

Mid-Atlantic Monument Builders are pleased to announce:

www.mid-atlanticconvention.com

Mid-Atlantic Monument Builders Convention

January 12-13, 2018

Marriott Waterfront
Baltimore, MD

The New York Monument Builders Association & New England Monument Dealers Association are helping to promote our show!

2 day



Sponsorship Levels

Platinum \$2000 +

Gold \$1000 +

Silver \$500 +

In the past you have been generous with us. We strive to bring the best regional trade show to you and the retailers. As always our registration costs are kept low in hopes of attracting many retailers. Your help is greatly appreciated.

- Each vendor who gives sponsorship money will have their company name listed on signs and in the booklet.
- Your booth will have a personalized sign depicting your level of sponsorship.
- Platinum sponsors (\$2000+) preferred booth space plus one extra booth at no cost
- Gold sponsors (\$1000+) preferred booth space
- Silver sponsor (\$500+)
- **Event Sponsor** (costs to be determined at a later date)

Extra booth and preferred position on first come, first served basis!

Please add your sponsorship to your registration info online or with this form. Thank you!!

All forms should be sent to: MID-ATLANTIC MONUMENT BUILDERS

568 N. Union St.
Middletown, PA 17057

www.mid-atlanticconvention.com



COMPANY NAME: _____

ADDRESS, CITY, STATE, ZIP _____

NAME, AND PHONE # OF CONTACT PERSON _____

EMAIL ADDRESS REQUIRED !!! _____

****Important news **** ***ALL BOOTHS ARE IN THE EXHIBIT HALL, NO BOOTHS WILL BE SOLD IN THE FOYER. WE ARE OFFERING A FEW SMALL BOOTHS AGAINST THE WALL IN THE EXHIBIT HALL, SIZE 10'X5'. Those will be the last sold, or upon request.***

OF BOOTHS up to 3 (\$300 per booth) _____

Crating # of units (\$175 per unit) _____

Instructions are on website, only those monuments crated properly will be set up in the exhibit room

Electricity & internet is an extra charge (PSAV Exhibitor order form & UPS info on website)

All ads must be emailed, uploaded onto website or sent via mail no later than October 30.
Each vendor is required to put at least a ½ page ad in the booklet.

Sizes: ½ page \$325 _____ Full page \$425 _____

Register for your room (\$165 per night) on the website or contact the hotel 1-877-212-5752

CONVENTION PRE- REGISTRATION \$225 per person At the door \$250
EVERYONE in your booth MUST be registered!

Company Name _____

Attendees: _____

PLEASE PRINT CLEARLY AS THIS FORM IS USED FOR NAME BADGES!!!!

TOTAL Amount enclosed: \$ _____ Company check # _____
(Please do not register online if you are sending a company check, use this form)

Register online for credit card payments. Secure site through Stripe.

Questions can be emailed to Registration@mid-atlanticconvention.com (no phone calls)



INFORMATION FOR MANUFACTURERS AND SUPPLIERS

Solicitation on the floor by manufacturers or suppliers who do not have booth space is strictly prohibited. **You will be escorted out of the display. No passes will be sold to manufacturers unless they purchased a booth.**

Each Displayer must take at least a 1/2 page ad in our booklet

Copy must be camera ready All ads are color

Pages size is 8.5 x 11

Booth space is sold on first come, first served basis.

Booth size: approximately 10 feet x 7 feet

Registration with Mid-Atlantic Monument Builders is required, everyone must be registered.

We offer up to 3 booth spaces. Additional booths may be available at a later time.

You will receive information about registering for the convention. This will give you the fee for registration plus the hotel rates.

Everyone must be registered.

Manufacturers and Suppliers are expected to register for the full registration.

All fees must be pre-paid in order to be guaranteed space.

Crating must fulfill our requirements or you will be charged extra. The committee reserves the right to refuse to set up monuments that are improperly crated. Crating specifications with a drawing can be found on another page of the website. **CRATING FEES ARE FOR MONUMENTS ONLY.**

Extra charges apply for electricity in the display. See Marriott PSAV form.

We hire security to stay in the display areas through the entire time the show is in progress. No one is allowed in the exhibit area except at the posted times. If you need to gain entrance after hours you must contact one of the committee members.

The day before the exhibit opens, the monuments will be set up by local monument companies. This is a whole day process and we ask that you stay out of the exhibit area during this time.

Table top exhibitors will have access to set up their booth at designated times. Please have everything ready and in place by the time the exhibit doors open.

You will be notified of the time by the Exhibit Chairman.

Tables will be provided free of charge if requested.

Photography of displays or booths is **not** permitted.

All exhibitors are required to keep their booth open until the display area is closed. No early tear-downs are permitted. Your booth should be manned at all times.

Send all information to:

Mid-Atlantic Monument Builders

568 North Union Street

Middletown, PA 17057

Further questions can be answered by emailing

Karen at registration@mid-atlanticconvention.com

Please do not ask for our mailing list.

We do not give it out to anyone!

Email is for questions about the convention only - no solicitations!

DISPLAY REQUIREMENTS

Welcome and thank you for your interest in the Mid-Atlantic Monument Builders Convention Guidelines. Please read the following information carefully as strict adherence to these guidelines is crucial to the success of the Convention. Please note that the entire show is set up by the committee members' retail monument companies and their setting crews using hand trucks. A smooth set up process is mutually beneficial to all; therefore no exceptions will be made to the following guidelines:

Booth Size: Approx. 10' x 7' There will be 10 smaller booths (table top display only) along the entrance wall in the ballroom. Approx size 10'x5" Tables MUST be against the wall..

NO BOOTH SPACE WILL BE SOLD IN THE FOYER-- ALL BOOTHS WILL BE IN THE MAIN BALLROOM

NO PASSES WILL BE SOLD TO MANUFACTURERS OR SUPPLIERS UNLESS THEY PURCHASE BOOTH SPACE.

NO EARLY TEARDOWN

Display Requirements

Information we need from you: Drawing and specifications for each unit (die and base or other) to be set up for display

If your units are not clearly marked, they will only be set up at the discretion of the committee.

Clearly mark crates: example: Unit 1 A top, Unit 1 B base. Your company name should appear on all pieces of crating. Mark the bottom of all bases with your company name. Mark all pieces of the crate with your company name.

Each exhibitor (manufacturers and suppliers) must supply the committee with an exact list of what they will be bringing to the show. Every item must be pre approved by the committee, this includes backdrops and signs. Because this is a monument show, only items related to the cemetery monuments will be allowed. No ornamental landscape pieces will be accepted. Benches and statues related to cemetery monuments are acceptable. Set up will take place on Thursday.

NO ONE other than the committee members are allowed in the room on Thursday during the setup.

Table-top Exhibitors: Please provide a list of what you are bringing for approval by the committee. You are responsible for the setup of your own display.

Please fax or email the following information to:

Fax: Rick: 703-368-3505

Fax: Nate: 717-944-3636

display@mid-atlanticconvention.com

Information we need from you:

1. Exact list of all items being brought to the show.
2. Detailed drawing of your display, to scale, showing location of each unit in your display.
3. Number and size of tables and number of chairs required. Tables are 6 foot rectangular or round.
4. Size and description of equipment that is free standing or too large to fit on a table.
5. Size of backdrop.
6. Request for electricity or internet access. These are additional charges for which you will be billed separately by the hotel. A request for either will result in a charge whether you actually use them or not, so consider carefully before making your request.

Monument size guidelines:

The maximum number of monuments per booth is 6

with base length not to exceed a total of 20 linear feet.

This year the amount of monuments per booth will be based on linear feet. Allow at least one foot of buffer space between each unit (side to side/back to back) in your display.

Regardless of number of booths, each exhibitor is allowed to bring one monument that is sized:

Die: 4-0 x 0-8 x 2-4 Base: 5-0 x 1-2 x 0-8

Acceptable sizes are as follows:

Dies up to 2' 4" (3' 2" max height)

Dies 2' 6" to 3' 0" (2' 10" max height)

Dies 3' 2" to 3' 6" (2' 8" max height)

8" max base height, 1' 2" max width

6" base may be 1' 4" wide

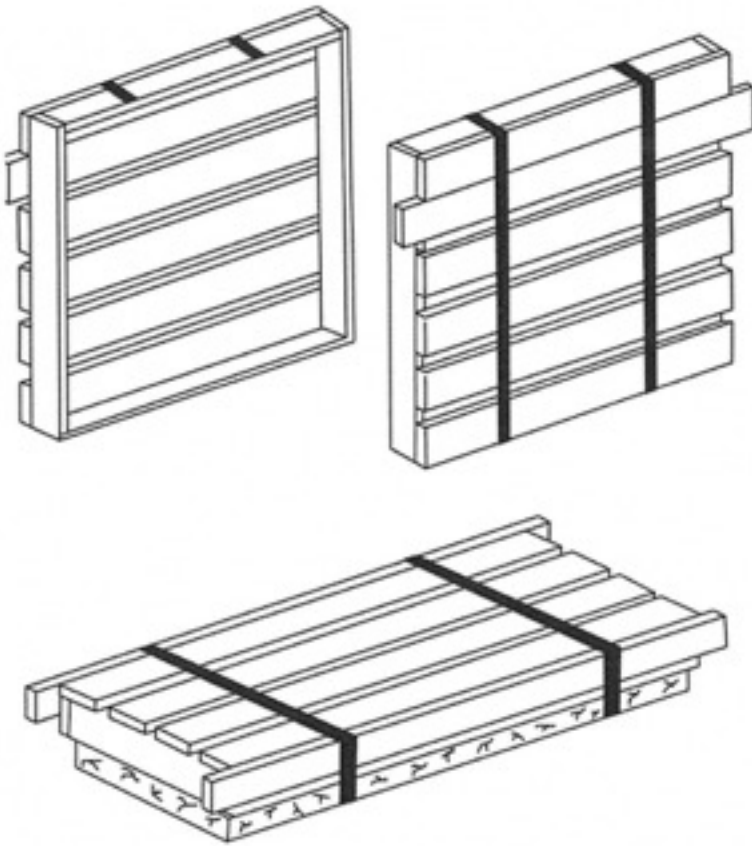
NO 10" bases allowed

NO 10" dies allowed

NO sub bases allowed

Statues up to 5' (Please consider stability, as they will be set up on carpet)

Cremation units, Benches, Statues and non standard monuments are subject to approval of the Exhibit Committee.



Crating Specifications

Split crates for dies

Top crating only for bases

All pieces must be marked with your company name and unit number and Mid-Atlantic Convention

Crating that does not follow these specifications will result in a fine for each monument payable immediately to ensure set up of your display.

Shipping

Monuments should be shipped via:

Bellavance Trucking (1-800-257-2828)

or

Darica Trucking (1-706-283-8915)

You are responsible for the shipping of granite to and from the convention. If for any reason you wish to change shipping companies during the convention you are responsible for making those arrangements. It is also your responsibility to make arrangements to ship any item you sell at the convention. Contact the appropriate shipping company in order to do so. The Mid-Atlantic committee is not responsible for any shipping costs incurred by switching to an alternate carrier and we are not responsible for changing carriers for you.

Remember, **every item must be approved. DO NOT** ship anything via truck that was not approved as it will NOT be set up for display.

Tentative Agenda: please note the change to a 2 day format

Thursday Jan. 11

Monuments set up in the display area, no one is allowed in the exhibit hall until 4:00pm
Thursday 4:00pm until 6:00pm (table top exhibitors can set up their booth)

Friday Jan. 12

7:00am-9:00am Table top exhibitor set up, **must be set up by 10:00am**

EXHIBIT OPENS AT 10:00AM-12:00NOON

Luncheon with full registration 12:15pm- 1:15pm

EXHIBIT HALL OPEN 1:30pm-4:00pm

Manufacturer's cocktail hour 5:00pm-6:00pm

Welcome Reception 6:00-7:00pm

Dinner on your own

Saturday Jan. 13

Breakfast with full registration 8:30am-9:30am

EXHIBIT HALL OPEN 9:00AM-12:00NOON

Lunch on your own

EXHIBIT HALL OPEN 1:00PM-4:30PM

(No early tear down allowed)

Happy Hour 6:00pm

Banquet 7:00pm

Sunday Jan. 14

Tear down on Sunday



If you no longer wish to receive information from us, please email
Registration@mid-atlanticconvention.com