

June 30, 2017

Dear Potential Vendor:

You are invited to be an exhibitor at the annual **Maryland State Conference on Gifted and Talented Education** to be held on **Friday, October 20, 2017**, at North County High School, 10 E. 1st Avenue, Glen Burnie, Maryland 21061. Highly touted by the Maryland State Department of Education, this conference offers interesting and thought provoking sessions with practical and useful ideas for participants. Annually, approximately 400 educators and administrators from 20 Maryland school districts attend this valuable conference. Exhibits will be available to participants during the entire conference time on Friday. **This year's conference will also feature a special time period for participants to visit vendors, which will be used to promote attendee/exhibitor engagement.** Our theme for this year's conference will be:

***Gifted and Talented Education:
Create! Innovate! Inspire!***

To contract your exhibit space at this year's annual State Conference, please register via our online vendor registration form at <http://megsonline.net/> or using the print copy enclosed. A vendor fee of **\$100.00** will be charged for tables, which will be set-up in a high traffic area. Payment may be made online via *Paypal* or by U.S. mail to the MEGS Office at the address provided on the registration form. All remittance should be made by **September 15, 2017**.

Exhibitors unable to attend, but who desire to have literature displayed at the conference, may send that literature in advance to the address listed for this purpose on the enclosed **Vendor Registration Form**. There is a **\$50.00** charge to display literature.

Vendors are asked to donate at least one professional book or other item related to gifted and talented education for use as a door prize. Vendors who have donated door prizes will be announced during the lunch in order to recognize them for their generosity.

Vendors will be able to set up their exhibit for the annual MEGS conference on Thursday afternoon or early on Friday morning. Specific times and additional information will be addressed in a follow-up communication.

Thank you very much for considering being a vendor at the **Maryland State Conference on Gifted and Talented Education** on Friday, October 20, 2017.

Sincerely,

Debbie Blum
MEGS Vendor Committee Chair



Maryland State Conference on Gifted and Talented Education

Friday, October 20, 2017

VENDOR REGISTRATION FORM

Name of Your Company or Organization (It will appear this way in the program booklet.)

Contact Information:

Name: _____

Best phone number to reach your organization: _____

Mailing Address: _____

E-mail: _____

Exhibitor Requests

(Please circle one response for each item.)

Item	Yes	No
Electrical Outlets		
6-8 Foot Tables	1 table	2 tables

Note: Vendors needing more than 2 tables will be charged a fee of \$50.00 for each additional table.

Door Prize Donation: _____

(A professional book or other item related to gifted education)

Please use the following checklist to be sure you have completed all items that **apply to you**.

- ___ Completed vendor registration information
- ___ \$100.00 vendor fee submitted
- ___ \$50.00 fee for display of literature submitted
- ___ Shipped literature for a display table
- ___ Exhibitor requests
- ___ Door prize donation

Literature to be displayed for vendors **not** attending the conference, print registration forms, and payments by check (made out to MEGS) should be mailed to:

MEGS Office
Post Office Box 282
5305 Village Center Drive
Columbia, Maryland 21044.