assigned in advance. The exhibit area will be open 11am to 5pm on Friday and 8am to 3pm on Saturday. The exhibits may be set up Friday, October 12th 2018 from 9 am and 10:30am. All exhibits must be in place by 10:30 am on Friday. The vendor fee **does NOT include hotel accommodations or meals**. Should you wish to stay at the Carousel Oceanfront Hotel & Condos, located at 11700 Coastal Highway, Ocean City, Maryland, you can contact them at 1-800-641-0011 or www.carouselhotel.com. When making reservations, please say you are requesting a room with the Maryland State Family Child Care Association Conference. It is recommended that you book no later than July 15, 2018 to take advantage of the special conference rate.

We truly appreciate any donations you wish to make toward door prizes for the participants. The MSFCCA is a **Non-profit 501(c)3** organization. All donations to MSFCCA are tax deductible.
Federal ID # 52-1579040

The deadline for vendor registration is August 26, 2018. Register by July 15th 2018 for early bird pricing. If you have any questions, please feel free to contact Angela Lamberti at 410-707-4802 or email @ msfccavendor@gmail.com.

Sincerely,
Angela Lamberti
Vendor Chair

Enclosures: Reservation for Vendor Participation / Vendor Contract / Ad Placement / Donations & Contributions

Reservation for Vendor Participation



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First Name:		Last Name:	
Phone Number:		Email Address:	
Address:			
City:	State:	Zip Code:	
Company Name:			
Goods/Service:			

EARLY BIRD PRICING: Payment must be received by July 15th 2018.

Table Selection:

	Early Bird Before 7/15/18	Standard After 7/15/18
1 Table	\$120.00	\$145.00
2 Tables	\$195.00	\$220.00

Tables are 6 feet long and have a dark fabric skirt

Business Card Advertisement

Black and White advertisement in Conference Program. Please include a business card with your contract.

\$15.00

Advertisement Placement- Deadline is August 15th 2018

Full Page Program Ad - \$120.00

- 7 ½ W x 10 H

Quarter Page Program Ad \$70.00

- 7 ½ W x 2 ½ H or 3 ¾ W x 4 7/8 H

Half Page Program Ad - \$95.00

- 7 ½ W x 5 H or 3 ¾ W x 10 H

Eighth Page Program Ad - \$50.00

- 3 ¾ W x 2 ½

Donations

We would like to donate one or more items (\$50. + Value) in exchange for our **business name, email address and telephone number being printed in the Conference Program.**

We wish to donate one or more items (up to \$49.99 Value) in exchange for mention of our **business name in the Conference Program.**

each participant (300 i.e.: pens, key chains, note pads, gift cards, curriculum, &/or certificates for free items) in exchange for mention of our business in the Conference Program.

We wish to make a tax-deductible contribution, in exchange for mention of our business in the Conference Program. **MSFCCA is a Non-profit 501(c) 3 Organization.**

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We wish to donate **promotional items to give**



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Tax-deductible Contribution

1. \$1,000.00 + _____
2. \$500.00 + _____
3. \$250.00 + _____
4. \$150.00 + _____

Items donated will be used as door prizes or silent auction items unless specified here:

Must Be Door Prize Item

TOTAL AMOUNT: _____

ITEMS DONATED: _____

Please send this completed form along with completed Vendor Contract and Check to:

Angela Lamberti
6695 Possum Court
Columbia, MD 21045

Please email your Ad (**state the size requested**) via email to Angela Lamberti at msfccca.vendor@gmail.com **using jpeg format** with a subject line MSFCCA Conference Ad.

Tables will be assigned in the order that payment is received. **MSFCCA will only accept one vendor from any one company.** Reservations will not be guaranteed without accompanying check and information form. All reservations must be received by August 26, 2018. Make check payable to "MSFCCA" for the total fees due. Your canceled check will serve as acknowledgment of reservation of services requested. **All fees remitted are non-refundable.**

AUTHORIZED SIGNATURE: _____

DATE: _____

VENDOR CONTRACT



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The Maryland State Family Child Care Association, hereafter referred to as “MSFCCA” and _____ hereafter referred to as “Vendor” agree to the following:
(Vendor Name)

1. Vendor must pay a **non-refundable fee** of \$120.00 for the first table (\$145 if payment received after July 15, 2018) and \$75.00 for each additional table(s) to MSFCCA for the rental of an exhibition table at the Maryland State Family Child Care Association Conference on October 12-13, 2018. It will be located at the Carousel Oceanfront Hotel & Condos. This fee does not include meals or hotel accommodations. A list of attendees and their addresses will be furnished to vendors during the conference. Checks received after July 15 with early bird fee will be returned with contract.
2. Vendor’s products must be approved by the 2018 Conference Committee. Only the vendor listed on this contract may use the vendor table rented.
3. Vendors will have some products **immediately available** for sale at the conference.
4. Vendor will have access to one 6-foot, skirted table in the exhibit area. Table space only has enough room to walk around. **Extra tables may NOT be brought into the room.** If you want to set up displays or racks, another space must be rented. Tables will be assigned in the order that payment is received. The room will be available for setup on Friday, October 12, at 9:00 a.m. to be open for sales at 11:00 a.m.
5. Vendor agrees to “man” the table at the following times: **Friday** 11:00 a.m. – 5:00 p.m. **Saturday** 8:00 a.m. – 3:00 p.m. A responsible adult must “man” the table. No children please. Optional extended hours upon approval.
6. Vendor is solely responsible for setting up and cleaning up exhibition property and collecting fees for products or services offered at the conference.
7. Skirted exhibit tables will be located by the ice skating rink. Area will not be locked but a security guard will be on duty. Please dress accordingly.
8. Vendor contract and fees must be received by August 26, 2018 to be listed in the program. If table space is **not** available, your contract and fees will be returned.

VENDOR (Please **PRINT**)

Exhibitor Name: _____

Electrical outlet required: Yes No

Phone Number: _____

Email: _____

Organization/ Business: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Vendor Signature

MSFCCA Representative Signature

Date

Date