

Dear Exhibitor, January 7, 2015

I am writing on behalf of CMC3 South, California Mathematics Council for Community Colleges South, to invite you to help us celebrate our thirtieth annual spring conference. My name is Tammi Marshall and I am the Exhibitor Chair for CMC3 South. We are very excited to be celebrating **30 years** of success on **SUPER PI DAY** 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 13, 2015 and Saturday, March 14, 2015 (Super Pi Day…because it is 3/14/15 and the first digits of pi are 3.1415).

**Friday, March 13, 2015 Pre-Conference Workshops**

We would like to encourage you to have a pre-conference workshop on Friday, March 13 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 email me as soon as possible and I will send you the additional forms that need to be filled out. This needs to be finalized no later than **Friday, February 13, 2015.** We will work together along with the hotel to make the arrangements.

**Saturday, March 14, 2015 Conference**

Our schedule for Saturday, March 14 will continue to be the same…continental breakfast from 8:00 – 8:30 am, registration 8:00 – 9:00 am, breakout session A from 9:00 – 10:00 am, a coffee break from 10:00 – 10:30 am, breakout session B from 10:30 – 11:30 am, lunch and the keynote speaker from 11:45 am – 1:45 pm, and breakout session C 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. 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.

**Exhibit Cost**

Exhibit space costs $275 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/Donations**

Once again we are asking for any door prizes you can provide to be given out during the afternoon social. Since we are celebrating Super Pi Day, any pi related items would be greatly appreciated.

In addition, we are always looking for a donation of pens, sharpened pencils and notepads for the conference bags given to each attendee.

Companies that donate will be identified on our website as well as in the program, provided we know this in time for 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, you will be responsible for any costs that 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 submitted. Please send all program advertisements to Tammi no later than Friday, February 6, 2015.

**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 $127 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. To make things easier the hotel will set up a special website just for CMC3 South which you can find on our website ([www.cmc3s.org](http://www.cmc3s.org)). All rooms need to be reserved by Tuesday, February 6, 2015 in order to guarantee this rate. Please note, parking will not be included this year.

**Deadlines**

Please let me know at your earliest convenience and no later than **February 6, 2015** about your participation in the 30th 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

CMC3 South

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