

MARYLAND SCHOOL NUTRITION ASSOCIATION  
DUTIES AND RESPONSIBILITIES OF  
SPECIFIC CONVENTION SUB-COMMITTEE

Name of Sub-Committee: Exhibits

Purpose of Sub-Committee: To provide vendors an opportunity to exhibit products at the convention.

Preliminary Duties:

1. Work with the convention chairperson to identify exhibit location.
2. Confer with the convention committee to establish vendor prices for the booths that cover any increases in convention center costs.
3. Identify potential exhibitors and compile a list for mailing registration information and contracts.
4. Confer with Industry Chairperson and Advertising Chairperson to decide if the Sustaining Membership and Serving Spoon advertisement will be included with Exhibitors mailing.
5. Develop exhibitor information to include:
  - a. Invitation letter
  - b. Fee Schedule
  - c. Exhibit Floor Plan
  - d. Rules, Regulations and General Information
  - e. Booth Reservation Form
  - f. Sustaining Industry Membership Information (if applicable)
  - g. Serving Spoon advertisement information (if applicable)
6. Mail potential exhibitors the registration packet. The MSNA Executive Secretary will assist with the process.
7. Receive registration contracts and assign booth space.
8. Forward a record of receipts along with checks received to the Treasurer at least once a month.
9. Confer with Security Chair to arrange for security for exhibits.
10. Contact the convention center to request drape and carpet colors. Request the convention center contract for additional equipment and utilities.
11. Scan the convention contract and prepare a second informational letter to exhibitors. The MSNA Executive Secretary will assist with the process.
12. Mail the second exhibitors packet. The MSNA Executive Secretary will assist with the process.
13. Confer with the Facilities Chairperson to order exhibitor registration supplies.
14. Order signs for exhibitors as needed.
15. Order name tags for vendors.
16. Purchase awards for best booth awards.
17. Forward the final exhibitor layout to the convention center.
18. Provide the Program Chair with the list of vendors for the program.

Duties at the convention:

1. Coordinate with vendors and convention center to insure that exhibit hall is set up as required.
2. Register and welcome exhibitors.
3. Collect funds from vendors as needed.
4. Interface with exhibitors and convention center coordinators to insure that convention participants and exhibitors needs are met.
5. Select best booth(s) and award vendors with plaque or prize.
6. Insure proper closeout of exhibits and convention facility.

Follow-up Duties:

1. Attend convention committee wrap up meeting.
2. Insure all monies are received form exhibitors and submit to Treasurer.
3. Prepare a report on the number of exhibitors and amount of money sent to Treasurer.