



December 15, 2008

Dear Vendor,

This is a very exciting time for the EARMA steering committee. I would like to invite you to be a very valuable part of our annual conference which will take place on Monday, April 6 and Tuesday, April 7, 2009. Save these dates so you can join us for a jam packed experience. Last year our location change to the beautiful Hilton Hotel in East Brunswick, New Jersey, which is pictured below, and now our dates are changing too. What a way to start the week with an opportunity to visit with clients, meet new people and possibly forge relationships with the great membership of EARMA.

As many of you already know, the purpose of EARMA is to provide valuable training and instruction to our members; to provide a vehicle for exchange of ideas and information; to assist members with professional development and networking opportunities; and to promote conferences, seminars and other related educational activities that allow our members to achieve professional growth. Our annual conference is an opportunity for our members to network with others in their field and learn about current issues. This is the part where you, our vendors, come in, the conference allows our members to meet with the vendors to facilitate furthering their business. For those of you who have attended this conference in the past, you know that this is a great opportunity for you to network with a great number of schools and touch base with your clients as well. For our new vendors, you will not be disappointed and we welcome your support as well.



We would like to extend you a special invitation to join us for a thank you gathering on Sunday evening. Please look for the enclosed flyer for all the details. This is a way for you to relax after traveling and setting up your display .

We ask that you register early; the due date for payment is February 15, 2009. For those who have table-top displays, a 6' table will be provided. Please plan to stay on Tuesday night for our buffet dinner and another chance to meet our membership in a fun, relaxed atmosphere.

As always, we appreciate your support and look forward to seeing you at the conference.

Sincerely,

Mary Ellen Lister  
President

Dianne Atwell  
Vice President



**ANNUAL EARMA CONFERENCE**  
**APRIL 6-7, 2009**

Please direct any questions to Hollie Knauss at (610) 282-1100 Ext. 1888; email: hollie.knauss@desales.edu or Sharon Carr at (732) 445-2372; email: sacarr@rutgers.edu.

**Accommodation Information**

Contact information for the Hilton Hotel is:

Hilton Hotel  
Three Tower Center Boulevard  
East Brunswick, NJ 08816

For Reservations Call: 1-732-828-2000

Mention that you will be attending the EARMA Conference to secure the \$105.00 (+ tax) discounted rate.

Feel free to view the accommodations and directions online at [www.eastbrunswick.hilton.com](http://www.eastbrunswick.hilton.com)

**Registration & Setup**

Vendor registration and set-up will take place on Sunday evening, April 5; details to be provided upon registration. See Hollie Knauss or Donna Udoh at the registration area to draw your table number (tables will be given out lottery style).

**Please keep in mind that we are only able to guarantee a 6-Foot table display area, thus Larger exhibits are prohibited.**

**We ask that vendors do not remove their display until after the luncheon on Tuesday, April 7th**

**Shipping Information**

Due to limited storage availability at the Hilton, please make arrangements to ship your materials and displays to arrive on or after Friday, April 3, 2009. Items can be shipped directly to the following address:

Hilton Hotel; ATTN: Steven Joseph  
3 Tower Center Blvd  
East Brunswick, NJ 08816

On the corner of the package write: **EARMA-April 5, 2009**  
Stephen Joseph, the Convention Services Manager, may be contacted at 732-828-2000 Ext. 322.

**Reception**

Please join us for a reception dinner Monday evening at 5:00 pm. The reception is open to all attendees, vendors, and guest speakers. This year we will be hosting DJ entertainment and a surprise extravaganza. A cash bar will be available to purchase drinks. Please attend the dinner in lieu of entertaining your clients at a different location outside of the conference. It proves to be an exciting and fun time for all.



Annual EARMA Conference Registration  
Due by February 15, 2009

**Table with Two Representatives:**

Early registration discount: \$850  
(payment postmarked by February 15, 2009)  
Additional Attendees (each): \$300

**Options:**

**For your display, do you require:**

6' Table Top Display: \_\_\_\_\_ Electricity? YES / NO  
No Table Top Display: \_\_\_\_\_ Internet? YES / NO  
No Table: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Company Phone: \_\_\_\_\_

Vendor Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Info (if other than company's): \_\_\_\_\_

City \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Vendor Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Info (if other than company's): \_\_\_\_\_

City \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Enclosed is a check in the amount of \$ \_\_\_\_\_ made payable to EARMA.

**Please return this completed form and full payment to:**

**EARMA , Attn: Treasurer/Sharon Carr  
PO Box 1124  
Browns Mills, NJ 08015**

Confirmation and additional information will be sent by email, so please include that information on the registration form.