



Delaware-Maryland-District of Columbia Division

56th Annual Division Meeting & Education Forum * May 14-16, 2010
Baltimore Marriott Hunt Valley Inn

Reply to: Julie Smith
11202 Garrison Forest Road
Owings Mills, MD 21117
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January 15, 2010

Dear Business Professional:

The Delaware-Maryland-District of Columbia Division of the International Association of Administrative Professionals cordially invites you to participate in our 2010 Vendor Expo. The Vendor Expo will be held on Friday, May 14, 2010, 9 a.m. to 11:30 a.m., in conjunction with our 56th Annual Division Meeting and Education Forum at the Baltimore Marriott Hunt Valley Inn in Hunt Valley, Maryland.

The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association for office professionals with approximately 40,000 members and affiliates and nearly 600 chapters worldwide. Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

The members of the Delaware-Maryland-District of Columbia Division believe that one of the keys to our success is the relationships we build between our members and the business community. I see your participation in our upcoming Vendor Expo as an excellent opportunity to either begin or build a networking relationship with our members. Administrative professionals in the workforce today make purchasing decisions and are a contributing influence on the business decisions made by top executives. We anticipate more than 100 attendees at our conference, including office managers, executive assistants, administrative professionals, secretaries, and many other office associates.

As a Preferred Vendor, you can choose the sponsorship level that best fits your company. The opportunity to meet, greet, and display your product or services has never been easier. Information on Vendor Sponsorship Levels and Benefits and a Vendor Registration Form are included with this invitation. Reserve your spot with us now! As a sponsor, you will also receive the IAAP conference discount on overnight accommodations at the Baltimore Marriott Hunt Valley Inn.

I encourage you to consider the many benefits of our Gold Sponsorship, which includes an invitation to join the IAAP conference attendees for lunch followed by an education seminar. Another great opportunity for you to network with our members!

We look forward to seeing you in Hunt Valley for our 2010 Vendor Expo! If you have any questions, please contact me at 410-753-8134 or jsmith@jemicyschool.org.

Sincerely,

Julie Smith
Chairperson, Vendor Expo





Delaware-Maryland-District of Columbia Division

VENDOR EXPO
Friday, May 14, 2010
9 a.m. to 11:30 a.m.

Vendor Sponsorship Levels and Benefits

Gold Sponsor

\$ 175

- ★ One 6 foot, skirted table at the Vendor Expo*
- ★ Preferred Vendor table location
- ★ **Full** page advertisement in the Vendor/Program Book and recognition on Division website
- ★ An Invitation to lunch with the conference attendees on Friday, May 14th
- ★ An invitation to attend the education seminar following the luncheon on Friday, May 14th
- ★ As a Preferred Vendor you will receive a list of conference attendees in your conference package

Silver Sponsor

\$ 125

- One 6 foot, skirted table at the Vendor Expo*
- 1/2 page advertisement in the Vendor/Program Book and recognition on the Division website.

Bronze Sponsor

\$ 25

- 1/4 page or business card advertisement in the Vendor/Program Book and recognition on the Division website
This is a wonderful opportunity for businesses that are unable to attend the vendor show.

Honorary Sponsor

\$ 10

- One line acknowledgement in the Vendor/Program Book and recognition on the Division website
A great way to show your support to the DE-MD-DC Division of IAAP

Door Prize Donations

- Door prizes are needed for raffles throughout the conference
As a donator of a door prize, your company name will be announced at the time of the door prize drawing. Your company name will also be listed in the Vendor/Program book and you will receive recognition on the Division website as a door prize sponsor.

Various Other Sponsorships Available

* Electricity and Internet will cost extra

For sponsorship opportunities, please contact Julie Smith at
410-753-8134 or at jsmith@jemicyschool.org





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VENDOR EXPO
Friday, May 14, 2010
9 a.m. to 11:30 a.m.

Sponsorship Levels

Please check appropriate box:

- | | | | | |
|---------------------------------|-------|-----------------------------------|------|---------------------------------------|
| <input type="checkbox"/> Gold | \$175 | <input type="checkbox"/> Bronze | \$25 | <input type="checkbox"/> Other * |
| <input type="checkbox"/> Silver | \$125 | <input type="checkbox"/> Honorary | \$10 | <input type="checkbox"/> Door Prize * |

**There will be a returned check fee of \$35*

Company Information

Please complete the following with your company information.

Company Name _____

Attendee Name _____

Street Address _____

City, State, Zip _____

Office Telephone _____

Cell Phone _____

Fax Number _____

E-Mail _____

Company Website _____

Briefly describe your company's products/services: _____

Other Support / Door Prize

* If you would like to donate a door prize or sponsor our conference in another way, please list below.

Please return vendor registration form and check payable to: 2010 Division Annual Meeting

Julie Smith, 11202 Garrison Forest Road, Owings Mills, MD 21117
410-753-8134 Fax: 410-753-8085 jsmith@jemicyschool.org

~ REGISTRATION DEADLINE IS 3/31/10 ~