



MHSLA VENDOR COMMITTEE REPORT

March 2015

Committee Members: Sandy McCarthy (Chair), Toni Janik, and Ali Konieczny

Vendor Committee is in the process of finalizing the Registration for Exhibitor and Sponsors Form. Below is a list of questions the Committee needs answer to before we can begin to contact vendors.

Questions for 2015 Annual Conference

1. MHSLA website – update with information about September 24-25, 2015 conference registration. When will this be available?
2. Conference Logo -- Need copy of 2015 Annual Conference logo
3. Payment – will set up PayPal on MHSLA website. Sent Jill Turner email on February 27, 2015 about checks being sent directly to her as the Treasurer of MHSLA.
4. Additional information:
 - a. Exhibitor table (6ft with 1 chair)?
 - b. Where will the exhibitors' room be located?
 - c. What are the times/date vendors can set up and take down display?
 - d. Will there be electricity and wireless Internet access?
 - e. Will vendor receive free breakfast and lunch on exhibit day (Thursday)?
 - f. Contact person for vendor “breakfast & learn” and “lunch & learn” audio-visual equipment needs?
 - g. Contact person and mailing address for exhibitor's promotional materials for inclusion in attendee conference bags?
 - h. Donations for raffle on Thursday. Where should they be sent?
 - i. Mail address for exhibitors to ship their conference materials – Instruction for Shipping?
 - j. Special Event – where will this take place? Do the vendors need to pay?
 - k. Hotel information for vendors

Respectfully Submitted,

Sandy McCarthy, Chair