



Dear Exhibitor,

December 4, 2012

I am writing on behalf of CMC³ – 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 CMC³ – South. We are very excited to be celebrating **28 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, February 22, 2013 and Saturday, February 23, 2013.

Friday, February 22, 2013 Pre-Conference Workshops (see additional paper attached)

We would like to encourage all of you to have a pre-conference workshop on Friday, February 22 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 we receive the information on time. If you are interested, please fill out the additional pre-conference workshop forms sent with this letter no later than **Friday, December 21, 2012** and we will work together along with the hotel to make the arrangements.

Saturday, February 23, 2013 Conference

Our schedule for Saturday, February 23 will be similar to last year with continental breakfast from 8:00 – 8:30 am, registration 8:00 – 9:00 am, breakout session 1 from 9:00 – 10:00 am, a coffee break from 10:00 – 10:30 am, breakout session 2 from 10:30 – 11:30 am, lunch and the keynote speaker from 11:45 am – 1:45 pm, and breakout session 3 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.

Internet Access

If you have a wireless Internet access card, you may use that in the Exhibitor Room. Otherwise, high speed wireless Internet access is available for an additional charge. Due to the nature of how the hotel charges for this, I will wait until I know how many are needed before quoting a price.

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 on our website as well as in the program, provided we know this in time for 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. While there used to be no charge for this, over the last few years, charges have begun to incur which CMC³ South has paid. Unfortunately, due to the current contract, we cannot continue to do this. Therefore, beginning this year, you will be responsible for any costs that are occur as a result of sending materials to the hotel. So you are aware and can plan accordingly, our contract states the following cost breakdown: \$5 per box plus \$0.50 per pound over 50 pounds or \$60 per crate/pallet.

Conference Program Advertisements

We do include advertisements in our conference program which we distribute at the conference. For the conference program, a full page means 8-1/2" x 11". All advertisements must be submitted as a PDF or JPEG document. The cost for program advertisements is \$300 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. Please send all program advertisements to Tammi no later than Friday, February 1, 2013.

Payment Information

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

Tammi Marshall, Exhibit Chair
Cuyamaca College
900 Rancho San Diego Parkway
El Cajon, CA 92019
Email: 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 \$123 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 someone 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 CMC³ – South and this conference which I will email you as soon as I have it (or you can find it on our website). All rooms need to be reserved by Tuesday, January 22, 2013 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 1, 2013** about your participation in the 28th Annual CMC³ 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
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