

EXHIBITOR'S MANUAL



MARCH 5 & 6, 2017



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**OCEAN CITY HOTEL-MOTEL-RESTAURANT ASSOCIATION
SPRING TRADE EXPO
MARCH 5 & 6, 2017**

- NOW** Pre-sell your customers. Write "See us at Booth # ____ March **5 & 6** at the **43rd Annual Ocean City Hotel-Motel Restaurant Association's Trade Expo** on your website, invoices, direct mailings and advertising. Link to www.oceancitytradeexpo.com.
- NOW– FEB. 6** **Make your hotel reservations, see page 4.**
- JANUARY** Begin inviting your customers by giving them a VIP Pre-Registration invitation. Call our office at 800-626-2326 ext. 2, and we will ship them to you.
- JAN. 4** Balance due on your booth space.
- JAN. 9** Get your customers excited – Remind them of the show – this is a reason for a sales call - personally hand them a VIP Pre-Registration invitation.
- JAN. 27** Pre-orders for dry ice due. See page 6.
- FEB. 1** **Show Book Insertion Order Due (page 13)**
- FEB. 6** **Fill out Form #1** - complimentary **sign form due**, see page 10
- FEB. 10-29** AVOID EXCESS LATE CHARGES, ORDER YOUR ELECTRICITY, DRAPING ETC., NOW - **FORM #3 CONV.CENTER EXHIBITOR RENTAL FORM** (PAGES 16-19)
- FEB. 10** **Show Specials & New Products Form Due (Page 12)**
- FEB. 24** **CUSTOMERS' FREE PRE-REGISTRATIONS DUE** TO SHOW MANAGEMENT. AFTER THIS DATE CUSTOMERS CAN REGISTER AT THE DOOR FOR \$15.00 PER PERSON
- FEB. 24** **Exhibitor Badges Registration** due. 10 badges per booth. Go to oceancitytradeexpo.com to register. On-site registration is \$10 per person.
- FEB. 24** FIRST DAY SHIPMENTS WILL BE ACCEPTED. SEE PAGE 5.
- MAR. 4** Move-in 9 a.m. – 5 p.m.
- MAR. 5** Move-in 9 a.m. – 5 p.m.
- MAR. 5** Move-in 9 a.m. – 11 a.m.
Expo Hours – 11 a.m. – 5 p.m.
- MAR. 6** Expo Hours – 11 a.m. – 4 p.m.
3:45 pm- Local shelter collects surplus food products.
- MAR. 6** Move-out 4 p.m. – 7 p.m. and on **March 7** from 8 a.m. – Noon

OCEAN CITY HOTEL-MOTEL-RESTAURANT ASSOCIATION
SPRING TRADE EXPO
GENERAL INFORMATION

SHOW DATE & HOURS

SUNDAY, MARCH 5th 11:00am – 5:00pm
MONDAY, MARCH 6th 11:00am – 4:00pm

SHOW COLORS

Welcome to the 43rd Annual Ocean City Hotel-Motel-Restaurant Association Spring Trade Expo. Back and side drapes will be blue, black and white and will be complimented by blue aisle carpeting.

SHOW CHAIRMAN

Will Lynch
Commander Hotel
1401 Philadelphia Ave.
Ocean City, MD 21842

SHOW COORDINATORS

Susan L. Jones & Liz Walk
O.C.H.M.R.A.
5700 Coastal Hwy
Ocean City, MD 21842
410-289-6733 (W) 410-289-5645 (F)
inquire@ocvisitor.com

SHOW BUILDING & DECORATOR

Ocean City Convention Center
4001 Coastal Highway
Ocean City, MD 21842
410-289-8311

ELECTRIC, WATER, & FREIGHT

Ocean City Convention Center
4001 Coastal Highway
Ocean City, MD 21842
410-289-8311

MOVE-IN INFORMATION

FRIDAY, MARCH 3rd 9:00am – 5:00pm
SATURDAY, MARCH 4th 9:00am – 5:00pm
SUNDAY, MARCH 5th 9:00am – 11:00am

MOVE-OUT INFORMATION

MONDAY, MARCH 6th 4:00pm – 7:00pm
TUESDAY, MARCH 7th 8:00am – Noon

PLEASE BE PROFESSIONAL...DO NOT DISMANTLE YOUR BOOTH UNTIL 4:00 p.m. ON MONDAY, MARCH 6th. Last year, hotels & restaurants called us complaining that booths were being dismantled early when they were trying to shop.....remain intact until 4:00 p.m.

EXHIBITS NOT REMOVED DURING MOVE-OUT HOURS WILL BE CHARGED \$200 PER HOUR PAST SCHEDULED MOVE-OUT TIME.

THE OCEAN CITY CONVENTION CENTER IS NON-UNION & A SMOKE-FREE BUILDING

NO ONE UNDER 21 PERMITTED INTO THE SHOW. NO EXCEPTIONS! BABYSITTING SERVICE AVAILABLE PLEASE CALL AHEAD

HOTEL INFORMATION

For your convenience, rooms have been blocked at the hotels listed below. In order to take advantage of the special rates please make your reservations no later than **February 10, 2017**.

***Don't forget to identify yourself as an Exhibitor at the OCHMRA Spring Trade Expo when you make your reservation.** (Rates based upon availability. Tax not included.)

Clarion Fontainebleau

101st Street & Oceanfront
800-638-2100
From \$89

Comfort Inn Gold Coast

112th Street Bayside
800-4CHOICE
From \$49

Courtyard By Marriott

15th & Oceanfront
410-289-5008 x0
From \$89

Dunes Manor Hotel

28th & Oceanfront
800-523-2888
From \$65

Grand Hotel & Spa

21st & Boardwalk
800-447-6779
From \$65

Hilton Suites

32nd St. & Oceanfront
866-729-3200
From \$109

Holiday Inn Oceanfront

67th St. & Oceanfront
800-837-3588
From \$49

Holiday Inn Suites

17th St. & Oceanfront
866-627-8483
From \$69

Lighthouse Club Hotel at Fagers Island

60th St. & Bay
410-524-5400
From \$125

Paradise Plaza

9th St. & Boardwalk
410-289-6381
From \$75

Quality Inn Oceanfront

54th St. Oceanfront
800-837-3586
From \$54

Sea Bay Hotel

60th & Coastal Hwy.
410-524-6100
From \$49.95

**For a complete list of hotels and rates- check out our website:
<http://www.oceancitytradeexpo.com/ocmd-trade-show-attend-lodging>**

BADGES

EXHIBITOR 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. They are filed under exhibiting company name. Names of personnel and spouses must be submitted by February 24th. You may register online at www.oceancitytradeexpo.com or fax your form to 410-289-5645. **If we have not received registration by February 24, there will be a \$10 per exhibitor charge on day of arrival.**

ATTENDEE BADGES

Attendee badges to the Expo will be filed under attendee last name and be available at the door to those who are pre-registered before **February 24th**. A Save-the-date and VIP Pre-registration postcard is 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. You can also direct your customers to register as Attendees at www.oceancitytradeexpo.com before **February 24th**. If you would like to mail or have your sales people deliver our VIP Pre-Registration invitation to your accounts, please call us and we will be happy to ship them to you. **These are NOT tickets; your customers MUST preregister.**

BADGE POLICY

Because of the high volume of alcohol displayed, no one under the age of 21 will be admitted into the Expo under any circumstances. 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 COMPLIMENTARY BABY SITTING SERVICE during show hours. Badges are not transferable or refundable.

Badge Color

Exhibitor.....WHITE
Buyer.....RED
Guest.....GREEN

SHIPPING AND STORAGE INFORMATION

The Ocean City Convention Center will receive and store your shipments no earlier than February 24, 2017. **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 Ctr Exhib Rental)** The Convention Center will ship for you on **March 7th, 2017** from your **BILL OF LOADING.** Exhibitors must mark or label all materials with return shipping addresses. Shipment should be addressed as follows:

EXHIBITOR'S NAME -- BOOTH NUMBER
C/O OCEAN CITY HOTEL-MOTEL-RESTAURANT
SPRING TRADE EXPOSITION
OCEAN CITY CONVENTION CENTER
4001 COASTAL HIGHWAY
OCEAN CITY, MARYLAND 21842

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 exhibitors' responsibility to mark and identify their crates. Crates not properly marked or identified may be lost or destroyed.

SET UP AND REMOVAL SERVICES

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 Ctr Exhib Rental)**. 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. **THE OCEAN CITY CONVENTION CENTER IS NON-UNION!** The Ocean City Convention Center **does not supply hand trucks**, carts or dollies for move in or move out. You are welcome to bring your own.

- 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 MARSHALL RESTRICTIONS, TENTS MUST BE FLAME RETARDANT.**
- Goods and materials used in any display (except bonafide samples) may not be removed from exhibit hall until the Trade Expo has been officially closed, unless approved by management.
- The deadline for clearance 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 premises 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 NOT BREAK DOWN EARLY – the show is open until 4:00 p.m. on Monday. Last year, we had several complaints from businesses who were still trying to browse the booths and shop while exhibitors were breaking down before the show closed. Respect your neighboring booths!**

ICE & REFRIGERATION

Seaford Ice/Harbor House Seafood sells ice from their booth #220 in Exhibit Hall A/B. **If you need dry ice, it must be pre-ordered by Jan. 27th.** Call Seaford Ice at 302-629-2562 to place your order. A refrigerated/freezer truck will be available to exhibitors. In order to plan for enough storage, space reservations must be made through our office by calling 410-289-6733.

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. For Grand Ballroom, they are located in the service hallway on south side. For Halls A & B, barrels and a large sink are located at the front loading dock lobby area.

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. Ctr. Exhib Rental).**

BOOTH & DECORATION INFORMATION

Show management will provide the following booth equipment:

BACK & SIDE DRAPES (black, white, blue)

(1) TRASH CAN

(1) 8" X 40" SIGN

6ft **UNDRAPED** TABLE- 30"x6"x30" high

(1) 110 VOLT OUTLET (500 watts)

You may also order **booth carpeting* and table draping, which is not provided (Form #3 Conv Ctr Exhib Rental)**. Again, back and side drapes will be black, white, blue with blue aisle carpeting. Please do not pin or staple material to drapes or tables. A standard two line sign will be complimentary with one sign per booth. **Please fill out form #1, pg. 10 and return no later than February 6, 2017.**

*Hall A/B & Dockside Booths are 10' x 10', Grand Ballroom Booths are 8' x 10'. Halls A, B and Dockside are located on Lower Level and have concrete floors, while the Grand Ballroom is on the 2nd Level and has carpeted floors.

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 wall. **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.

Fire Extinguishers

ALL EXHIBITORS WHO ARE COOKING IN THEIR BOOTHS SHALL HAVE A MINIMUM OF 4A 40BC FIRE EXTINGUISHER IN THEIR BOOTHS. NFPA 101 9-4.4.3

Public Policy

- Each exhibitor is charged with knowledge of and compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety.
- 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.

Electrical Wiring

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. Ctr Exhib Rental. Power beyond supplied 110-volt**

outlets is limited in the 2nd floor ballroom. Exhibitors **must** supply their own extension cords.

CABLE & WIFI

Arrangements for TV cable must be made directly to Comcast Cable (410) 524-3401. Convention Center provides free wireless access; additional bandwidth & secure access on order form pg. 18.

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 exhibit during the hours the Trade Expo is open to the public. No one is permitted in the Ocean City Convention Center after closing hours. **It is recommended that exhibitors remove valuable and/or portable items from booths during non-show hours.**

LIABILITY AND 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 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.

RULES AND REGULATIONS - TERMS & CONDITIONS

1. 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 **90** days before 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 **90** days of the opening date must be paid in full at the time the application is made.

2. Cancellation of Display Space

Display space may be canceled up to **90 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 \$25 processing fee**. Should the Trade Expo not be held for any reason whatever, the rental and lease of the space to the exhibitor shall be terminated, in which case the limit of the claim for damage and/or compensation by the exhibitor shall be the prorated amount paid.

3. Use of Display Space

In the event of the exhibitor's failure to install his display within the time limit set for the opening of the Trade Expo, or failure to pay the space rental at the time specified, or failure to comply with any provisions concerning the use of display space, the Management shall have the right to possession of said space to resell same or any part 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, share the space assigned without 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.

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 persons business card and report to Show Management.

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 Federal Tax and Alcohol Bureau.

The use of live models, performers and similar persons within the Exhibit for demonstrations, explanations, etc. shall be subject to approval of the Management, and must remain in booth.

BAG POLICY: IN OUR EFFORT TO DISCOURAGE "FREELOADERS", EXHIBITORS ARE NOT ALLOWED TO DISTRIBUTE BAGS LARGER THAN 10"X13". 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.

EXHIBITOR'S LOUNGE

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.

THANK YOU FOR CHOOSING TO EXHIBIT IN THE 43rd ANNUAL OCEAN CITY HOTEL-MOTEL-RESTAURANT ASSOCIATION SPRING TRADE EXPO!

Next Year's Show Dates: March 4 & 5, 2018

Form # 1

**ORDER FORM
COMPLIMENTARY SIGN FOR EXHIBITOR'S BOOTH**

Exhibitors will be furnished one complimentary sign to identify their company and booth number. The sign will be 8" x 40" and will be hung at the top of the back drape. Each sign will have the booth number and will be printed with name of your company or division, city and state. Please indicate EXACTLY how you wish to be identified.

BOOTH NUMBER _____

COMPANY NAME _____

CITY & STATE _____

SUBMITTED BY:

NAME _____

COMPANY _____

PHONE # _____

RETURN THIS FORM TO:

**O.C.H.M.R.A.
5700 Coastal Hwy #302
OCEAN CITY, MD 21842
FAX # 410-289-5645
INQUIRE@OCVISITOR.COM**

DEADLINE FOR SIGN FORM: FEBRUARY 6, 2017

**EXHIBITOR'S PRE-REGISTRATION TO THE
43rd ANNUAL OCEAN CITY
HOTEL-MOTEL-RESTAURANT ASSOCIATION
SPRING TRADE EXPOSITION IS ONLINE AT
www.oceancitytradeexpo.com**

Please register **ONLY** personnel working in your booth and, if attending, their spouses. Please **DO NOT** register your customers for Exhibitor badges. You can direct them to register as Attendees at www.oceancitytradeexpo.com before **February 24th**.

For booth personnel who are not registered, there will be a \$10 fee at the door.

Please register exhibitors by February 24, 2017
online at www.oceancitytradeexpo.com or
fill out the form below and fax to us at 410-289-5645.

NAME _____ NAME _____

NAME _____ NAME _____

NAME _____ NAME _____

NAME _____ NAME _____

NAME _____ NAME _____

COMPANY _____ BOOTH NO. _____

SUBMITTED BY _____ TITLE _____

NO ONE UNDER 21, INCLUDING INFANTS, WILL BE ADMITTED IN THE EXPO.

***NO EXCEPTIONS DUE TO STATE LAW!!
Babysitting Service Available. Please Call Ahead.***



Show Specials & New Products Form

Dear Exhibitor,

The **43rd 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. In order to be listed, it must be a new product you have recently introduced at the 2017 OC Spring Trade Expo (new product) or must be a deal you are extending to the show attendee (show special).

Your *“Show Specials, and New Products”* will be listed in our official Trade Expo Program, which are given to every attendee. Additionally, we will use this information for press releases and on our website, www.oceancitytradeexpo.com. Please fax this form to 410-289-5645, email the information to lizwalk@ocvisitor.com or mail them to PO Box 340, Ocean City, MD 21843 **by February 10th**.

We look forward to seeing you in March!

Sincerely,

Susan L. Jones
Show Coordinator

Liz H. Walk
Event Manager

Company Name: _____

Contact: _____

Show Special: _____

New Product: _____



Foodservice Monthly 102C Executive Drive Sterling, VA 20166 Phone 703-471-7339 Fax 703-471-9145

2017 OCHMRA SHOW BOOK INSERTION ORDER:
43rd Annual OCHMRA Spring Trade Expo
PROGRAM ADVERTISING

DEADLINE FEBRUARY 3, 2017

- Full page (no bleeds) 5" wide x 8" deep \$350
- 1/2 page (horizontal) 5" wide x 3 7/8" deep \$225
- 1/2 page (vertical) 2 3/8" wide x 8" deep \$225

Company _____

Contact _____ Booth# _____

Phone _____ Fax _____ E-mail _____

Address _____

City _____ State _____ Zip _____

ADS MUST BE PAID IN FULL BY DEADLINE DATE OF FEBRUARY 3, 2017

CHECKS PAYABLE TO **FOODSERVICE MONTHLY** OR CREDIT CARD

CREDIT CARD PAYMENT INFO:

NAME ON CARD: _____

CC TYPE: _____ **CC#:** _____ **CVV:** _____

EXP DATE: _____ **SIGNATURE:** _____

For more information and to reserve space, contact
Lisa Silber (703-471-7339), at **Foodservice Monthly**
Attach copy or e-mail to Lisa@foodservicemonthly.com or Fax 703-471-9145

43RD ANNUAL SPRING TRADE EXPO

Put your business in front of a targeted audience of 4000+ as a sponsor of the 43rd Annual Spring Trade Expo. Promote your business and market to current, and future customers. Sponsorships are available at a variety of prices and levels. Build your brand's awareness through these extraordinary opportunities! All sponsorships are first-come, first-served.



SPONSORSHIP OPPORTUNITIES

BRONZE LEVEL

DIGITAL SIGNAGE - \$250 (only 4 spots available)

Advertise your company's 4-color logo and booth number on digital signs placed at registration areas and lobby. Sponsors will be highlighted in 3-second intervals followed by show announcements. All announcements will loop throughout both days of the show.

EVENT PROGRAM TABLE - \$250 Increase your visibility

Full color logo and booth number printed on an 8.5 x 11" flyer displayed in an acrylic holder at all program display tables.

"YOU ARE HERE" FLOOR LAYOUT SIGNAGE - \$250 (only 3 available) Increase your identity

Your logo, booth number & location at the top of the Floor Layout maps placed by hall entrance.

SMARTPHONE CHARGING STATION - \$250 (only 4 available)

Your logo & booth number on a BRAND NEW charging station for our attendees to charge their smartphones.

LOBBY SIGNAGE - \$250 (only 4 available)

Display your spider banner in the lobby of the Convention Center.

SKYBOX BANNER - \$250 (only 2 available)

Display your company banner to thousands of attendees and exhibitors. Banner will be hung in skybox overlooking Exhibit Hall A/B.

SILVER LEVEL

ATTENDEE EMAIL ALERT - \$500 (only 2 available)

Promote your brand to opt-in list of Expo Attendees! Email to attendees will include important information about the upcoming show. At the bottom of the email we will include, "This email brought to you by..." and list your company's name, logo and booth number.

GOLD LEVEL

EMAIL REGISTRATION CONFIRMATION - \$1000

Be seen by the approximately 4,000 people who register online to attend this year's Expo. Your company name, logo and direct link on the confirmation email sent to online registrants.

KEYNOTE SPEAKER SPONSOR - \$1000

Hand out flyers or giveaway item to individuals as they enter the Performing Arts Center to see the Keynote Speaker.

43RD ANNUAL SPRING TRADE EXPO

Please complete this form and fax back to OCHMRA at 410.289.5645. Payment is required to secure sponsorship. Check or credit card will be accepted.



SPONSORSHIP FORM

Business Name _____
Contact Name _____
Mailing Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
Email _____
Website _____

Please select your sponsorship level(s):

- | | |
|---|---|
| <input type="radio"/> Digital Signage - \$250 | <input type="radio"/> Skybox Banner - \$250 |
| <input type="radio"/> Event Program Table - \$250 | <input type="radio"/> Attendee Email Alert - \$500 |
| <input type="radio"/> "You are here" Floor Layout Signage - \$250 | <input type="radio"/> Email Confirmation - \$1000 |
| <input type="radio"/> Smartphone Charging Station - \$250 | <input type="radio"/> Keynote Speaker Sponsor- \$1000 |
| <input type="radio"/> Lobby Signage - \$250 | |

Payment type: Check Visa MC Discover American Express

For credit card payment, please complete information below:

Card Number _____

Exp. Date __/__/__ 3-digit CSV code: _____

Billing Address for Card _____

Cardholder Signature _____

THANK YOU FOR YOUR SUPPORT!

Ocean City Hotel-Motel-Restaurant Association

PO Box 340 • Ocean City, MD 21842

800-626-2326 x 2 • www.oceancitytradeexpo.com • inquire@ocvisitor.com

Company _____
Booth # _____

Ocean City Convention Center

4001 Coastal Highway • Ocean City, MD 21842
410-289-8311 • 410-289-0058 (Fax)

Exhibitor Service and Rental Order Form

For

Ocean City Hotel-Motel-Restaurant Association Spring Trade Show

March 5-6, 2017

Move-in day(s) and times: Friday, 3/3: 9am-5pm, Saturday, 3/4: 9am-5pm and Sunday, 3/5: 9am-11am

Move-out day(s) and times: Monday, 3/6: 4pm-7pm and Tuesday, 3/7: 8am-Noon

Booths in A/B Hall & Dockside will be 10'x10' with blue, white and black backdrop curtains.

Booths in the Ballroom will be 8'x10' with blue, white, and black 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 Ocean City Convention Center no more than 7 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: \$29.00 per each CWT (100 pounds of weight), or fraction thereof, per shipment.

Event Rate: \$42.00 per each CWT (100 pounds of weight), or fraction thereof, per shipment.

Total weight of all shipments _____ lbs. Early rate \$29.00 x _____ CWT = \$ _____
Total weight of all shipments _____ lbs. Event rate \$42.00 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 service desk upon arrival.

	Move-in		Move-out		
Date(s) required	_____		_____		
Approximate starting time	_____		_____		
Early rate	_____ (hours x \$32.00)	+	_____ (hours x \$32.00)	=	\$ _____
Event rate	_____ (hours x \$48.00)	+	_____ (hours x \$48.00)	=	\$ _____

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 service desk upon arrival.

	Move-in		Move-out		
Date(s) required	_____		_____		
Approximate starting time	_____		_____		
Early rate	_____ (hours x \$50.00)	+	_____ (hours x \$50.00)	=	\$ _____
Event rate	_____ (hours x \$74.00)	+	_____ (hours x \$74.00)	=	\$ _____

Rigging

Rigging service is available for hanging signs, banners, etc. in certain areas of the exhibit halls. Exhibitor Services must be notified 1 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 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 Ocean City 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 exhibit space is provided with one (1) 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		\$56.00	\$84.00	\$
1000 watts		\$70.00	\$104.00	\$
20 amps		\$84.00	\$126.00	\$
30 amps		\$98.00	\$147.00	\$
150 watt floodlights		\$42.00	\$63.00	\$

Total \$ _____

Phase 1 208 Volt Service	Number of Services	Early Rate	Event Rate	Total
20 amps		\$98.00	\$147.00	\$
30 amps		\$112.00	\$168.00	\$
60 amps		\$139.00	\$208.00	\$
80 amps		\$165.00	\$248.00	\$
100 amps		\$192.00	\$287.00	\$

Total \$ _____

Phase 3 208 Volt Service	Number of Services	Early Rate	Event Rate	Total
20 amps		\$112.00	\$168.00	\$
30 amps		\$126.00	\$188.00	\$
60 amps		\$154.00	\$229.00	\$
80 amps		\$181.00	\$271.00	\$
100 amps		\$252.00	\$378.00	\$

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

Tables

Draped Tables

Indicate color choice

Black () Red () Blue () White () Gold ()

Size	Quantity	Early Rate	Event Rate	42" High Add \$7.00	Drape 4 sides Add \$12.00	Total
24"x4'		\$63.00	\$94.00			\$
18"x6'		\$66.00	\$98.00			\$
24"x6'		\$69.00	\$101.00			\$
30"x6'		\$71.00	\$105.00			\$

Undraped Tables

Each booth is provided with 1 - 30"x6' undraped table.

Size	Quantity	Early Rate	Event Rate	42" High Add \$2.00	Total
24"x4'		\$11.00	\$16.00		\$
18"x6'		\$11.00	\$16.00		\$
24"x6'		\$11.00	\$16.00		\$
30"x6'		\$11.00	\$16.00		\$

Total \$ _____

Carpeting and Vacuuming Service

All booth carpeting 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'x10' or 8'x10'		\$91.00	\$142.00	\$

Indicate color choice

Blue () Gold () Red ()

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
Easel		\$15.00	\$21.00	\$
Flip chart		\$42.00	\$63.00	\$
Assorted Color Fabric		\$3.00/ft.	\$4.00/ft.	\$

Total \$ _____

Telephone Service

Service	Quantity	Early Rate	Event Rate	Total
Phone Line		\$174.00	\$261.00	\$
Phone Line with telephone for incoming and outgoing calls		\$208.00	\$312.00	\$

Total \$ _____

Internet Service

Service	Quantity	Early Rate	Event Rate	Total
High Speed Internet Connection -- Ethernet (Hall A/B only)		\$395.00	\$593.00	\$

Total \$ _____

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 users sole responsibility to protect their information from all the risks associated with using the Internet, including and not limited to damage, loss, or theft which may occur as a result of use of the OCCC Wi-Fi.
- The Ocean City 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 Ocean City 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 Ocean City 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: Ocean City 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 Ocean City 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 Ocean City 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 Ocean City 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.

Please Print Legibly

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.

Authorized Signature

Page	Subtotal	6% Tax	Total
Page 1	\$ _____	No Tax	\$ _____
Page 2	\$ _____	\$ _____	\$ _____
Page 3	\$ _____	\$ _____	\$ _____
Not-for-profit organizations: You must submit a copy of your tax-exempt certificate. <i>Otherwise 6% tax will be charged.</i>			
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 Ocean City Convention Center. Orders cannot be placed by phone.

Total Enclosed \$ _____

Event **HMRA 2017**

Booth Number _____

Please mail or fax entire form and payment to:

Ocean City Convention Center
 4001 Coastal Highway
 Ocean City, MD 21842
 410-289-8311
 410-289-0058 (fax)

Charge to Credit Card #

Expiration Date _____
Credit Verification Code _____
Visa (<input type="checkbox"/>) Master Card (<input type="checkbox"/>) AMEX (<input type="checkbox"/>) Discover (<input type="checkbox"/>)

For Office Use Only

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

Exhibitor (Please Print)

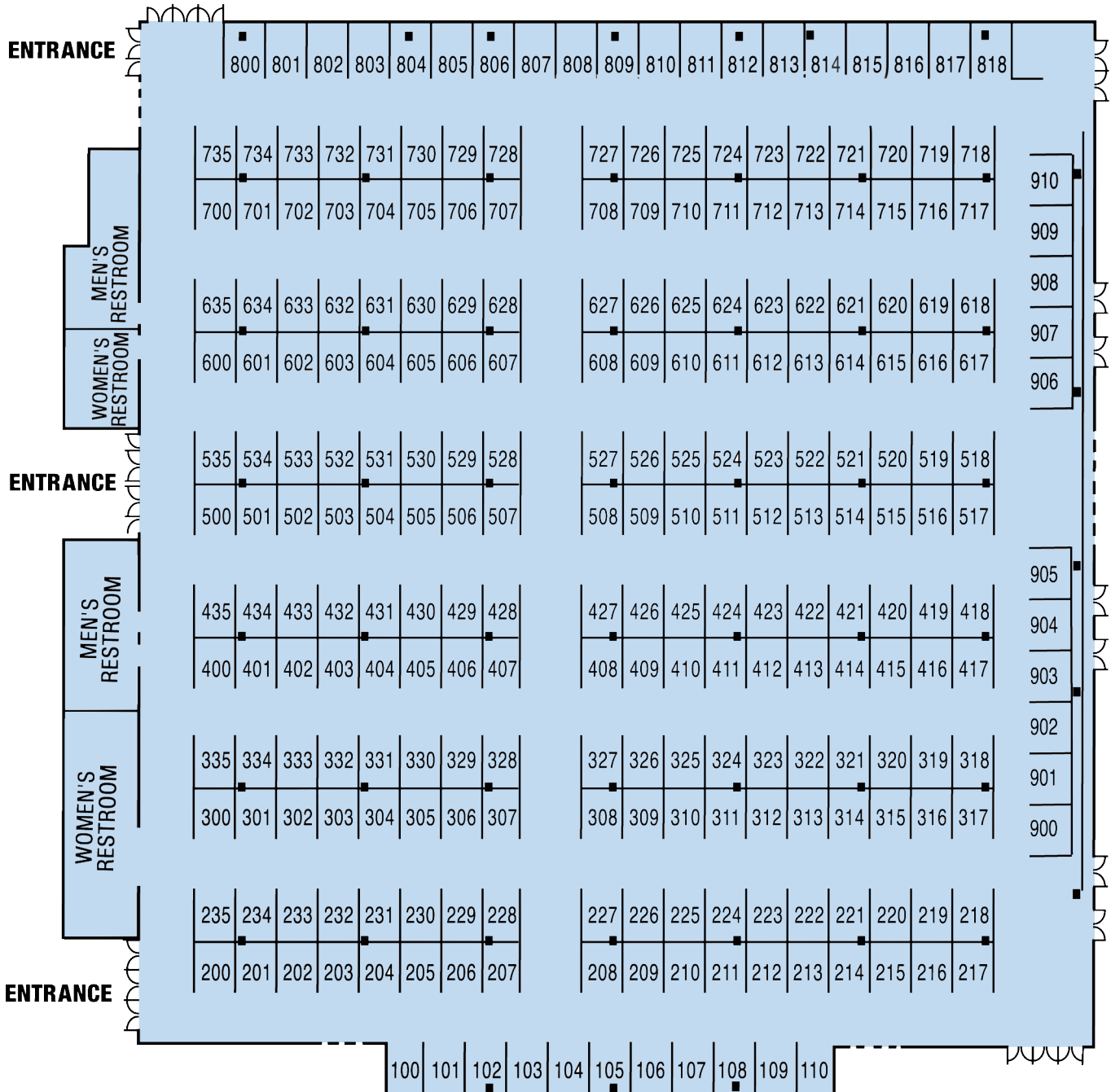
Exhibitor Signature

4/10/14

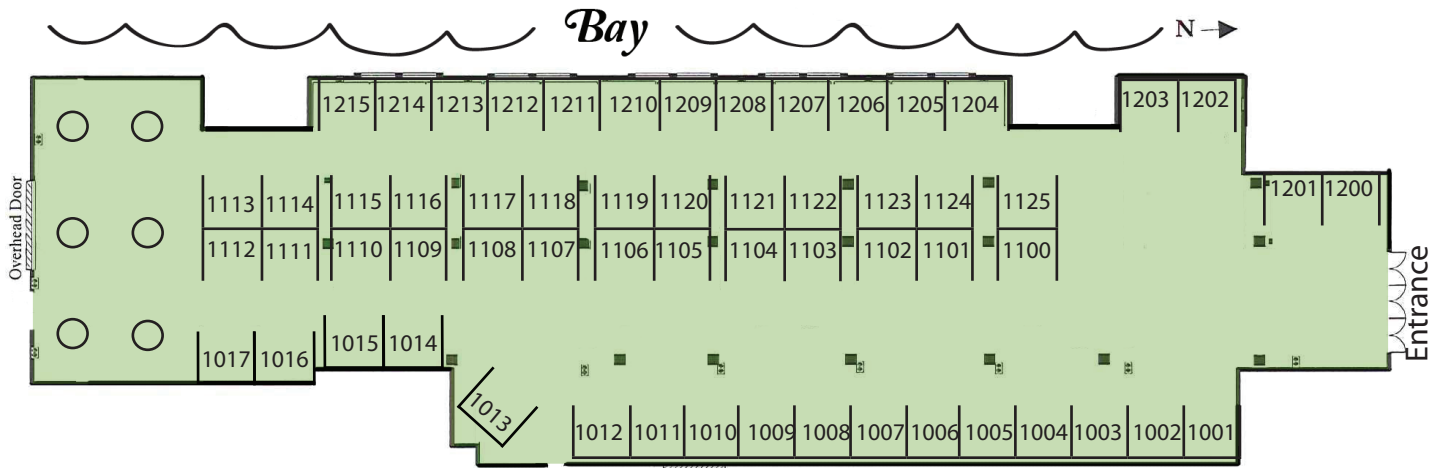
2017 Floor Plans



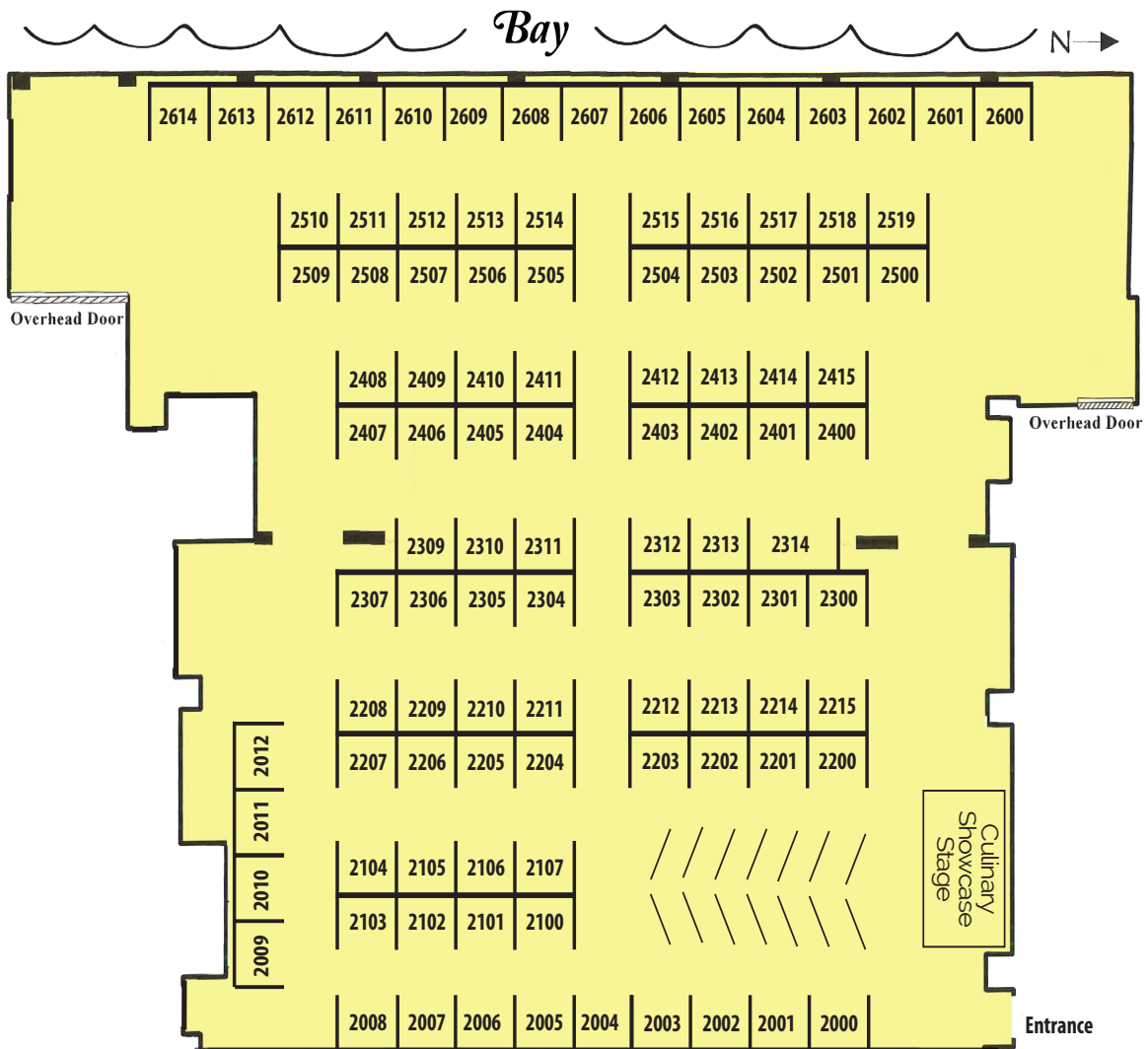
SPRINGTRADEEXPO



LEVEL 1: DOCKSIDE



LEVEL 2: BALLROOM



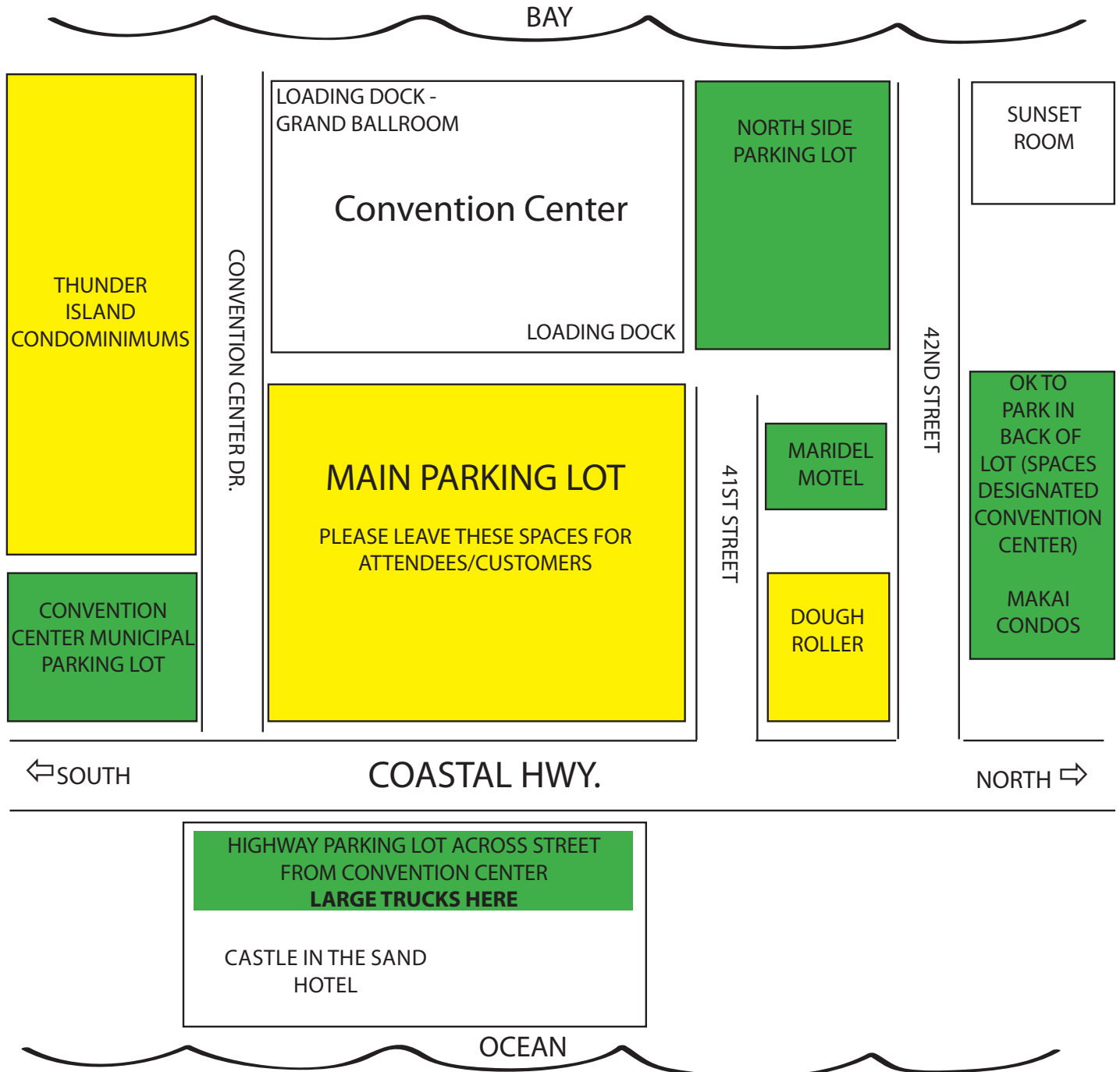
PARKING INFORMATION

Please abide by the following rules in order to accommodate our attendees (your customers)

- Oversized, demo, and/or advertising vehicles may not be parked in the parking lot
- Exhibitors may not to park in the attendee/customer parking areas.

Violating these rules may result in a request to leave the expo with no subsequent invitations to return. Your cooperation is greatly appreciated.

- GREEN AREAS - Designated exhibitor parking
- YELLOW AREAS - Do not park in these areas





TRADE SHOW LEADS

TECHNOLOGY SOLUTIONS FOR
MEETINGS AND EVENTS...ANYWHERE



Ocean City HMRA
Spring Trade Expo
March 5-6, 2017

LEAD RETRIEVAL ORDER FORM

Submit order to: Trade Show Leads ~ EMAIL: orders@tsleads.net~ FAX: 866-262-6121~ PHONE: 515-370-0871

Company		Booth Number		Contact	
Address			City	ST	Zip
Country	Phone	Fax	Email		
Email Address for Leads:					

Equipment	By February 3, 2017	After Feb. 3	Qty	Price	SubTtl
TS Leads Mobile Tablet -TSL Mobile App on iPad Mini. Powerful tool allows you to gather leads, insert notes, add qualifiers and surveys. Leads available via online portal.	\$350.00	\$380.00			
TS Leads Mobile App - for use with Exhibitors own iPhone®, iPod touch® (Version 8.1 or higher), iPad®, or Android™ phone (Operating System 4.0.3 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 .	\$250.00	\$275.00			
Additional TS Leads Mobile App license for multiple Devices.	\$150.00	\$175.00			
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.	\$245.00	\$285.00			
TSLeads Anywhere Scanner Plus - Palm Sized scanner gives you visual verification of time stamped leads scanned. Lead delivered via email at the end of the show. No power required.	\$285.00	\$305.00			
Customized Advanced Qualifier Sheet -Create 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	\$45.00	\$55.00			

Confirmation of Pickup

TOTAL

Payment Information

[CLICK HERE TO ORDER ONLINE](#)

Make Checks Payable to: Trade Show Leads,
16461 S. 176th Lane, Goodyear, AZ 85338 or fax
your order to 866-262-6121.

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 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



TRADE SHOW LEADS

TECHNOLOGY SOLUTIONS FOR
MEETINGS AND EVENTS...ANYWHERE

TS Leads Anywhere Scanner	Anywhere Scanner Plus	TS Leads Mobile Tablet
		

Each attendee badge contains a barcode which allows you to gather their business card information. The **TSLeads Anywhere Scanner** is a battery operated unit that fits easily in your pocket and leads can be gathered anywhere at the show. **TSLeads Anywhere Scanner Plus** gives you visual verification and time stamp. 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 (see page 3) which is at no cost to the exhibitor. A lead qualifier sheet can be created which is specific to your business for a small fee. The **TSLeads Mobile Tablet** includes TSL Mobile App on iPad Mini. Powerful tool allows you to gather leads, insert notes, add qualifiers and surveys. Leads updated in real time with internet access and delivered via cloud portal.

TS Leads Mobile App is a powerful lead retrieval technology for exhibitors to capture sales leads using an iPhone®, iPod touch® (Version 8.1 or higher), iPad®, or Android™ phone (Operating System 4.0.3 or higher). Exhibitors can use their own I-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 qualifiers exhibitors can capture, qualify and manage trade show leads anywhere and anytime. Leads updated in real time with internet access and delivered via cloud portal.

Please contact us at 515-370-0871 or email to toms@tsleads.net if you have any questions regarding our products and services.

**ORDER EARLY FOR BEST PRICING.
DISCOUNT DEADLINE IS FEBRUARY 3, 2017**

