



*Making the right food choices, together.*

**To:** MSNA 2010 Convention Exhibitors  
**From:** Mike Birkmeyer and Barbara Harral, Exhibits Chairs  
**Date:** August 26, 2010  
**Re:** Show Details

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Thank you for planning to join us at the Maryland School Nutrition Association's 57<sup>th</sup> annual Convention in Ocean City, Maryland. We appreciate your organization's support. In order to make your setup as smooth as possible, we made arrangements with the Convention Center for you to set up early if you'd like. Below are the details regarding early setup, as well as the schedule for the weekend.

**Thursday, October 7, 2010**

noon -3:30 PM Optional early setup is available at the Convention Center (free of charge). In order to take advantage of this extra set up time, you must email Mike Birkmeyer at mbirkmeyer@msde.state.md.us by October 1. Convention Center doors will close and lock promptly at 4:00 PM.

**Friday, October 8, 2010**

7:00 AM Convention Center doors will open for set up.  
8:00 AM Exhibitor registration will begin.  
1:00 PM Exhibits open to registrants.  
4:00 PM Exhibits close.  
5:00 PM Maryland Welcome Dinner – 2 tickets per booth, compliments of MSNA.

**Saturday, October 9, 2010**

7:00 AM Convention Center doors open.  
10:15AM Exhibits open to registrants.  
2:15 PM Exhibits close.

As part of this email you will find the following:

- Suggested hotels with rates.
- User's guidelines and safety information from the Convention Center
- Convention Center additional service order form. **Please send completed form directly to Reatta Dennis, Convention Center Coordinator, Ocean City Convention Center.** Please note – the Convention Center charges an additional 50% charge for move-in day orders or late requests received 24 hours prior to move-in.

General Information

- \$15.00 dine around tickets and \$20.00 Evening of Entertainment tickets are available for purchase at the general registration booth (upper level of convention center), as well as tickets for all other convention activities.
- Exhibitors are asked to unload vehicles through the south side entrance (left of center) to set up booths. Light loading may be done through the front lobby.
- **DUE TO SAFETY CONCERNS, NO CHILDREN UNDER 16 ARE PERMITTED TO BE IN THE CONVENTION CENTER DURING SET-UP, SHOW HOURS, OR TEAR-DOWN.**
- Please be mindful of the following sanitation recommendations: (1) Cooked foods must be held at 140 degrees Fahrenheit or above, and cold foods held at 41 degrees Fahrenheit or below. All poultry must be cooked to 165 degrees Fahrenheit. Vendors are responsible for providing stemmed thermometers at each booth to monitor product temperature. (2) Vendors must provide and use a sanitizing solution to maintain clean food contact surfaces and serving equipment.
- Please remember that MSNA has a 'no bag' policy that helps to maximize traffic flow through the exhibits. Please do not distribute bags to attendees.
- Convention Logos are available on our website at <http://www.mdsna.org/pages/Logopage.html>.
- A silent auction will be held during the convention – donations are welcome. Contact Carol Almony at (410) 252-1838 to make arrangements.

See you at the shore!