



# 2026 EXHIBITORS MANUAL

YOUR GUIDE TO ALL THE DETAILS

## COMPLETE THESE EASY STEPS...

1. Check the **DEADLINES**
2. Make **HOTEL & TRAVEL** arrangements
3. Sign up for **SPONSORSHIPS**
4. Order **EXHIBITOR SERVICES** by February 27
5. Read **SHIPPING INFORMATION** important deadlines
6. Send **BADGE ORDER FORM** by March 4
7. Read the **SHOW SCHEDULE** for each day

## TRADE EXPO SCHEDULE

**March 6 & 7**  
Friday & Saturday

Move-In  
9am to 5pm

**March 8**  
Sunday

Move-In  
9am to 11am  
Trade Expo Hours  
11am to 5pm

**March 9**  
Monday

Trade Expo Hours  
11am to 4pm  
Move-Out  
4pm to 8pm

**March 10**  
Tuesday

Move-Out  
8am to Noon

# TABLE OF CONTENTS

Welcome .....	1
Event Contacts .....	3
<b>General Show Information</b> .....	3
Event Website .....	3
Expo Schedule .....	3
<b>Deadlines</b> .....	3
Badge Pick Up & Info .....	4
Customer Badges .....	4
Meals .....	4
Exhibitor Shipping Info .....	4
<b>Preparing Your Booth</b> .....	5
Decor Rules & Guidelines .....	5
Raffles / Giveaways .....	5
Food Sampling, Cooking, & Storage .....	6
Exhibitor Services, Lead Retrieval, & Ice Ordering .....	6
<b>Booth &amp; Exhibitor FAQ's</b> .....	7
<b>Rules, Regulations, &amp; Guidelines</b> .....	8
Expo Name Badge Form .....	9
Show Specials & New Products Form .....	10
Expo Program Guide Insertion Order Form .....	11
<b>Exhibitor Services Form</b> .....	13
<b>Lead Retrieval Form</b> .....	17

# GENERAL EXPO INFORMATION

## EXPO OVERVIEW

The Ocean City Spring Trade Expo is organized by the Ocean City Hotel-Motel-Restaurant Association (OCHMRA), a non-profit trade organization founded in 1971. (p) 410-289-6733

## EXPO COORDINATORS

Susan L. Jones - Executive Director, [susanjones@ocvisitor.com](mailto:susanjones@ocvisitor.com)

Kaylee Payne - Business Development & Marketing Associate, [kaylee@ocvisitor.com](mailto:kaylee@ocvisitor.com)

## EVENT WEBSITE & SOCIAL MEDIA

[OceanCityTradeExpo.com](http://OceanCityTradeExpo.com) is a great resource for details about the Expo. Make sure you check the website periodically for updates and new information & follow us on Facebook - [facebook.com/octradeexpo](https://facebook.com/octradeexpo)!

## EXPO SCHEDULE

Visit [OceanCityTradeExpo.com/schedule](http://OceanCityTradeExpo.com/schedule) for the educational sessions and daily schedule details.

### Exhibitor Move-In

Friday & Saturday, March 6 & 7 from 9am to 5pm

Sunday, March 8 from 9am to 11am

### Trade Expo Hours

Sunday, March 8, 2026 from 11am to 5pm

Monday, March 9, 2026 from 11am to 4pm

### Move-Out

Monday, March 9 - 4pm to 8pm - All Ballroom Exhibitors **MUST** be fully moved out by the end of the day Monday.

Tuesday, March 10 - 8am to Noon

**\*\*Exhibitors can begin their move out once the show floor is cleared of attendees. Please do not break down your booth prior to the end of the event as it is a safety hazard.**

## DEADLINES

**NOW** - Advertise you're exhibiting - market to your customers! Write "See us at Booth #\_\_\_\_ March 8 & 9 at the 52<sup>nd</sup> Annual Ocean City Trade Expo" on your website, invoices, direct mailings, and advertising.

**NOW to FEB. 13** - 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. 13** - Make sure you make hotel reservations if you need a place to stay!

**DEC. 31** - Full balance due on your booth.

**FEB. 13** - Early Bird pricing for lead retrieval ends.

**FEB. 13** - Expo Program Guide advertising - space reservation due.

**FEB. 20** - Certificate of Insurance due to show Management ONLY if serving alcohol/beer/wine.

**FEB. 28** - First-day shipments accepted (see Convention Center Service Order Form).

**MAR. 4** - Exhibitor Badge Form due.

## WHERE DO I GET MY BADGES?

Exhibitor badges will be created once we receive your **Exhibitor Badge paper form or an 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.

You may register online at [OceanCityTradeExpo.com/exhibitor-badge](http://OceanCityTradeExpo.com/exhibitor-badge) or email your form to [kaylee@ocvisitor.com](mailto:kaylee@ocvisitor.com).

**\*\*If we do not receive registration by March 4<sup>th</sup>, there will be a \$10 per Exhibitor charge on the day of arrival and during the show.\*\***

## HOW DO MY CUSTOMERS REGISTER TO ATTEND?

We recommend you direct your customers to register as Attendees at [OceanCityTradeExpo.com](http://OceanCityTradeExpo.com) before March 1<sup>st</sup>. **If you would like to mail or have your salespeople deliver our 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 for those who are pre-registered. On site registration is \$25 per person with proof of being in the industry.

## 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**

## MEALS

When you pick up your badges at Exhibitor Registration, you'll receive a packet with important show info AND food vouchers worth \$10 each! These vouchers (*think of them like gift cards*) can be redeemed at participating OCHMRA member restaurants listed on the voucher, including the Concession Stand at the Convention Center. They're valid from **Friday, 3/6 through Tuesday, 3/10**.

## 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 28<sup>th</sup>**. **ALL SHIPMENTS MUST BE PREPAID TO BE DELIVERED TO YOUR BOOTH**. Shipments will be received from 8:30am to 4:00pm on weekdays. (**SEE CONV. CENTER SERVICES ORDER FORM on pg. 13 - 16**).

**Shipment should be addressed as follows:**

**Exhibitor 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 provide an fill out their own **BILL OF LADING** and label all the materials with return shipping addresses clearly marked on each box. **Exhibitors must arrange their own carrier pick up for March 10<sup>th</sup>**, 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 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. Stop by the Exhibitor Service Desk to pick up a pink sticker to identify your crate. **It is the Exhibitor's responsibility to mark and identify their crates.** Crates not properly marked or identified may be lost or destroyed.





# PREPARING YOUR BOOTH

## RAFFLES

Raffles are permitted and a great way to capture attendee information! We can announce your winners over the loudspeaker, limit one per day.

- We expect approximately 5,000+ Attendees.

## HOW CAN I DECORATE MY BOOTH?

- Decorate your booth so that it is the best reflection of your business! Pop-up banners, signs, fixtures, etc. are welcome and encouraged.
- Please only use your space provided and do not impinge on the neighboring booth. If an item is in question, please don't hesitate to contact us for approval.
- All displays must be erected and completely arranged for official inspection by Management and Fire Marshall no later than 10am on the opening day of the Trade Expo. ***DUE TO FIRE MARSHAL RESTRICTIONS, TENTS MUST BE FLAME RETARDANT.***

*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. Only 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)
- (1) Trash Can
- (1) 6" x 32" Sign
- (2) Chairs
- (1) 6 ft. **UNDRAPED** table - 6' x 30" high
- (1) 110 Volt Outlet (500 watts)

Any additional services and or equipment (extra tables, electricity, carpeting, table draping, etc.) should be ordered through the **CONV. CENTER SERVICES ORDER FORM on pg. 13 - 16.**

**Note:** If you require additional electricity and/or wiring, that will 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

## DO I RECEIVE A SIGN WITH MY BOOTH?

A standard two-line sign, 6" x 32", will be complimentary with one sign per booth and will have the company name that was listed on your booth reservation form, along with your booth number.

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

- **SURPLUS FOOD ITEMS** - Diakonia, our local shelter, will be happy to accept leftover food on Monday. There is a designated area by the show office where you can bring your goods OR wait for Diakonia to stop by. A detailed flyer will be distributed to booths serving food early Monday morning.
- **COOKING SUPPLIES** - You can use toaster ovens, hot plates, electric grills, etc. - Propane is not permitted, but butane is.
- **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 (**SEE CONV. CENTER SERVICES ORDER FORM on pg. 13 - 16**).
- **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.

## 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.

## WHERE CAN I GET ICE?

Easton Ice sells ice from their booth #237 in Exhibit Hall A/B, and they will deliver to your booth.

## IS THERE WI-FI PROVIDED?

The complimentary Wi-Fi 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 CONV. CENTER SERVICES ORDER FORM on pg. 13 - 16**).

## LEAD RETRIEVAL & ADDITIONAL SERVICES INFO

SERVICE	CONTACT	PHONE	EMAIL
Lead Retrieval Services	Trade Show Leads	(515) 370-0871	orders@tsleads.net
Conv. Ctr. Exhibitor Services	Matt Mansfield	(410) 289-2800	mmansfield@oceancitymd.gov
Conv. Ctr. Exhibitor Services	Shianne Martin	(410) 289-2800	smartin@oceancitymd.gov
Ice	Easton Ice	(410) 822-5375	-



# BOOTH & EXHIBITOR FAQ'S

## 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 21, 2026. Email [susanjones@ocvisitor.com](mailto:susanjones@ocvisitor.com) 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. No one is permitted in the Convention Center after closing hours. We recommend Exhibitors remove or cover up 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**, except newborns attached to a parent. This policy is strictly enforced, and proof of age may be required. Please do not ask for exceptions. Badges are not transferable 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.

## What if I want to leave early?

The show is open until 4:00pm 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.

## Need lodging?

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

# RULES, REGULATIONS, & GUIDELINES

## 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 prior to the opening date of the Expo. Space not paid for by this date is subject to cancellation and resale by the Management. Space reserved within ninety days of the opening dates must be paid in full at the time the application is made.

## CANCELLATION OF DISPLAY SPACE

If display space is canceled 90+ days prior to the opening date of the Trade Expo, you will be charged a \$50 processing fee. If canceled 45 - 89 days prior to opening date of Trade Expo you will be charged half the booth space. If canceled within 45 working days to the opening date of the Trade Expo, you will not receive any refund. 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.

## 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.

**The serving 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 and OCHMRA.** 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.





# EXPO NAME BADGE FORM

Please register **ONLY** personnel working in your booth and spouses if desired. **DO NOT** register your customers for Exhibitor badges (*they are Attendees*). Direct your customers to register as Attendees at [OceanCityTradeExpo.com](http://OceanCityTradeExpo.com) → Attendees Registration.

**Register by March 4, 2026.**

Form also available at: [OceanCityTradeExpo.com](http://OceanCityTradeExpo.com) → Exhibitors Registration → Step 3: Submit Your Badge Form

## Exhibitors working my booth will be:

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

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

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

**RETURN FORM TO: [kaylee@ocvisitor.com](mailto:kaylee@ocvisitor.com)**

Due to the large amount of alcohol being sampled, **NO ONE UNDER 21** will be admitted on the show floor, **INCLUDING** infants and toddlers, unless they are strapped to your chest at all times.





# SHOW SPECIALS & NEW PRODUCTS FORM

The 52<sup>nd</sup> Annual Spring Trade Expo is just around the corner! A great way to attract attention and generate new business is by offering exclusive show deals or showcasing your newest products.

Exhibitors are invited to take part in our **"Show Specials & New Products"** promotion. To be included, your submission **MUST** feature a newly introduced product debuting at the Expo (New Product) or a special deal available only to Attendees (Show Special). If it is not a show special/new product, it will not be listed.

Your listing will appear in the official Expo Program Guide, handed out to every Attendee, and will also be featured on OceanCityTradeExpo.com and in press outreach.

**NEW this year**, green/sustainable products will receive extra visibility in the Guide & on social media.

**Each listing is limited to 200 characters, including spaces, so keep it short, specific, & engaging.**

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

☐ Check box if your product is a green/sustainable product

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

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**\*\*Email us a photo for a chance to be featured in the Expo Program Guide's "Show Specials & New Products" section.\*\***

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

**Deadline for inclusion in the Expo Program is February 13<sup>th</sup>**



# EXPO PROGRAM GUIDE

Make a lasting impression! The Expo Program Guide is placed directly in the hands of every attendee at check-in, offering prime visibility for your business right from the start.

Plus, your ad lives on! The guide will remain available online for six months following the Expo, extending your reach and reinforcing your brand long after the event wraps up.

## COVERS - All Bleeds

- **BACK COVER: \$450** 6.5" Wide x 9.5" Deep with Image Area no larger than 5.25" x 8.25"
- **INSIDE FRONT: \$425** 6.5" Wide x 9.5" Deep with Image Area no larger than 5.25" x 8.25"
- **INSIDE BACK: \$425** 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

## DEADLINES

1. Space Reservations Due by Friday, **February 6**
2. Ads Due Friday, **February 13**

## RESERVE YOUR SPOT

To reserve your space, contact Kaylee at [kaylee@ocvisitor.com](mailto:kaylee@ocvisitor.com)



# EXPO PROGRAM GUIDE

## Advertising Insertion Order

### CONTACT INFORMATION

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Website: \_\_\_\_\_

### AD SIZE: (CHECK ONE)

☐ Outside Back Cover.....\$450

☐ Full Page.....\$350

☐ Inside Front Cover.....\$425

☐ Half Page.....\$225

☐ Inside Back Cover.....\$425

**Total: \$** \_\_\_\_\_

*\*Must be paid in full on or before February 1st in order to appear in the program*

*\*\*Email us a photo for a chance to be featured in the Expo Program Guide's "Show Specials & New Products" section.\*\**

### PAYMENT INFORMATION: (CHECK ONE)

☐ Charge my Card

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

Signature \_\_\_\_\_

☐ Please call me for my credit card info

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



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

Company \_\_\_\_\_

Booth # \_\_\_\_\_

### Exhibitor Services and Rental Order Form

## OCHMRA Trade Show

March 6-10, 2026

**Move-in:** Friday, March 6, 9am-5pm | Saturday, March 7, 9am-5pm | Sunday, March 8, 9am-11am

**Move-out:** Monday, March 9, 4pm-8pm (ALL BALLROOM VENDORS MUST BE OUT BY 8pm)  
Tuesday, March 10, 8am-12noon

**Booths will be 10'x10' Halls ABC; 10'x8' Ballroom - 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 email 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: \$37.00 per each CWT (100 pounds of weight), or fraction thereof, per shipment.

Total weight of all shipments: \_\_\_\_\_ lbs. Early rate: \$37.00 x \_\_\_\_\_ CWT = \$ \_\_\_\_\_

Event rate: \$55.00 per each CWT (100 pounds of weight), or fraction thereof, per shipment.

Total weight of all shipments: \_\_\_\_\_ lbs. Event rate: \$55.00 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.

	Move-in		Move-out	
Date(s) required:	_____		_____	
Approximate starting time:	_____		_____	
Early rate:	_____ (hours x \$45.00)	+	_____ (hours x \$45.00)	= \$ _____
Event rate:	_____ (hours x \$67.00)	+	_____ (hours x \$67.00)	= \$ _____

**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 \$65.00)	+	_____ (hours x \$65.00)	= \$ _____
Event rate:	_____ (hours x \$97.00)	+	_____ (hours x \$97.00)	= \$ _____

**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:	\$125.00 per hour or any fraction thereof.	= \$ _____
Event rate:	\$187.00 per hour or any fraction thereof.	= \$ _____

**Page 1 Totals** \_\_\_\_\_ (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 the privilege of electrical service. The availability 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		\$ 85.00	\$127.00	\$
1000 watts		\$ 95.00	\$142.00	\$
20 amps		\$120.00	\$180.00	\$
30 amps		\$140.00	\$210.00	\$
150 watt floodlights		\$ 75.00	\$112.00	\$

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

Phase 1 208 Volt Service	Number of Services	Early Rate	Event Rate	Total
20 amps		\$135.00	\$202.00	\$
30 amps		\$149.00	\$223.00	\$
60 amps		\$175.00	\$262.00	\$
80 amps		\$200.00	\$300.00	\$
100 amps		\$300.00	\$450.00	\$

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

Phase 3 208 Volt Service	Number of Services	Early Rate	Event Rate	Total
20 amps		\$135.00	\$202.00	\$
30 amps		\$150.00	\$225.00	\$
60 amps		\$195.00	\$292.00	\$
80 amps		\$216.00	\$324.00	\$
100 amps		\$400.00	\$600.00	\$

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

### Other voltages and amps available – rates upon request

List equipment and wattage below

Page 2 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.



## 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'		\$75.00	\$112.00			\$
18"x 6'		\$75.00	\$112.00			\$
24"x 6'		\$75.00	\$112.00			\$
30"x 6'		\$78.00	\$117.00			\$

### Unskirted Tables

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

Size	Quantity	Early Rate	Event Rate	42" High Add \$2.00	Total
24"x 4'		\$14.00	\$21.00		\$
18"x 6'		\$14.00	\$21.00		\$
24"x 6'		\$14.00	\$21.00		\$
30"x 6'		\$14.00	\$21.00		\$

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 \$ \_\_\_\_\_

**\*(BALLROOM IS CARPETED) \***

## 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'		\$ 115.00	\$172.00	\$

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
\$25.00	\$37.00			\$

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		\$350.00	\$525.00	\$
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 Total \$ \_\_\_\_\_

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>			
Total: \$ _____			

### 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 2026 Booth Number: \_\_\_\_\_**

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

**Matt Mansfield – [mmansfield@oceancitymd.gov](mailto:mmansfield@oceancitymd.gov)**  
**Shianne Martin – [smartin@oceancitymd.gov](mailto:smartin@oceancitymd.gov)**  
**Jennifer Karwecki – [jkarwecki@oceancitymd.gov](mailto:jkarwecki@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





2026 OCHMRA  
Spring Trade Expo  
March 8-9, 2026

# LEAD RETRIEVAL ORDER FORM

HOTEL • MOTEL • RESTAURANT • ASSOCIATION • INC.

Submit order to: Trade Show Leads ~ EMAIL: [orders@tsleads.net](mailto:orders@tsleads.net) ~ PHONE: 515.370.0871





Company		Booth Number		Contact		
Zip	Phone	Email				
Email Address for Leads:						
Equipment		By February 6, 2026	After Feb. 6	Qty	Price	SubTtl
<b>BEST VALUE-3 APP BUNDLE WITH CUSTOM LEAD QUALIFIERS</b> Get 3 TS Leads Mobile App activations plus customized lead qualifiers. 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.		\$495.00	\$550.00			
<b>TS Leads Mobile Tablet-TSL Mobile App on iPad Mini.</b> Powerful tool allows you to gather time stamped leads, insert notes, add qualifiers and surveys. Leads available via online portal.		\$375.00	\$425.00			
<b>TSLeads Max-TSLeads Mobile App on Android device with 5" ISP Display.</b> Powerful tool allows you to gather time stamped leads, insert notes, add follow-ups and surveys. Leads available via online portal.		\$375.00	\$425.00			
<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 .		\$275.00	\$325.00			
<b>Additional TS Leads Mobile App license for multiple Devices.</b>		\$175.00	\$225.00			
<b>TS Leads Anywhere Scanner-Small hand-held scanner fits easily in your pocket</b> allows you to gather leads anytime, anywhere at the show. No power required. Leads delivered via email at the end of the show.		\$275.00	\$325.00			
<b>Custom Lead Qualifiers-</b> Create custom lead qualifiers specific to your business.		\$35.00	\$55.00			
<b>Delivery, Setup, and Training (optional)-</b> Delivery to your booth with training for all of your staff.		\$35.00	\$55.00			
<b>Leads downloaded to USB 2.0 Flash Drive</b>		\$25.00	\$45.00			
<b>Developer's Kit</b> Includes API configuration or post show data merge.		\$400.00	\$400.00			
			<b>TOTAL</b>			

<p align="center"><b>Payment Information</b></p>	
<p align="center"><b><u>CLICK HERE TO ORDER ONLINE</u></b></p> <p>Make Checks Payable to: Trade Show Leads, 16461 S. 176<sup>th</sup> 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.</p>	<p>If Paying by Credit Card, Please complete the Cardholder Information:</p> <p><b>CardNumber:</b> _____</p> <p><b>ExpirationDate:</b> _____</p> <p><b>Code on Card:</b> _____</p> <p><b>Name on the Card:</b> _____</p> <p><b>BillingAddress:</b> _____</p> <p>_____</p> <p><b>Signature:</b> _____</p>

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
 <b>iPad mini</b>	 <b>ANDROID</b>	 <b>TSLEADS MOBILE</b>	

**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 6, 2026**



## ADVANCED LEAD QUALIFIERS

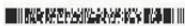
All exhibitors receive the following Standard Lead Qualifiers at no cost as part of their equipment rental.

Fill out this form if you would like Custom Lead Qualifiers specific to your business for an additional cost.

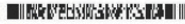
### TRADE SHOW LEADS

#### STANDARD ADVANCED QUALIFIERS

##### PRODUCT 1



##### PRODUCT 3



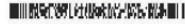
##### READY TO BUY



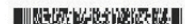
##### BUY IN 6-12 MONTHS



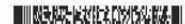
##### HOT LEAD



##### SEND LITERATURE



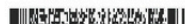
##### MANUFACTURER



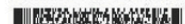
##### DISTRIBUTER



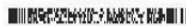
##### INQUIRY ONLY



##### WANTS PRESENTATION



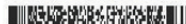
##### PRODUCT 2



##### PRODUCT 4



##### BUY IN 3-6 MONTHS



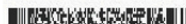
##### DECISION MAKER



##### SEND SAMPLES



##### ADD TO MAILING LIST



##### VALUE ADDED RESELLER



##### END USER



##### CURRENT CUSTOMER



##### SEND PRICING



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

Booth Number: \_\_\_\_\_

Show Name: \_\_\_\_\_

Please type or print legibly, maximum 35 characters per line

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

Please contact us at 515.370.0871 or email to [toms@tsleads.net](mailto:toms@tsleads.net) if you have any questions regarding our products and services.