



Dear Exhibitor,

December 19, 2012

I am writing on behalf of CMC<sup>3</sup> – South, California Mathematics Council for Community Colleges South, to invite you to help us celebrate our twenty-seventh annual spring conference. My name is Tammi Marshall and I am the Exhibitor Chair for CMC<sup>3</sup> – South. We are very excited to be celebrating **27 years** of success and hope you will be able to join us!!

We will once again be at the Doubletree Hilton Hotel located at 100 The City Drive in Orange, CA. Our conference is scheduled for Friday, March 2, 2012 and Saturday, March 3, 2012. We had great attendance in 2011 despite the economy and expect another well-attended conference this year.

### **Friday, March 2, 2012 Pre-Conference Workshops**

We would like to encourage all of you to have a pre-conference workshop on Friday, March 2 prior to the social at 6:00 pm and a featured speaker that begins at 7:00 pm. In addition, we will advertise your workshop in our electronic flyer and on the website, <http://www.cmc3s.org>. If you are interested, please fill out the additional pre-conference workshop forms sent with this letter no later than Monday, January 23, 2012 and we will work together along with the hotel to make the arrangements.

### **Saturday, March 3, 2012 Conference**

Our schedule for Saturday, March 3<sup>rd</sup> will be similar to last year with registration and continental breakfast from 8:00 – 9:00 am, the first breakout session from 9:00 – 10:00 am, a coffee break from 10:00 – 10:30 am, the second breakout session from 10:30 – 11:30 am, lunch and the keynote speaker from 11:45 am – 1:45 pm, and the third breakout session from 2:00 – 3:00 pm. We will end the day with the afternoon social in the Exhibitor Room from 3:00 – 4:00 pm. The raffle will take place at 3:30 pm during the social.

On Saturday we will have one large room for exhibitors open from 8:00 am until 4:00 pm. We will close and lock the exhibitor room for lunch from 11:45 am – 1:45 pm.

### **Exhibit Cost**

Exhibit space costs \$250 per table. The exhibit room has high speed wireless Internet access for an additional charge. See the Exhibitor Information Form for more information.

### **Door Prizes**

Once again we are asking for any door prizes you can provide to be given out during the afternoon social. If you would like, we can have you present when your door prizes are awarded. Companies that donate door prizes will be identified in the program, provided we know this in time for program publication.

### **Donations**

We are specifically looking for a donation of pens, sharpened pencils and notepads for the conference bags given to each attendee.

In addition, we continue to offer opportunities for conference attendees to visit the exhibitor room, during the morning registration & continental breakfast, morning coffee break and afternoon social. Companies that donate will be identified in the program, provided we know this in time for program publication.

### **Sending Materials to the Hotel**

I know many of you send your materials to the hotel in advance. This works out wonderful for everyone and the hotel will make sure your materials are placed at your location in the exhibit room. Because of a lack of proper storage space at the hotel, they ask that all materials arrive no earlier than Tuesday, February 28, 2012. Anything arriving prior to this will incur an additional charge for storage after the conference.

### **Conference Program Advertisements**

We do include ads in our conference program booklet which we distribute at the conference. For the conference program, a full page means 8-1/2" x 11". All advertisements must be camera ready or, if you prefer to submit them in electronic form, compatible with MS Office applications. The cost for program advertisements is \$250 for the back cover, \$150 for a full page, \$75 for a half page and \$40 for a quarter page. Payment for any advertisement is due when it is submitted for the program. Please send all program advertisements to me at the information below no later than Friday, February 10.

### **Payment Information**

Please remit any payments for program advertisements and exhibit tables to me at the following:

**Tammi Marshall, Exhibit Chair**  
Cuyamaca College  
900 Rancho San Diego Parkway  
El Cajon, CA 92019  
Email: [tammi.marshall@gcccd.edu](mailto:tammi.marshall@gcccd.edu)

### **Staying at the Hotel**

We know many of you come to the conference from out of town and spend the night in the hotel. We have rooms on hold at the Doubletree at a special discounted price of \$120 plus tax per night. We would like to encourage you and your colleagues to stay overnight at the Doubletree as this helps keep the cost of the conference down. This does include the price of parking, so be sure to track me down during the conference if you are staying overnight to get your parking sticker. To make things easier the hotel will set up a special website just for CMC<sup>3</sup> – South and this conference. Just go to the link <http://doubletree.hilton.com/en/dt/groups/personalized/S/SNACCDT-C01-20120301/index.jhtml> to make your reservations. All rooms need to be reserved by Monday, February 27, 2012 in order to guarantee this rate. Please let me know if you should find a rate cheaper than this so that we can renegotiate with the hotel.

### **Deadlines**

Please let me know at your earliest convenience and no later than **Friday, February 10, 2012** about your participation in the 27<sup>th</sup> Annual CMC<sup>3</sup> – South Conference. Choice exhibit locations will be assigned in order in which applications for exhibit spaces are received. I look forward to hearing from you in the near future. Please feel free to contact me if you need additional information.

Tammi Marshall  
Exhibits Chair  
619-660-4284  
[tammi.marshall@gcccd.edu](mailto:tammi.marshall@gcccd.edu)