



# 2024 EXHIBITORS MANUAL



YOUR GUIDE TO ALL  
THE DETAILS



## QUESTIONS?

(410) 289-6733

[inquire@ocvisitor.com](mailto:inquire@ocvisitor.com)

[OceanCityTradeExpo.com](http://OceanCityTradeExpo.com)



## **EXPO OVERVIEW**

The Ocean City Spring Trade Expo is organized by the Ocean City Hotel-Motel-Restaurant Association (OCHMRA), a non-profit trade organization. (p) 410-289-6733

## **EXPO COORDINATORS**

Susan L. Jones - OCHMRA Executive Director, susanjones@ocvisitor.com

Kaylee Payne - OCHMRA Business Development & Marketing Associate, kaylee@ocvisitor.com

## **EXPO DATES & TIMES**

**TRADE EXPO:** Sunday, March 3, 2024 - 11 a.m. to 5 p.m.  
Monday, March 4, 2024 - 10 a.m. to 4 p.m.

**MOVE-IN:** Friday & Saturday, March 1 & 2 - 9 a.m. to 5 p.m.  
Sunday, March 3 - 9 a.m. to 11 a.m

**MOVE-OUT:** Monday, March 4 - 4 p.m. to 7 p.m.  
Tuesday, March 5 - 8 a.m. to Noon

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## **DEADLINES**

**NOW** - Advertise you're exhibiting - market to your customers! Write "See us at Booth #\_\_\_ March 3 & 4 at the 50th Annual Ocean City Trade Expo" on your website, invoices, direct mailings, and advertising.

**NOW to FEB. 6** - Personally invite your customers to the Expo - deliver the Expo Marketing Postcard. Call us at (410) 289-6733 to order your complimentary supply.

**NOW to FEB. 6** - Make sure you make hotel reservations if you need a place to stay!

**JAN. 5** - Balance due on your booth.

**FEB. 4** - Early Bird pricing for lead retrieval ends.

**FEB. 10** - Expo program advertising - space reservation due.

**FEB. 17** - Certificate of Insurance due to show Management if serving alcohol/beer/wine.

**FEB. 24** - First-day shipments accepted (see Convention Center Service Order Form).

**MAR. 1** - Exhibitor badge order due.



### **WHERE DO I GET MY BADGES?**

Exhibitor badges will be created once we receive **Form #2 or online registration form** for personnel working the booth AND their spouses. Badges may be picked up on arrival at Exhibitor Registration during move-in and show hours. Names of personnel and spouses must be submitted by March 1st. You may register online at [www.OceanCityTradeExpo.com](http://www.OceanCityTradeExpo.com) or fax your form to (410) 289-5645. **If we do not receive registration by March 1st, there will be a \$10 per Exhibitor charge on day of arrival and during show.**

### **HOW DO I RECOGNIZE BUYERS VS. GUESTS?**

Very easily! We color code the badges so that you can quickly identify decision makers! Look for the color bar at the bottom of the badge.

#### Badge Holder Color

Exhibitor..... Clear with Lanyard

Buyer..... Blue

Guest..... Green

### **HOW DO MY CUSTOMERS GET THEIR TICKETS?**

Save-the-date / VIP Pre-Registration marketing postcards are sent directly to those who are on our extensive mailing list. This list has been compiled from 15,000 hotels, motels, restaurants, schools, and institutions. We recommend you direct your customers to register as **Attendees** at [www.OceanCityTradeExpo.com](http://www.OceanCityTradeExpo.com) before **February 28th. If you would like to mail or have your salespeople deliver our VIP Pre-Registration marketing postcard to your accounts, please call us and we will be happy to ship them to you.** THESE ARE NOT TICKETS; YOUR CUSTOMERS MUST PRE-REGISTER. Attendee badges for the Expo will be printed at the door to those who are Pre-Registered. One site registration is \$25 per person with proof of being in the industry.

### **HOW DO I GET MY EXHIBIT SHIPPED TO & FROM THE CONVENTION CENTER?**

The Ocean City Convention Center will receive and store your shipments **no earlier than February 24th. ALL SHIPMENTS MUST BE PREPAID.** Shipments will be received from 8:30 a.m. to 4:00 p.m. on weekdays. (**SEE FORM #3 Conv. Center Services Order Form**). **Page 10 - 13.**

Shipment should be addressed as follows:

*Exhibitors name & booth number  
c/o Ocean City Hotel & Restaurant Trade Expo  
Ocean City Convention Center  
4001 Coastal Hwy Ocean City, MD 21842*

OUTGOING Freight after the show: Exhibitors MUST fill out a **BILL OF LADING** (exhibitor service desk has forms if need at the show). **Exhibitors must label all the materials with return shipping addresses clearly marked** on each box. **Exhibitors must arrange carrier pick up for March 5th**, on which day Convention Center staff transport labeled packages to the loading dock for carrier pick-up.

Exhibitors will not be permitted to store packing crates in their booths during the show period. Storage space in the Ocean City Convention Center will be available for empty crates, packing, etc. These, **when properly marked**, will be stored and returned to the booth by show employees. **It is the Exhibitor's responsibility to mark and identify their crates.** Crates not properly marked or identified may be lost or destroyed.



## **IS THE OCEAN CITY CONVENTION CENTER UNION?**

THE OCEAN CITY CONVENTION CENTER IS **NON-UNION** and does not supply hand trucks, carts, or dollies for move-in or move-out. However, you are welcome to bring your own. The Ocean City Convention Center will have labor available for moving in and out. Such employees will be provided only to **assist** the Exhibitor. **(SEE ORDER FORM #3 Conv. Center Services Order Form)**. An authorized company representative must supervise move-in and move-out if on-site labor is used. No shipments can be accepted or moved during show hours. The Management assumes no responsibility for any damage that may be incurred.

## **HOW CAN I DECORATE MY BOOTH?**

- All displays must be erected and completely arranged for official inspection by Management and Fire Marshall no later than 10 a.m. on the opening day of the Trade Expo. **DUE TO FIRE MARSHAL RESTRICTIONS, TENTS MUST BE FLAME RETARDANT.**
- Goods and materials used in any display (except bonafide samples) may not be removed from the exhibit hall until the Trade Expo has been officially closed unless approved by Management. **BE RESPECTFUL!**
- The deadline for removal of all materials from the exhibit hall will be enforced. It is the sole responsibility of each Exhibitor to have materials packed, identified, and cleared for shipment by such time.
- The Management reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store, and clear from the premise any display materials, goods, property, or merchandise of any exhibitor who has failed to comply with the above requirements, or to order such work done at the sole expense of the Exhibitor.

## **Height Restrictions**

- The standard booth equipment has a back wall 8 feet and division side walls 33" high. The back wall of booths located along the perimeter of the exhibition hall may extend above 8 feet, as approved by the Management. The back half of the side walls of the booths may extend to the height of the elevation of the back walls. The front half of the side wall must be no taller than 3 feet to permit side viewing of neighboring booths.
- The above, and any other special or unusual exhibit construction, or installation thereof, must be approved in advance by the Management.

## **WHAT IS INCLUDED WITH MY BOOTH SPACE?**

Show management will provide the following booth equipment:

*Back & Side Drapes (black, white, and gold)*

*(1) Trash Can*

*(1) 8" x 40" Sign*

*(2) Chairs*

*(1) 6 ft. **UNDRAPED** table - 30" x 6' x 30" high*

*(1) 110 Volt Outlet (500 watts)*

You may also order booth carpeting and table draping, which is provided (Form #3 Conv Center Services Order Form). Again, back and side drapes will be black, white, and gold with blue aisle carpeting. Booths are 10' x 10'.

There will be one 110-volt outlet (500 watts) provided per booth at no charge, Additional electricity and wiring must be at the expense of the Exhibitor and must be performed by the Ocean City Convention Center. Please check your watts needed to be assured of sufficient power. Additional electricity can be ordered on **Form #3 Conv. Center Exhib. Rental**. Exhibitor's **must** supply their own extension cord.



### **DO I RECEIVE A SIGN WITH MY BOOTH?**

A standard two-line sign, 8" x 40", will be complimentary with one sign per booth and will have the company name and city that was listed on your booth reservation form.

### **IS THERE WI-FI PROVIDED?**

The Wi-Fi which is complimentary in the Convention Center is not a secure network. If you would like a high-speed connection via ethernet, which is secure, you must order that through the Convention Center (**see Form #3 Conv. Service Order Form**).

### **WHAT DO I NEED TO KNOW IF I AM GOING TO COOK IN MY BOOTH?**

- ***SURPLUS FOOD ITEMS*** - Local shelters will be happy to accept leftover food on Monday. There is a designated area by the show office where you can bring your goods. A detailed flyer will be distributed to booths serving food early Monday morning.
- ***CLEAN UP INFO*** - Dumpsters/barrels will be provided for grease disposal. They are located in the catering kitchen in Hall C, along with a large sink for dish cleaning. ***Clean up after yourself!***
- ***TRASH REMOVAL*** - All trash should be moved into the aisles at the end of each show day. The Ocean City Convention Center provides janitorial services. Vacuum service to the individual booths is not provided but may be obtained through arrangements with the carpet rental service (**Form #3 Conv. Center Services Order Form**).
- ***FIRE EXTINGUISHERS*** - ALL EXHIBITORS WHO ARE COOKING IN THEIR BOOTHS SHALL HAVE A MINIMUM OF 4A 40BC FIRE EXTINGUISHER IN THEIR BOOTH. NFPA 101 9-4.4.3.

### **WHERE CAN I GET ICE?**

Easton Ice sells ice from their booth #220 in Exhibit Hall A/B. **If you need dry ice, it must be pre-ordered by February 3rd.** Call Easton Ice at (302) 629-2562 to place your order.

### **CAN I STORE MY PERISHABLE FOOD ITEMS ON-SITE?**

A refrigerated/freezer truck will be available to Exhibitors at NO charge. It is stationed at the North Loading Dock and the guard keeps the key and a list of all users. Please let us know prior to the Expo if you need storage - space reservations must be made through our office by calling (410) 289-6733.

### **DO I NEED INSURANCE?**

- Every reasonable precaution will be taken by the Management to protect property during installation, show period, and removal. However, neither the Sponsor of the Trade Expo, the Management, service contractors, building or grounds officials, nor any of the officers, staff, members, or directors of any of the same are responsible for the safety of the property of Exhibitors from theft or damage by fire, accident, vandalism, or other causes. Security will be on the premises as previously set forth.
- All property of the Exhibitor will remain under his/her custody and control in transit to, from, and within the confines of the exhibit hall, subject to the rules and regulations of the Trade Expo. Exhibitors must carry appropriate insurance to cover display materials against damage and loss, and public liability insurance against injury to the person and property of others.
- **Those Exhibitors serving beer, wine, and spirits MUST send a copy of their policy showing proof of liquor insurance listing OCHMRA and Convention Center as an additional insured. Certificate of insurance MUST be sent prior to February 17, 2024. Email susanjones@ocvisitor.com, fax (410) 289-5645, or mail to 5700 Coastal Hwy. #302, Ocean City, MD 21842.**



### **DO YOU PROVIDE SECURITY?**

The management will provide security for the building during move-in, move-out, and the hours of the Trade Expo. The Exhibitor must have an attendant in charge of his/her exhibit during the hours that the Trade Expo is open to trade Attendees. No one is permitted in the Convention Center after closing hours. We recommend Exhibitors remove valuable and/or portable items from booths during non-show hours.

### **ARE KIDS ALLOWED AT THE EXPO?**

Because of the high volume of alcohol displayed, **NO ONE UNDER THE AGE OF 21** will be admitted into the Expo, under any circumstances, including working your booth. This includes infants in strollers or those being carried, and all booth personnel. This policy is strictly enforced, and proof of age may be required. Please do not ask for exceptions. WE HAVE ARRANGED FOR A COMPLEMENTARY BABY SITTING SERVICE during show hours. Badges are not transferrable or refundable.

### **WHERE CAN I TAKE A BREAK DURING THE SHOW?**

For your comfort, an Exhibitor's Lounge is located on the second level of the Convention Center in room 213. Complimentary sodas and coffee are provided as well as a place to rest your feet. The Conversation Corner and phone charging station is in Dockside Hall.

### **WHAT IF I WANT TO LEAVE EARLY?**

The show is open until 4:00 p.m. on Monday, you are not permitted to break down early. Respect your neighboring booths! If you are found to be breaking down early, it could cause you to lose booth priorities at next year's Expo.

***THANK YOU FOR CHOOSING TO EXHIBIT IN THE  
50TH ANNUAL OCEAN CITY SPRING TRADE EXPO***

### **NEXT YEAR'S SHOW DATES:**

**51st Trade Expo  
March 2 & 3, 2025**

### **NEED LODGING?**

We have arranged special hotel rates with our lodging members. Go to [OceanCityTradeExpo.com](http://OceanCityTradeExpo.com) and navigate to EXPO INFO -> LODGING & DINING and you will find rates and links to hotels!





## **RULES AND REGULATIONS - TERMS & CONDITIONS**

### **Payment of Display Space**

Partial or entire payment may be made when the display space is requested. All space must be paid for in full ninety days prior to the opening date of the Expo (December 3, 2023). Space not paid for by this date is subject to cancellation and resale by the Management. Space reserved within ninety days of opening dates must be paid in full at the time the application is made.

### **Cancellation of Display Space**

Display space may be canceled up to ninety days prior to the opening date of the Trade Expo without penalty. A cancellation charge equal to one-half of the space will be made by the Management for space canceled 45 to 90 days prior to the opening date of the Trade Expo. Space canceled within 45 working days of the show opening will not receive any refund and will be charged a \$50 processing fee. Should the Trade Expo not be held for any reason whatsoever, the rental and lease of the space to the Exhibitor shall be terminated, in which case the Exhibitor shall be returned the amount paid to date, less \$50 processing fee.

### **Use of Display Space**

In the event of the Exhibitor's failure to install his/her display within the time limit set for the opening of the Trade Expo, failure to pay the space rental at the time specified, or failure to comply with any provisions concerning the use of the display space, the Management shall have the right to take possession of said space to resell same or any part of thereof. All demonstrations, sales activity, and distributions of circulars and promotional material must be confined to the limits of the Exhibitor's booths. No Exhibitor shall assign, sublet, or share the space assigned without the consent of the Management. Exhibitors must display goods manufactured or dealt with by them in their regular course of business unless otherwise approved by the Management. Exhibits which include the operation of musical instruments, radios, sound motion picture equipment, public address systems, or any noise-making machines must be operated so that the noise will not annoy or disturb adjacent Exhibitors and their patrons. The Management must approve these exhibits. Flashing lights are prohibited.

## **OPERATING GUIDELINES & RESTRICTIONS**

The Management reserves the right to restrict and remove displays that become objectionable because of the noise or methods of operation/materials if they distract from the general character and appearance of the Trade Expo. All booth decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform to National Electrical Safety Code rulings. If inspection indicates neglect in complying with these regulations or otherwise presents a fire hazard or danger, the Management may cancel all or such part of a display as may be irregular and effect the removal of same at the Exhibitor's expense.

**Exhibitor's door prizes** are limited to one drawing per Exhibitor each day. **See Exh. Reg Area for details.** No firm or organization not assigned space in the Convention Center will be permitted to solicit business within the exhibit area. If you notice, please get the person's business card and report to show Management.

The **servicing or distribution of alcoholic beverages** by Exhibitors in any part of the Convention Center must be done in compliance with the rules and regulations specified by the Maryland Comptroller's Office. The use of live models, performances, and similar persons within the Exhibit for demonstrations, explanations, etc. shall be subject to the approval of Management and must remain in the booth.

**BAG POLICY:** IN OUR EFFORT TO DISCOURAGE "FREELoadERS", EXHIBITORS ARE NOT ALLOWED TO DISTRIBUTE BAGS LARGER THAN 10" X 13". LARGER BAGS MUST BE APPROVED BY SHOW MANAGEMENT.

## **CARE OF BUILDING AND EQUIPMENT**

*Exhibitors and their agents shall not injure or deface the walls, floors, or any part of the exhibit building or booth material, or equipment of another Exhibitor. When such damage appears, the Exhibitor causing such damage is liable to the owner of the property so damaged.*



## EXHIBITORS PRE-REGISTRATION EXPO NAME BADGE FORM

Form also available at: [OceanCityTradeExpo.com](http://OceanCityTradeExpo.com) > Register > I am an Exhibitor

Please register **ONLY** personnel working in your booth. **DO NOT** register your customers for Exhibitor badges (they are Attendees). Direct your customers to register as Attendees at [OceanCityTradeExpo.com](http://OceanCityTradeExpo.com) > Register > I am an Attendee. Register by March 1, 2024.

**Exhibitors working my booth will be the following:**

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

**RETURN FORM TO FAX: (410) 289-5645 OR [inquire@ocvisitor.com](mailto:inquire@ocvisitor.com).**

**NO ONE UNDER 21, INCLUDING INFANTS & BOOTH PERSONNEL**  
NO EXCEPTIONS - STATE LAW DUE TO THE AMOUNT OF ALCOHOL ON PREMISES.  
Babysitting services are available, call ahead and let us know if you need them!





## SHOW SPECIALS & NEW PRODUCTS FORM

The 50th Annual Ocean City Hotel-Motel-Restaurant Association Spring Trade Expo is just around the corner! A great way to garner new business is by offering your best deals.

With that in mind, we are offering our **“Show Specials & New Products”** promotions to get attendees to your booth.

To be listed, it must be a new product you have recently introduced that you will feature at the 2024 OC Spring Trade Expo (new product) or a deal you are extending to the show attendee (show special). If it is not a show special/new product, it will not be listed.

Your “Show Specials, and New Products” will be listed in our **official Trade Expo Program**, which is given to every attendee. Additionally, we will use this information for press releases and on our website, [OceanCityTradeExpo.com](http://OceanCityTradeExpo.com).

New Product: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Show Special: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Once complete, please email [susanjones@ocvisitor.com](mailto:susanjones@ocvisitor.com), or mail to OCHMRA 5700 Coastal Hwy #302 Ocean City, MD 21842.

**Deadline for inclusion is February 14th**

**Roland E. Powell Convention Center**  
4001 Coastal Highway • Ocean City, MD 21842 • 410-289-2800

**Exhibitor Service and Rental Order Form**  
**OCHMRA Trade Show**  
March 3-4, 2024

Move-in: **Friday, March 1, 9am-5pm | Saturday, March 2, 9am-5pm | Sunday, March 3, 9am-11am**

Move-out: **Monday, March 4, 4pm-7pm | Tuesday, March 5, 8am-12noon**

**Booths will be 10' x 10' with black & white backdrop curtains.**

**Exhibitors must provide their own carts.** All rates and charges are quoted on a per event basis.

**PLEASE BECOME FAMILIAR WITH THIS POLICY BEFORE ORDERING ANY SERVICES.**  
Full payment of rental charges must accompany this form for service to be rendered. Payment must be made either by cash, check or credit card. Do not send cash. No telephone orders can be accepted, please mail or fax your order with payment.

**Freight and Handling - A CREDIT CARD NUMBER MUST BE PROVIDED FOR FREIGHT AND HANDLING.**

*You are welcome to transport your own materials without charge; however, you may wish to use our freight and handling service listed below. If you decide to use this service, we ask you to please label all shipments with the show name, booth name and booth number.*

Advance shipments will be received at the Roland E. Powell Convention Center at the above address no more than 7 business days prior to show. Those received prior to this time will not be accepted. For additional information regarding liability and responsibility, see page 4. Rate includes delivery of freight to booth space indicated on shipping label, storage, and return of empty crates and handling for outbound shipments.

Early rate: \$31.00 per each CWT ( 100 pounds of weight), or fraction thereof, per shipment.

Total weight of all shipments: \_\_\_\_\_ lbs. Early rate: \$31.00 x \_\_\_\_\_ CWT=\$ \_\_\_\_\_

Event rate: \$46.00 per each CWT (100 pounds of weight), or fraction thereof, per shipment.

Total weight of all shipments: \_\_\_\_\_ lbs. Event rate: \$46.00 x \_\_\_\_\_ CWT=\$ \_\_\_\_\_

**Manpower - WE ONLY ASSIST LOADING EQUIPMENT AND DISPLAY MATERIALS IN AND OUT OF THE BUILDING. A REPRESENTATIVE MUST BE PRESENT.** *If you require assistance setting up your booth, please arrange for an outside company to handle this service. If you require assistance during move-in or move-out, manpower can be requested at a labor rate listed below. Please sign in at the Exhibitor Services desk upon arrival.*

	<b>Move-in</b>		<b>Move-out</b>		
Date(s) required:	_____		_____		
Approximate starting time:	_____		_____		
Early rate:	_____ (hours x \$35.00)	+	_____ (hours x \$35.00)	=	\$ _____
Event rate:	_____ (hours x \$52.00)	+	_____ (hours x \$52.00)	=	\$ _____

**Forklift and Operator -** If you require assistance with heavy equipment placement within your booth, forklift and operator can be requested at a rate listed below. Please sign in at the Exhibitor Services desk upon arrival.

Date(s) required:	_____		_____		
Approximate starting time:	_____		_____		
Early rate:	_____ (hours x \$50.00)	+	_____ (hours x \$50.00)	=	\$ _____
Event rate:	_____ (hours x \$75.00)	+	_____ (hours x \$75.00)	=	\$ _____

**Rigging -** Rigging service is available for hanging signs, banners, etc. in certain areas of the exhibit halls. Exhibitor Services must be notified one week in advance of move-in with written show approval. Exhibitor must provide all supplies and hardware.

Early rate:	\$84.00 per hour or any fraction thereof	=	\$ _____
Event rate:	\$126.00 per hour or any fraction thereof	=	\$ _____

**Page 1 Total \$ \_\_\_\_\_ (no tax)**

**PLEASE NOTE: All orders received at least one week prior to move-in will be processed on a first-received first-filled basis.**

**We cannot guarantee availability for on-site or day-of show orders.**

Event rate goes into effect 72 hours prior to move-in for all services that are provided by the Roland E. Powell Convention Center.

\*No credit can be issued on services installed and not used. All rates and charges are quoted on a per event basis.

## Electric Service

Each booth is provided with one 500-watt electrical outlet free of charge. It should be understood that the outlet will be placed in the most convenient and accessible location to the booth and is capable of accepting only one electrical plug. If the total of equipment's wattage exceeds the 500 watts originally provided, the exhibitor must order additional service as itemized below. The Convention Center will not be responsible for power failures or voltage fluctuations. It should also be understood that the exhibitor shall not exceed the allotted wattage and shall, upon request, show proof of the wattage being drawn. In the event that the exhibitor exceeds the provided service, he or she must reduce the amount being drawn, pay for additional service at the on-site rate, or lose privilege of electrical service. The ability of electrical service cannot be guaranteed on requests received less than 72 hours prior to the move-in date. Requests received within 72 hours prior to move-in, if processed, will be charged the on-site event rate of an additional 50%. No credits can be issued on service installed and not used. Please note that booths located in lobby areas may not be capable of receiving electrical service due to actual location or fire code regulations.

### Electrical Service Rate Schedule

110 Volt Service	Number of Services	Early Rate	Event Rate	Total
500 watts		\$ 58.00	\$ 87.00	\$
1000 watts		\$ 73.00	\$109.00	\$
20 amps		\$ 87.00	\$130.00	\$
30 amps		\$102.00	\$153.00	\$
150 watt floodlights		\$ 44.00	\$ 66.00	\$

Total \$ \_\_\_\_\_

Phase 1 208 Volt Service	Number of Services	Early Rate	Event Rate	Total
20 amps		\$102.00	\$153.00	\$
30 amps		\$116.00	\$174.00	\$
60 amps		\$144.00	\$216.00	\$
80 amps		\$171.00	\$256.00	\$
100 amps		\$200.00	\$300.00	\$

Total \$ \_\_\_\_\_

Phase 3 208 Volt Service	Number of Services	Early Rate	Event Rate	Total
20 amps		\$116.00	\$174.00	\$
30 amps		\$131.00	\$196.00	\$
60 amps		\$160.00	\$240.00	\$
80 amps		\$188.00	\$282.00	\$
100 amps		\$262.00	\$393.00	\$

Total \$ \_\_\_\_\_

**Other voltages and amps available – rates available upon request.**

List equipment and wattage below

Page 2 Total \$ \_\_\_\_\_ (no tax)

**PLEASE NOTE: All orders received at least one week prior to move-in will be processed on a first-received first-filled basis.**

**We cannot guarantee availability for on-site or day-of show orders.**

Event rate goes into effect 72 hours prior to move-in for all services that are provided by the Roland E. Powell Convention Center.

\*No credit can be issued on services installed and not used. All rates and charges are quoted on a per event basis.

## Tables

### Skirted Tables

Choose color: **Blue** \_\_\_ **Red** \_\_\_ **Gold** \_\_\_ **Black** \_\_\_ **White** \_\_\_

Size	Quantity	Early Rate	Event Rate	42" High Add \$7.00	Skirt 4 sides Add \$12.00	Total
24"x 4'		\$66.00	\$ 99.00			\$
18"x 6'		\$69.00	\$103.00			\$
24"x 6'		\$72.00	\$108.00			\$
30"x 6'		\$74.00	\$111.00			\$

### Unskirted Tables

**Each booth is provided with 1 - 30"x 6' undraped table**

Size	Quantity	Early Rate	Event Rate	42" High Add \$2.00	Total
24"x 4'		\$11.00	\$16.00		\$
18"x 6'		\$11.00	\$16.00		\$
24"x 6'		\$11.00	\$16.00		\$
30"x 6'		\$11.00	\$16.00		\$

Total \$ \_\_\_\_\_

## Telephone Service

Service	Quantity	Early Rate	Event Rate	Total
Phone Line		\$181.00	\$271.00	\$
Phone Line with telephone for incoming and outgoing calls		\$216.00	\$324.00	\$

Total \$ \_\_\_\_\_

## Carpet and Vacuum Service

All booth carpet supplied by the Convention Center Exhibitor Services will be vacuumed prior to move-in. Any additional vacuuming will be charged at the applicable rate below.

Carpet Size	Quantity	Early Rate	Event Rate	Total
9'x 10' or 8'x 10'		\$ 110.00	\$165.00	\$

Choose color: **Blue** \_\_\_ **Red** \_\_\_ **Gold** \_\_\_

### Carpet Vacuuming – no tax

Price is for a single booth, please specify number of booths.				
Early Rate	Event Rate	Booth(s)	Day(s)	Total
\$15.00	\$21.00			\$

Rate x Amount of booths x Days = Total

Dates to be vacuumed: \_\_\_\_\_

Total \$ \_\_\_\_\_

## Miscellaneous Items

Item	Quantity	Early Rate	Event Rate	Total
40" Flat Screen TV		\$300.00	\$300.00	\$
Easel		\$ 15.00	\$ 21.00	\$
Flip chart		\$ 42.00	\$ 63.00	\$
Assorted Color Fabric		\$ 3.00/ft.	\$ 4.00/ft.	\$

Total \$ \_\_\_\_\_

## Internet Service

Please contact our outside provider TR Group:

- 9927 Stephen Decatur Hwy F17  
Ocean City MD 21842
- Ph. 410.208.4448
- support@trgroup1.com

## Complimentary Wireless Internet Service in Common Areas

- There is no guarantee that you will have access using the Wi-Fi connection in the common areas.
- It is the user's sole responsibility to protect their information from all the risks associated with using the internet, including but not limited to, damage, loss, or theft which may occur as a result of use of the OCCC Wi-Fi.
- The Roland E. Powell Convention Center is not responsible for insuring the privacy of information you transfer over our Wi-Fi. Virus and security protection is the user's responsibility. Information passing through the Wi-Fi network is not secured and could be monitored, captured, or altered by others.
- The Roland E. Powell Convention Center assumes no responsibility for damage, theft, or loss of a customer's equipment, software, data files or other personal property brought into or used on the Wi-Fi network.

**Page 3 Totals** \_\_\_\_\_

**PLEASE NOTE:** All orders received at least one week prior to move-in will be processed on a first-received first-filled basis. We cannot guarantee availability for on-site or day of show orders.

Event rate goes into effect 72 hours prior to move-in for all services that are provided by the Roland E. Powell Convention Center.

\* No credit can be issued on services installed and not used. All rates and charges are quoted on a per event basis.

## POLICIES

**Liability and Responsibility:** The Roland E. Powell Convention Center shall not be responsible for: loss, theft, disappearance, damages (concealed or otherwise), potential or assumed profits or revenues, loss due to fire, flood, strikes, work stoppages, acts of God, or any work delays beyond our control; of the exhibitors' materials.

All shipments must arrive prepaid and must be fully insured for the duration of the show. **Convention Center will not accept COD shipments.** Forwarding labels and bills of lading are the responsibility of the exhibitor. **Exhibitor's booth name and/or booth number, as well as show name, must be clearly marked on the package label.** Any or all equipment remaining 7 days after move-out, without prior arrangements with Exhibitor Services will become the property of the Roland E. Powell Convention Center and will be disposed of at the discretion of the building management. Carts and dollies are not provided by the Convention Center. **Exhibitors must supply their own carts and dollies.** Designated move-in and move-out times will be strictly adhered to.

All exhibitors using ovens, stoves, hot plates, etc., are required to have a 4A40BC or greater, U/L approved chemical fire extinguisher. No open flame cooking is permitted. It is suggested that all other exhibitors (arts & crafts, retailers, etc.) have a 2A20BC fire extinguisher or greater. All flammable materials are to be fireproofed with written certification available upon request. No bottled gas allowed in the building. No tents, umbrellas and/or canopies are allowed to be set up inside the building.

**Services:** In the event that an Exhibitor Service request has been processed and provided, the Roland E. Powell Convention Center is not responsible for refunding any or all monies received should the request be revised or canceled. Unless otherwise indicated, rates quoted are based on rental for entire length of show. **Event rate goes into effect 72 hours prior to move-in for all services that are provided by the Roland E. Powell Convention Center. We cannot guarantee service prior to show opening on late requests. No credit can be issued on services installed and not used.**

**Full payment of cash, check or credit card must accompany your order at the time it is placed for services to be rendered.**

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

As a representative of the above-named company, I hereby agree that we will make full payment for all equipment and/or services rendered. I further understand that prices quoted are for *rental only*, and the Convention Center will not be responsible for any damage or loss to any equipment owned, leased or rented by exhibitor.

**X** \_\_\_\_\_  
 Authorized Signature

Page	Subtotal	6% Tax	Total
Page 1	\$	no tax	\$
Page 2	\$	\$	\$
Page 3	\$	\$	\$
<b>Not-for-Profit Organizations:</b> You must submit a copy of your tax-exempt certificate, otherwise 6% tax will be charged.			
<b>Please do not charge tax for vacuuming service on Page 3</b>			
<b>Total: \$</b> _____			

### Terms of Payment

Payment must accompany this form for services to be rendered. Make checks payable to the Roland E. Powell Convention Center. Orders cannot be placed by phone.

**Event: OCHMRA 2024      Booth #: \_\_\_\_\_**

**Please email entire form and payment to:**

Matt Mansfield – mmansfield@oceancitymd.gov  
 Shianne Martin – smartin@oceancitymd.gov

**Roland E. Powell Convention Center**  
 4001 Coastal Highway | Ocean City, MD 21842  
 410-289-2800 | 410-289-0058 fax

**Credit Card #:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Credit Verification Code:** \_\_\_\_\_

Visa \_\_\_\_\_ Master Card \_\_\_\_\_ Amex \_\_\_\_\_ Discover \_\_\_\_\_

**For Office Use Only**

Verification of services and rentals in the amount of \$ \_\_\_\_\_

OCCC Staff: \_\_\_\_\_ OCCC Staff: \_\_\_\_\_

Exhibitor: \_\_\_\_\_ Exhibitor: \_\_\_\_\_

Print \_\_\_\_\_ Signature \_\_\_\_\_

1/2022

# EXPO PROGRAM GUIDE



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The Expo Program Guide is handed to attendees at check-in. This is an opportunity for your business to gain extra exposure at the Expo! Stay top of mind, long after the Expo as the Expo Program Guide will be featured online too!

OCHMRA has partnered with the Ocean City Today's publication team to produce this full-color guide and they will be contacting you directly to reserve and create your ad.

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## DEADLINES:

COVER POSITIONS - Materials Due by Thursday, February 9

INSIDE PAGES - Ad Reservations by Friday, February 10

Copy for Ads Being Composed Due Wednesday, February 15

Camera-Ready Materials Due Wednesday, February 22

## COVERS - All Bleeds

**BACK COVER: \$425** 6.5" Wide x 9.5" Deep with Image Area no larger than 5.25" x 8.25"

**INSIDE FRONT: \$400** 6.5" Wide x 9.5" Deep with Image Area no larger than 5.25" x 8.25"

**INSIDE BACK: \$375** 6.5" Wide x 9.5" Deep with Image Area no larger than 5.25" x 8.25"

## FULL PAGE: \$350

Price includes full color

BLEED ADS: 6.5" Wide x 9.5" Deep with Image Area no larger than 5.25" x 8.25"

NON-BLEED: 5.25" Wide x 8.25" Deep

## HALF PAGE: \$225

Price includes full color

HORIZONTAL: 5.25" Wide x 4" Deep

VERTICAL: 2.5" Wide x 8.25" Deep

## TO RESERVE YOUR SPACE

### CONTACT:

Ocean City Today Sales  
mcooper@oceancitytoday.net

Questions, call (410) 723-6397



# EXPO PROGRAM GUIDE ADVERTISING INSERTION ORDER



## COMPANY INFORMATION

Name of Business: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Cell #: \_\_\_\_\_ Email Address: \_\_\_\_\_

## AD SIZE (check one) - ads must be paid in order to appear in program

Back Cover: \_\_\_\_ Inside Back Cover: \_\_\_\_ Inside Front Cover: \_\_\_\_  
Full Page: \_\_\_\_ Half Page: \_\_\_\_

## PAYMENT INFORMATION: (CHECK ONE)

\_\_\_\_ Charge my (circle one): MC Visa Amex Discover

Card # \_\_\_\_\_ Exp. \_\_\_\_ / \_\_\_\_ V-Code \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_ Please have OCHMRA call me for my credit card info

\_\_\_\_ Mailing Check to: OCHMRA - 5700 Coastal Hwy #302  
Ocean City, MD 21842

\*Must be paid in full on or before February 1st





2024 OCHMRA  
Spring Trade Expo  
March 3-4, 2024

HOTEL • MOTEL • RESTAURANT • ASSOCIATION • INC.

**LEAD RETRIEVAL ORDER FORM**

Submit order to: Trade Show Leads ~ EMAIL: orders@tsleads.net ~ PHONE: 515.370.0871

<b>Company</b>		<b>Booth Number</b>		<b>Contact</b>	
<b>Zip</b>	<b>Phone</b>	<b>Email</b>			
<b>Email Address for Leads:</b>					

Equipment	By February 9, 2024	After Feb. 9	Qty	Price	SubTtl
<b>BEST VALUE-3 APP BUNDLE WITH CUSTOM FOLLOW-UPS</b> Get 3 TS Leads Mobile App activations plus customized follow-ups. for use with Exhibitors own iPhone®, iPod touch® (Version 8.1 or higher), iPad®, or Android™ phone (Operating System 6 or higher) Package includes: TSL mobile lead retrieval app downloaded from the app store, event set-up through unique access code for three devices, custom follow ups, and leads available via online portal.	<b>\$495.00</b>	<b>\$550.00</b>			
<b>TS Leads Mobile Tablet</b> -TSL Mobile App on iPad Mini. Powerful tool allows you to gather time stamped leads, insert notes, add qualifiers and surveys. Leads available via online portal.	<b>\$350.00</b>	<b>\$380.00</b>			
<b>TSLeads Max</b> -TSLeads Mobile App on Android device with 5" ISP Display. Powerful tool allows you to gather time stamped leads, insert notes, add follow-ups and surveys. Leads available via online portal.	<b>\$325.00</b>	<b>365.00</b>			
<b>TS Leads Mobile App</b> - for use with Exhibitors own iPhone®, iPod touch® (Version 8.1 or higher), iPad®, or Android™ phone (Operating System 6.0 or higher) <b>Package includes:</b> TSL mobile lead retrieval app downloaded from the app store, event set-up through unique access code and leads available via online portal .	<b>\$275.00</b>	<b>\$325.00</b>			
<b>Additional TS Leads Mobile App license for multiple Devices.</b>	<b>\$175.00</b>	<b>\$225.00</b>			
<b>TS Leads Anywhere Scanner</b> -Small hand-held scanner fits easily in your pocket allows you to gather leads anytime, anywhere at the show. No power required. Leads delivered via email at the end of the show.	<b>\$275.00</b>	<b>\$325.00</b>			
<b>Custom Follow-Up Sheet</b> -Create custom lead follow-ups specific to your business.	<b>\$35.00</b>	<b>\$55.00</b>			
<b>Delivery, Setup, and Training (optional)</b> -Delivery to your booth with training for all of your staff.	<b>\$35.00</b>	<b>\$55.00</b>			
<b>Leads downloaded to USB 2.0 Flash Drive</b>	<b>\$25.00</b>	<b>\$45.00</b>			
<b>Developer's Kit</b> Includes API configuration or post show data merge.	<b>\$400.00</b>	<b>\$400.00</b>			
		<b>TOTAL</b>			

**Payment Information**

**[CLICK HERE TO ORDER ONLINE](#)**

**Make Checks Payable to: Trade Show Leads, 16461 S. 176th Lane, Goodyear, AZ 85338. Advance Orders must be accompanied by payment in full. Thank you for your order. If you have any questions please contact us at 515.370.0871.**

**If Paying by Credit Card, Please complete the Cardholder Information:**





**CardNumber:** \_\_\_\_\_  
**ExpirationDate:** \_\_\_\_\_  
**Code on Card:** \_\_\_\_\_  
**Name on the Card:** \_\_\_\_\_  
**BillingAddress:** \_\_\_\_\_  
 \_\_\_\_\_  
**Signature:** \_\_\_\_\_

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery & Setup. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of the close of the show to avoid additional charges. A non-refundable charge of \$1500.00 will be applied for equipment not returned to TSL at the close of the show. **There is a \$75 fee for all cancellations and no cancellations within 48 hours of open of the event. TSL will not be held responsible for the type or amount of data provided to exhibitors by show management.** Data connection required for mobile app installation and attendance updates. TSL will not be held responsible for poor/inadequate data coverage in convention hall. It is the customer's responsibility to seek and provide data connection whether it be inside or outside the convention building. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by TSL.

**Agreement of Above Terms:** **X**





TS Leads Mobile Tablet	TS Leads Max	TS Leads Mobile App	TS Leads Anywhere Scanner
 <p>iPad mini</p>	 <p>ANDROID</p>	 <p>TSLEADS MOBILE</p>	

**The TSLeads Anywhere Scanner** is a battery operated unit that fits easily in your pocket and leads can be gathered anywhere at the show. Leads are delivered at the end of the show via email. After the badge is scanned, more information on the lead can be gathered by scanning items on the TS Leads Advanced lead qualifier sheet which is at no cost to the exhibitor. A custom follow-up sheet can be created which is specific to your business for a small fee (see page 3).

**TS Leads Mobile App** is a powerful lead retrieval technology for exhibitors to capture sales leads using an iPhone®, iPod touch® (Version 8.0 or higher), iPad®, or Android™ phone (Operating System 6.0 or higher). Exhibitors can use their own mobile device. App downloaded from the app store. Event set-up through a unique access code and leads gathered by scanning barcode or entering Attendee ID Number on the badge. TS Leads Mobile App makes lead retrieval easier to use...even fun. With features such as notes, surveys and follow-ups exhibitors can capture, qualify and manage trade show leads anywhere and anytime. Leads updated in real time and accessed via cloud portal.

Exhibitors may also use our hardware. The **TSL Tablet** is an iPad Mini (8" screen) with the TSLeads Mobile app and the **TSLeads Max** is an Android device (5" screen) with the TSLeads Mobile app.

**ORDER EARLY FOR BEST PRICING  
DISCOUNT DEADLINE IS FEBRUARY 9, 2024**

