

EXHIBITOR INFORMATION

2019 SMAR EDUCATION CONFERENCE & EXPO

Wednesday, May 22, 2019

University System of Maryland at Southern Maryland
(formerly Southern Maryland Higher Ed Center)
44219 Airport Road, California, MD

Expo Exhibitor Information

- A chance to network and expose your business to Real Estate Agents face to face in a friendly and relaxing environment.
- Each participant in the Expo will receive a roster of attendees (those who gave their permission) the Wednesday before the event and a final list after the event.
- Opportunity to win the Doris Jones Outstanding Exhibitor Award (see below).



Exhibitor Rules: *Please read carefully below.*

- Check-in on May 22nd begins at 7:15 am. **The Expo will be open from 11 am - 1:15 pm.** *We ask that your display be manned from 11 am - 1:15 pm.* You may tear down your booth at 1:15 pm when the afternoon classes begin.
- Exhibitor door prize winners will be announced during the lunch hour.
- There will be an option for attendees to attend the lunch & expo only.
- You must supply your own extension cord or power supply.

Suggestions to make your investment more successful:

- Have a Business Card Drop; remember, each REALTOR® attending the Expo will be stopping by your booth for “Exhibitor Bingo.”
- Supply a door prize (no more than two) to be given away during the extended lunch period.
- The Wednesday before the event, you will receive a roster of attendees (from those who gave their permission) if you would like to announce your presence at the SMAR Education Conference & Expo and invite them to stop by your booth during the Expo.
- Have promotional materials and “giveaways” for those who stop by your exhibit.

The Doris Jones Outstanding Exhibitor Award was established in recognition of Doris’ years of service as Chairman of the SMAR Hospitality Committee. The Award criteria are based on booth creativity, aesthetic appeal, adherence to Exhibitor Rules, and application of theme to booth display. Remember, this year’s theme is **“Knowledge is Money: $K=M^2$ ”** The winner will receive a Free exhibitor space (4 ft. by 7 ft.) at next year’s Education Conference & Expo and have their name engraved on the progressive recognition plaque displayed at the Southern Maryland Association of REALTORS® headquarters building in Hughesville.

Exhibitor Registration Deadline: Thursday, May 16th

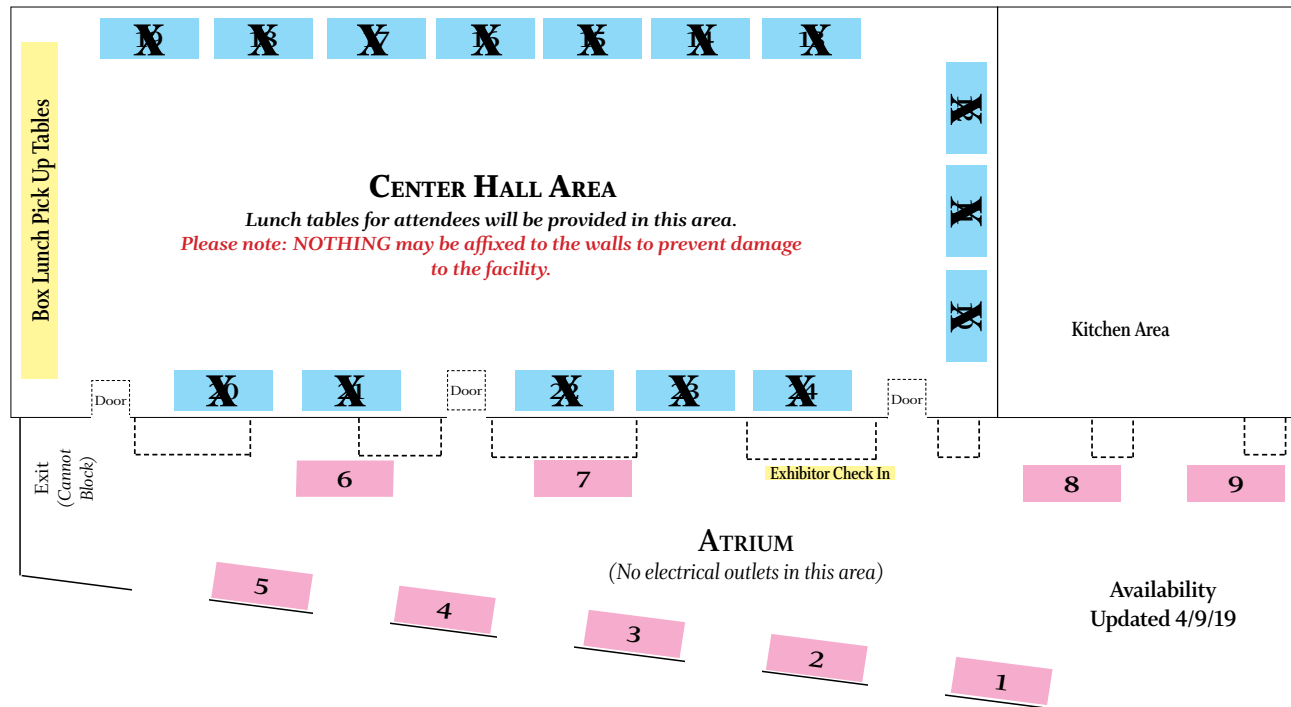
Booths are assigned on a first come, first served basis upon receipt of payment.

See following pages for exhibitor layout and registration information.

2019 SMAR EXPO EXHIBITOR LAYOUT

Due to the electrical service restrictions at the University System of Maryland at Southern MD, appliances that use cooling or heating elements are not allowed in the Exhibit Hall.

Please note: This drawing is NOT to scale but is provided to give you an overall view of the layout. Space sizes are noted below.



New in 2019: Use of HELIUM balloons are prohibited due to a building policy change.



Atrium Area: \$300 member/\$600 non-member. Space includes 1 - 2 x 6 ft table.
Note: 4'x13' spaces not available in the atrium.



Center Hall Area: \$300 member/\$600 non-member for 4 x 7 ft space (includes 1 - 2 x 6 ft table) or \$500 member/\$900 non-member for 4 x 13 ft space (includes 2 - 2 x 6 ft tables). If you would like a 13 foot space, please select two booths together.

The fee includes the following:

- The reserved space as noted above with table(s) and chairs. A tablecloth is available upon request.
- Price includes admission, breakfast, and lunch for 2 company representatives. Additional company representatives can attend for \$20/person.

To register you may fill out the attached registration form and fax to 240-254-2107 or email to robinh@somdrealtors.com. The registration deadline is Thursday, May 16th. Space is available on a first-come, first-served basis. **Vendor spaces are not assigned or reserved until payment is received.** Please contact Robin Hoffman at 301-274-4406 with any questions. We hope you will join us for our 16th annual 'Education Conference & Expo.' We are looking forward to another successful event packed with continuing education classes, expo, breakfast, lunch, and prize drawings!



2019 SMAR Conference & Expo Exhibitor Registration Form

Information for Name Tags and Program (Please print CLEARLY)

Please note: TWO company attendees are included in the exhibit cost.

Names: _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Additional company representatives are welcome—\$20.00 each (includes lunch)

Additional Attendees' Names: _____

Will you need a tablecloth provided for you? Yes No

Booth space is available on a first-come, first-served basis and will be assigned when payment is received.

Please indicate by number your preference for vendor space (see page 2): _____

Exhibit Booth Fees

	4'x7' Tables 1 - 24	4'x13' Available in Center Hall Area Only Tables 10 - 24
SMAR Member	\$300	\$500
Non-member	\$600	\$900

Exhibit Space: \$ _____ + Add'l Attendees \$ _____ (\$20.00 each)

Total Due: \$ _____ Check # (enclosed): _____ VISA, MC, American Express, Discover

Credit Card Info:

Name on Credit Card: _____ Phone Number: _____

Credit Card Billing Address: _____

Card #: _____ Exp Date: _____

Signature: _____ Date: _____

Exhibitor Registration Deadline: Thursday, May 16th

Mail to: SMAR, 8440 Old Leonardtown Rd, Ste 211, Hughesville, MD 20637 or fax to 240-254-2107.