

# MEGA JOB EXPO MARYLAND

Where Talent and Opportunity Meet for Success

## EMPLOYER / ORGANIZATION OVERVIEW

We thank you for your participation in the Mega Job Expo Maryland (MJEM). We have provided the following overview to assist employers and organizations with their event needs. Please review the following before registering for the MJEM.

### Booth Space

Each employer will be provided an 8' x 8' space with one 6' table and two chairs. You may configure the table and chairs as you see fit within the assigned booth space area. Power and Internet connection can be accommodated (see application). We have a limited number of double booth spaces so we encourage you to submit your application as early as possible.

### Displays and Set-up

Employers may set up between 8 am and 9 am on the morning of the event. We encourage employers to arrive on time to unload and assemble any displays.

We have made provisions for drop-off and pick-up of employer displays on the morning of the event. Upon arrival to the hotel and, as you face the hotel, come to the right side of the hotel. There will be a marked, designated drop off area for displays.

The MJEM staff will coordinate with the hotel to provide luggage carts to transport displays from the curb to the exhibit area, if needed. You and your display will be escorted into the building for check-in and then to your designated booth space.

### Transportation

The Greenbelt Marriott Hotel is within a short bus or cab ride of the Greenbelt Metro station.

### Lodging

If you require lodging for the MJEM at the Greenbelt Marriott, please call Marriott Hotels at (888) 236-2427.

### Food and Beverage

Continental breakfast and snacks will be provided for employers in the Chesapeake Room A. You will need to check-in and receive an employer wristband prior to going to the Chesapeake Room A.

### Registration

Employers must register in advance of the MJEM by the **Monday, October 5, 2009** deadline.

### Questions

Please call (301) 565-2800 or email [employersupport@megajobexpo.com](mailto:employersupport@megajobexpo.com) if you have any questions.