

53rd Annual



EXHIBITOR 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. Utilize **MARKETING TIPS / ASSETS**
5. Order **EXHIBITOR SERVICES** by February 26th
6. Read **SHIPPING INFORMATION** important deadlines
7. Send **BADGE ORDER FORM** by March 3rd
8. Read the **SHOW SCHEDULE** for each day

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2027

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EXPO OVERVIEW

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

- **Expo Coordinators**
 - **Susan L. Jones** - CEO, susan@ocmdhospitality.com
 - **Kaylee P. Lathroum** - Director of Sales & Marketing, kaylee@ocmdhospitality.com

EVENT WEBSITE & SOCIAL MEDIA

Visit OceanCityTradeExpo.com for updates, important details, and the latest information.

Follow us on Facebook at facebook.com/octradeexpo!

EXPO SCHEDULE

Visit OceanCityTradeExpo.com/schedule for the daily schedule.

Exhibitor Move-In

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

Sunday, March 7 from 9am to 11am

Trade Expo Hours

Sunday, March 7, 2027 from 11am to 5pm

Monday, March 8, 2027 from 11am to 4pm

Move-Out

Monday, March 8 - 4pm to 8pm

***You can begin move-out once the halls are cleared of attendees. Ballroom Exhibitors **MUST** be fully moved out by the end of the day Monday.*

Tuesday, March 9 - 8am to Noon



DEADLINES

NOW - Advertise you're exhibiting - market to your customers! Write "See us at Booth #____ March 7 & 8 at the 53rd Annual Ocean City Trade Expo" on your website, invoices, direct mailings, and advertising.

NOW to FEB. 12 - 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. 12 - Make sure you make hotel reservations if you need a place to stay!

Jan. 5 - Full balance due on your booth.

FEB. 12 - Early Bird pricing for lead retrieval ends.

FEB. 12 - Expo Program Guide advertising - space reservation due.

FEB. 19 - Certificate of Insurance due to show Management **ONLY** if serving alcohol/beer/wine.

FEB. 27 - First-day shipments accepted (see Convention Center Service Order Form).

MAR. 3 - Exhibitor Badge Form due.

WHERE DO I GET MY BADGES?

Exhibitor badges will be created after you submit the online registration form at OceanCityTradeExpo.com/exhibitor-badge for booth staff and spouses. Badges can be picked up at Exhibitor Registration during move-in or show hours.

****If we do not receive registration by March 3rd, there will be a \$10 per Exhibitor charge on the day of arrival and during the show.****

HOW DO MY CUSTOMERS REGISTER TO ATTEND?

Direct your customers to register as Attendees at OceanCityTradeExpo.com before March 4th. **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.**

Pre-registered Attendees can pick up their badges at the door. 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!

Lanyard Color

Exhibitor..... **Black**

Buyer..... **Red**

Guest..... **Tan**

MEALS

Each exhibiting company will receive **one packet** at Exhibitor Registration with important show information and **\$10 meal vouchers (2 per booth)** to be shared among booth staff. Vouchers can be redeemed at participating OCMDHA member restaurants, including the Convention Center concession stand, and are valid **Friday, March 5 to Tuesday, March 9**.

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 27th**. **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: Exhibitors **MUST** provide and fill out their own **BILL OF LADING** and label all the materials with return shipping addresses clearly marked on each box. **You must arrange your own carrier pickup for March 9th**, on which day Convention Center staff transport labeled packages to the loading dock for carrier pick-up.

Packing crates may not be stored in booths during the show. Empty crates and packing materials can be stored through the Convention Center. Visit the Exhibitor Service Desk for pink crate stickers and properly label all items. **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

2027



HOW CAN I DECORATE MY BOOTH?

Make your booth a great reflection of your business! Pop-up banners, signs, displays, and fixtures are encouraged. **You MUST stay within your booth space and avoid extending into neighboring booths.**

All displays must be fully set up by 10 a.m. on opening day for inspection by Management and the Fire Marshal. **All 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.

DO I RECEIVE A SIGN WITH MY BOOTH?

A complimentary 6" x 32" booth sign is available **upon request** and will include your company name and booth number. *If you do not need a display sign, we will provide a cardstock sign to help you find your booth.*

HEIGHT RESTRICTIONS

Standard booths include an 8-foot back wall and 33-inch side walls. Only the back wall of booths located along the perimeter of the exhibition hall may extend above 8 feet. **Side walls must remain at 3 feet high in the front half to maintain visibility of neighboring booths.**

Any special or unusual booth construction must be approved in advance by 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 **upon request*
- (2) Chairs
- (1) 6 ft. **UNDRAPED** table - 6' x 30" high
- (1) 110 Volt Outlet (500 watts)

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

Ballroom Booths: Exhibitors needing more than one standard 110-volt outlet must reserve a yellow-highlighted booth, which provides access to additional electrical service.

Note: *If you require additional electricity and/or wiring, that will be at the expense of the Exhibitor and must be performed by the Convention Center. Please check your watts needed to be assured of sufficient power*

RAFFLES

Raffles are encouraged and are a great way to collect attendee information. We can announce one winner per day over the loudspeaker. *(We expect approximately 5,000+ Attendees)*



CAN I STORE MY PERISHABLE ITEMS ON-SITE?

Yes! A **complimentary** refrigerated/freezer truck will be available at the North Loading Dock. **Please let us know before the Expo** if you need storage by calling our office at (410) 289-6733. The guard at the truck will have the key and a list of approved users.



WHERE CAN I GET ICE?

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



IS THERE WI-FI PROVIDED?

Yes. Complimentary Wi-Fi is available in the common area but is **not** a secure network. If you need a secure, high-speed ethernet connection, you must order it through the Convention Center (**SEE CONV. CENTER SERVICES ORDER FORM on pg. 13 - 16**).

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

- **SURPLUS FOOD ITEMS** - Leftover food may be donated to Diakonia, our local shelter, on Monday. Diakonia will collect directly from booths. 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** - Barrels will be provided for grease disposal. They are located in the Catering Kitchen in Hall C and in the service corridor in the Ballroom. Hall C's Catering Kitchen also has a sink. **Clean up after yourself!**
- **TRASH REMOVAL** - Place all trash in the aisles at the end of each show day for Convention Center janitorial pickup. Booth vacuuming is **not included** but can be arranged through 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.

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
Ice	Easton Ice	(410) 822-5375	-

DO I NEED INSURANCE?

- Every reasonable precaution will be taken by the Management to protect property during move-in, the show, and move-out. 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.
- **Serving Beer, Wine, or Spirits?** - You **MUST provide a copy of your policy** showing proof of liquor insurance listing OCMDHA and the Convention Center as an additional insured no later than February 19, 2027. Email susan@ocmdhospitality.com or mail to 5700 Coastal Hwy. #302, Ocean City, MD 21842. You **MUST** also provide your Maryland Solicitor Permit #.

DO YOU PROVIDE SECURITY?

Yes. Security will be provided during move-in, move-out, and Trade Expo hours. Exhibitors are responsible for staffing their booths during show hours. No one is permitted in the Convention Center after closing, and we recommend removing or covering valuable or portable items when the show is closed.

ARE KIDS ALLOWED AT THE EXPO?

No. Due to the large presence of alcohol, **NO ONE UNDER THE AGE OF 21** will be admitted into the Expo, under any circumstances, **including booth staff**, except newborns attached to a parent's chest. This policy is strictly enforced, and proof of age may be required. Badges are non-transferable and non-refundable.

WHERE CAN I TAKE A BREAK DURING THE SHOW?

Visit the Exhibitor Lounge in Room 213 on the 2nd level of the Convention Center. Enjoy complimentary coffee, soft drinks, and a comfortable place to relax during the show.

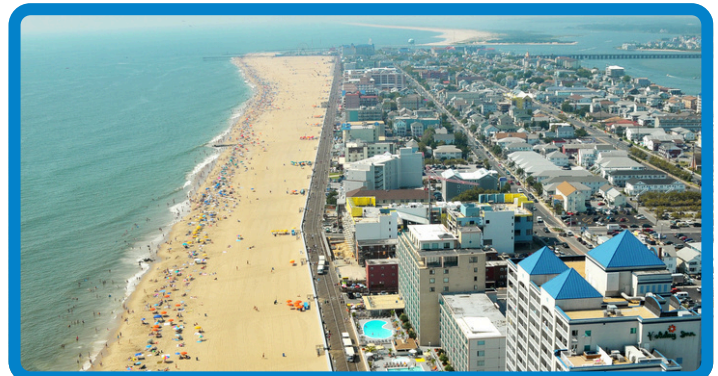
CAN I LEAVE EARLY?

No. Booths must remain set up until the show closes at 4:00pm. on Monday. **Early breakdown is not permitted and may result in the loss of booth priority for next year's Expo.** Please respect your fellow exhibitors.

NEED LODGING?

Special hotel rates are available through our lodging members. Go to OceanCityTradeExpo.com/hotel-travel for discounted rates and booking links!

There is no official housing company for this event; only preferred rates. TO ensure that your hotel accommodations are booked under the negotiated hotel and room rates, please use our direct links listed on our website.



PAYMENT OF DISPLAY SPACE

A partial or full payment may be made when reserving booth space. All outstanding balances MUST be paid in full by January 5th, 2027. Unpaid space is subject to cancellation and resale. Booths reserved within 90 days of the Expo must be paid in full at the time of application.

CANCELLATION OF DISPLAY SPACE

Cancellations made 90+ days before the Expo are subject to a \$50 processing fee. Cancellations made 45-89 days before the Expo will be charged 50% of the booth fee. No refunds will be issued for cancellations within 45 days of the Expo. 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

Management reserves the right to restrict or 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, hangings must clear the floor, and 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.

Alcohol service must comply with Maryland Comptroller's Office and OCMD Hospitality Association regulations. Live models, performances, and similar demonstrations require Management approval and must remain within the exhibitor's booth.

BAG POLICY

In our effort to discourage "freeloaders," exhibitors are **asked not 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 → Attendees Registration.

Register by March 3, 2027.

Forms are available at: OceanCityTradeExpo.com → Exhibitors Registration → 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@ocmdhospitality.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.*



(410) 289-6733



kaylee@ocmdhospitality.com



OceanCityTradeExpo.com



SHOW SPECIALS & NEW PRODUCTS FORM

The 53rd 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@ocmdhospitality.com or **mail** to OCMDHA, 5700 Coastal Hwy. #302
Ocean City, MD 21842.

Deadline for inclusion in the Expo Program is February 5th



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: \$475** 6" wide x 9" deep with image area no larger than 5.25" x 8.25"
- **INSIDE FRONT: \$450** 6" wide x 9" deep with image area no larger than 5.25" x 8.25"
- **INSIDE BACK: \$450** 6" wide x 9" deep with image area no larger than 5.25" x 8.25"

FULL PAGE: \$350, price includes full-color

- **BLEED ADS:** 6" wide x 9" 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 5th**
2. Ads Due Friday, **February 12th**

RESERVE YOUR SPOT

To reserve your space, contact Kaylee at
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.....\$475

☐ Full Page.....\$350

☐ Inside Front Cover.....\$450

☐ Half Page.....\$225

☐ Inside Back Cover.....\$450

Total: \$ _____

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

PAYMENT INFORMATION: (CHECK ONE)

☐ Charge my Card

Card # _____ Exp. ____/____ V-Code _____

Signature _____

☐ Please call me for my credit card info

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

*Return form to: **OCMDHA, 5700 Coastal Hwy. #302, Ocean City, MD 21842** or email to kaylee@ocmdhospitality.com*

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 5 - 9, 2027

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

Move-out: Monday, March 8, 4pm-8pm
Tuesday, March 9, 8am-12noon

Booths will be 10'w x 10'd Halls ABC; 10'w x 8'd 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 Total s _____ (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	\$	\$	\$
<u>Not-for-Profit Organizations:</u> You must submit a copy of your tax-exempt certificate, otherwise 6% tax will be charged.			
Please do not charge tax for vacuuming service on Page 3			
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 2027 **Booth Number:** _____

Please email entire form and payment to:

Matt Mansfield – mmansfield@oceancitymd.gov
Shianne Martin – smartin@oceancitymd.gov
Jennifer Karwecki – 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 \$ _____

OCCE Staff: _____ OCCE Staff: _____

Exhibitor: _____ Exhibitor: _____

Print Signature



LEAD RETRIEVAL ORDER FORM



2027
Spring Trade Expo
March 7-8, 2027

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

Company		Booth Number		Contact	
Zip	Phone	Email			
Email Address for Leads:					
Equipment			By February 12, 2027	After Feb. 12	Qty
BEST VALUE-3 APP BUNDLE WITH CUSTOM LEAD QUALIFIERS Get 3 TS Leads Mobile App activations plus customized lead qualifiers. For use with Exhibitors own iPhone®, iPod touch® (Version 15 or higher), iPad®, or Android™ phone (Operating System 11 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	
TS Leads Mobile Tablet -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.			\$375.00	\$425.00	
TSLeads Max -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.			\$375.00	\$425.00	
TS Leads Mobile App - for use with Exhibitors own iPhone®, iPod touch® (Version 15 or higher), iPad®, or Android™ phone (Operating System 11 or higher) Package includes: 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	
Additional TS Leads Mobile App license for multiple Devices.			\$175.00	\$225.00	
TS Leads Anywhere Scanner -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.			\$275.00	\$325.00	
Custom Lead Qualifiers -Create custom lead qualifiers specific to your business.			\$35.00	\$55.00	
Delivery, Setup, and Training (optional) -Delivery to your booth with training for all of your staff.			\$35.00	\$55.00	
Leads downloaded to USB 2.0 Flash Drive			\$25.00	\$45.00	
Developer's Kit Includes API configuration or post show data merge.			\$400.00	\$400.00	
			TOTAL		

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
 iPad mini	 ANDROID	 TSLEADS MOBILE	

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 15 or higher), iPad®, or Android™ phone (Operating System 11 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.

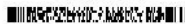
**ORDER EARLY FOR BEST PRICING
DISCOUNT DEADLINE IS FEBRUARY 12, 2027**



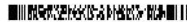
Fill out this form if you would like Custom Lead Qualifiers specific to your business for an additional cost.

STANDARD ADVANCED QUALIFIERS

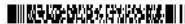
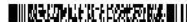
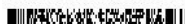
PRODUCT 2



PRODUCT 4



BUY IN 3-6 MONTHS

**DECISION MAKER****SEND SAMPLES**[ADD TO MAILING LIST](#)**VALUE ADDED RESELLER**

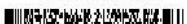
END USER



CURRENT CUSTOMER



SEND PRICING



Show Name:_____

20. _____

Please contact us at 515.370.0871 if you have any questions regarding our products and services.