Cyber Solutions
 Counties in the Digital Age

2,000 Participants + 250 Vendors + 25 Educational Sessions = Countless Opportunities!

MACo Summer Conference
Exhibitor Brochure

Be visible. Make connections. Gain partnerships.

Become an Exhibitor Today!
EXHIBIT BOOTH APPLICATION

TO: Potential Exhibitors
FROM: Leslie Velasco, Exhibits Manager
RE: 2016 Summer Conference Exhibit Application

You are invited to exhibit at the Maryland Association of Counties (MACo) Summer Conference on August 17 –19, 2016, at the Roland Powell Convention Center in Ocean City, MD.

MACo’s Summer Conference attracts more than 2,000 of Maryland’s county leaders, legislators, State government officials, and commercial and nonprofit representatives. Being visible at this event allows you access to everyone involved or related to local government, all in one place.

In addition to our 25 educational sessions, attendees will participate in workgroups, meetings, and briefings that will affect county government practices and policy. The theme this year is “Cyber Solutions: Counties in the Digital Age” and will focus on all of the ways county governments can lead with, and prepare for, the latest technology trends. From protecting county financial data, to employee telecommuting, to e-commerce and other economic development measures and more, there is no aspect of government service that is untouched by the evolution of the “digital age.”

Following is the Exhibitor Brochure. Submit the included signed contract with a non-refundable deposit of 50% of the total booth cost to reserve your space. To ensure a space reservation, please return your completed contract as soon as possible. Booth space will be assigned on a first-come, first-served basis and will sell out quickly.

For sponsorship opportunities, please watch your email for the upcoming brochure and/or contact Kaley Schultze (kschultze@mdcounties.org). Visit the MACo web site (www.mdcounties.org) for more sponsorship information as it becomes available.

Once again, this year, in addition to Exhibit Hall A/B, we’ll be using the Bayfront Ballroom on the second floor of the Convention Center. Our county booths will be housed in the Ballroom, along with our Welcoming Keynote Session, General Sessions, continental breakfasts, and lunches on Thursday and Friday.

Bayfront Hall offers a beautiful view of the Isle of Wight Bay and guaranteed traffic as our Keynote Session rolls immediately into our Exhibit Hall Grand Opening. Back by popular demand, our special “Taste of Maryland” reception will be held in the Bayfront Hall so that attendees can sample Maryland’s local creameries, bakeries, wineries, and other local food and beverage products.

Please see the Exhibits At-a-Glance (page 5) for more details on the two exhibit halls, exhibit fees, and what’s included.

MACo is looking forward to an exciting 2016 conference and we hope you will join us. Please feel free to call me at 410.269.0043 or email me at lvelasco@mdcounties.org.

Exhibiting at this conference is the best way to get your product or service in front of county elected officials and establish your company or organization as a leader in your field and as a partner for county governments.

About MACo
The Maryland Association of Counties (MACo) is a non-profit and non-partisan organization that serves Maryland’s counties by articulating the needs of local government to the Maryland General Assembly. The Association’s membership consists of county elected officials and representatives from Maryland’s 23 counties and Baltimore City. Learn more at www.mdcounties.org.

MACo is the only organization serving the needs of county elected officials and governments across the state of Maryland.
LOOKING FOR A BIG EXHIBITOR OPPORTUNITY?

The MACo 2016 Summer Conference offers the potential to bring you BIG results. County governments are searching for vendors offering virtually every business function and service found in Maryland. From logistics to printing, finance to office administration, training to trash removal - county governments are looking for YOU! Or your competitors. Needless to say, if you want to do business with Maryland’s counties, you should exhibit at the MACo Summer Conference.

Market your business to decision-makers specializing in these county services:

- Administration
- Aging
- Budget & Finance
- Communications
- Corrections & Public Safety
- Economic Development
- Engineering
- Environment
- Health
- Human Resources
- Human Services
- Information Technology
- Legal & Liability
- Parks & Recreation
- Planning & Land Use
- Purchasing & Procurement
- Schools & Education
- Tourism
- ...and many MORE!

Benefits of being a MACo Summer Conference Exhibitor:

- Exhibitor description and contact information displayed in MACo’s printed program, the conference mobile app, and on our website!
- Create a 30-second video clip to be displayed on MACo’s website as part of our online Exhibitor Showcase. The Showcase is available for viewing to everyone—conference participants and others—and goes online one month prior to conference to help participants get acquainted with your company’s services
- Each booth will receive a list of conference attendees and their contact information
- Exhibitors may participate in all MACo conference sessions at no additional charge
- Table draping for your booth is included!
- Each booth receives 2 tickets for Thursday and Friday lunches, Thursday afternoon Ice Cream & Fruit Break, and for the Thursday evening Taste of Maryland Reception
- Additional tickets for the social events are available to exhibitors at the County Member rate (our lowest rate!)
- Exhibitors may sign up for the Golf Tournament (additional fee and registration required)

Attendees include: County Executives, Council Members, and Commissioners; county decision-makers from all county departments; Senators and Delegates; Congressmen; State and Federal officials and staff; Maryland Cabinet Secretaries; and even the Governor himself!

Don’t miss this opportunity to show what your company can do for Maryland’s counties!
As an exhibitor at MACo’s Summer Conference, you will have the opportunity to get your company’s name, products, and services in front of the people you want to reach: decision-makers.

As a first time exhibitor in 2013, we were not sure what sort of response we might expect. “Thrilled” with the County attendees’ response to our exhibition booth would be an understatement. Many times over the 3 days, we were overwhelmed with executives that wanted more details...We expect that we identified literally millions of dollars of new business opportunities during the conference! - Energy3, LLC

EXHIBIT WITH MACo

2015 SUMMER CONFERENCE ATTENDEES
999 Attendees participated in 2015!

All 24 county jurisdictions were represented:
441 county individuals participated!

118 of the 153 County Elected Officials attended our conference!
MACo EXHIBIT BOOTHs AT-A-GLANCE

Exhibit Hall A/B:

- Largest exhibit hall
- Houses Commercial and State booths—booths are 10 feet wide by 10 feet deep
- Exhibiting hours:
  - Wednesday SET-UP: 7:30 am—3:00 pm
  - Thursday: 10:00 am—4:30 pm
  - Friday: 9:00 am—2:00 pm
  - Friday BREAK-DOWN: 2:00 pm—9:00 pm
- Events and breaks in this hall:
  - Morning & afternoon coffee breaks on Thursday and Friday
  - Lunch on Thursday and Friday
  - Ice Cream & Fruit Break on Thursday
- Taste of Maryland Reception responsibilities:
  - None—exhibitors may attend the reception in the Bayfront Ballroom if they have a ticket
- Fees:
  - Commercial/Nonprofit: $1,400
  - State: $600
  - Adjoining additional booth (State or Commercial/Nonprofit): $1,000

Bayfront Hall:

- Exhibit space on second floor, adjacent to General Session ballroom
- Houses County booths—booths are 10 feet wide by 8 feet deep
- Exhibiting hours:
  - Wednesday SET-UP: 7:30 am—3:00 pm
  - Thursday:
    - Regular Exhibit Hours: 8:30 am—3:30 pm
    - Closed: 3:30 pm—4:30 pm (for Reception set-up)
    - Taste of MD Reception Exhibit Hours: 4:30 pm—6:30 pm
  - Friday: 8:30 am—2:00 pm
  - Friday BREAK-DOWN: 2:00 pm—9:00 pm
- Events & breaks in this hall:
  - Continental breakfast and lunch on Thursday and Friday
  - Morning & afternoon coffee breaks on Thursday; morning coffee break on Friday
  - Welcoming Session and Keynote Speaker Presentation on Thursday
  - Ice Cream & Fruit Break on Thursday
  - Taste of Maryland Reception on Thursday
- Taste of Maryland Reception responsibilities:
  - Booth must be staffed from 4:30 pm—6:30 pm on Thursday
  - Exhibitors are encouraged to bring tasting samples from their region to pass out during the reception.
  - Sizing restrictions and food guidelines apply—contact lvelasco@mdcounties.org for more information.
- Fees:
  - Maryland Counties: FREE
  - Adjoining additional booth: $1,000

Included in Booth Fees (Both Halls)

- A 6-foot draped table
- Two chairs
- A trash receptacle
- One 110 electrical outlet up to 500 watts (except for Bayfront Booths 801-807)
- Two tickets per booth for the Thursday and Friday lunches, and the Thursday evening Taste of Maryland Reception in the Bayfront Ballroom
- Five (5) badges for booth staff
- A business description in the Summer Conference program and in the mobile app
- A copy of the Summer Conference program upon request
- Exhibitors may attend the educational sessions at no additional cost
- A 30-second video clip in MACo’s popular Virtual Exhibitor Showcase—available to ALL VIEWERS (not just attendees), and promoted on our blog, Conduit Street

Interested in showcasing a vehicle?

MACo has 2 spots available on the brick terrace at the front of the building.

All participants will see your vehicle!!

Contact lvelasco@mdcounties.org for more info!
The Maryland State Firemen’s Association (MSFA) has been an exhibitor at the MACo Summer Conference for years and it has been great for marketing our organization. The visibility, networking and accessibility to other organizations is very resourceful when it comes to getting more interest in your organization or product and helps to get your message out to other entities around the state of Maryland. If you haven't exhibited or attended, you should in 2014!

—Maryland State Firemen’s Association

Throughout the year we attend many conferences, and we are always certain the MACo Summer/Winter Conferences are first on our calendar because they are the most organized and well run. The conferences allow us to maintain existing relationships and provide excellent opportunities to develop new ones.

—Nationwide Retirement Solutions

We look forward to attending the MACo Summer Conference every year. It is a great networking opportunity for companies looking to form business relationships and develop partnerships with Maryland counties. For Delta Dental, this is a sound investment, and a terrific chance to connect with county decision-makers.

—Delta Dental

MACo provides an excellent opportunity to have quality time with our long time customers in a terrific setting. It also gives us a chance to meet new County and City members and network with our peers.

—Motorola Solutions, Inc.

As a Corporate Partner and exhibitor at the MACo Summer conference, Cigna has enjoyed working with the MACo team and counts this conference as a key opportunity to meet and connect with county officials and staff.

—Cigna

The Maryland Association of Counties’ (MACo) annual summer event has proven to be well worth the time and resources invested! Black Box Network Services’ participation has been enlightening, profitable, and fun. It’s an awesome venue to discover new products, meet potential clients, and have fun participating in the various themes and social events. It is well organized and the staff is extremely knowledgeable and helpful.

It’s an event worth attending, both from an exhibitor and a visitor’s perspective; there’s something for everyone. Hope to meet you there this year!

—Black Box Network Services
## 2016 CONFERENCE SCHEDULE

### WEDNESDAY, AUGUST 17, 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am - 3:00 pm</td>
<td>Registration Open</td>
</tr>
<tr>
<td>8:30 am - 11:30 am</td>
<td>Planning Board Training</td>
</tr>
<tr>
<td>9:00 am - 2:00 pm</td>
<td>Golf Tournament</td>
</tr>
<tr>
<td>Noon - 1:00 pm</td>
<td>Special Topic Session</td>
</tr>
<tr>
<td>1:00 pm - 3:00 pm</td>
<td>Academy Core Session</td>
</tr>
<tr>
<td>3:00 pm - 3:15 pm</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>3:15 pm - 4:45 pm</td>
<td>Academy Core Session</td>
</tr>
<tr>
<td>4:30 pm - 6:00 pm</td>
<td>Discussion &amp; Reception</td>
</tr>
</tbody>
</table>

Listed above is a condensed version of the full schedule—it is subject to change. Please check [www.mdcounties.org/MACoCon](http://www.mdcounties.org/MACoCon) for details and updates.

### THURSDAY, AUGUST 18, 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 am - 4:00 pm</td>
<td>Registration</td>
</tr>
<tr>
<td>8:00 am - 9:30 am</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td>8:00 am - 3:30 pm</td>
<td>Bayfront Exhibit Hall Open</td>
</tr>
<tr>
<td>9:00 am - 10:00 am</td>
<td>Welcoming Session &amp; Keynote Address</td>
</tr>
<tr>
<td>10:00 am - 10:15 am</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>10:00 am - 4:30 pm</td>
<td>Exhibit Hall AB Open</td>
</tr>
<tr>
<td>10:00 am - 6:30 pm</td>
<td>Cyber Café Open</td>
</tr>
<tr>
<td>11:30 am - 1:00 pm</td>
<td>Buffet Lunch—Exhibit Halls (ticket required)</td>
</tr>
<tr>
<td>1:00 pm - 1:45 pm</td>
<td>Special Topic Session</td>
</tr>
<tr>
<td>1:45 pm - 2:00 pm</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>2:00 pm - 3:00 pm</td>
<td>Ice Cream &amp; Fruit Break (ticket required)</td>
</tr>
<tr>
<td>3:30 pm - 4:30 pm</td>
<td>Affiliate Sessions</td>
</tr>
<tr>
<td>4:30 pm - 6:30 pm</td>
<td>Taste of MD Reception (ticket required)</td>
</tr>
<tr>
<td>4:30 pm - 6:30 pm</td>
<td>Kids’ Party (separate registration required)</td>
</tr>
</tbody>
</table>

**What is a MACo Affiliate Session?**

An educational break-out session whose content is suggested by or supported by MACo’s Affiliate Members. All conference participants are invited to attend.

**What is a MACo Affiliate Member?**

MACo has the distinct honor of working with 12 professional organizations whose members represent the different sectors of county government (Administrators, Budget & Finance, Attorneys, Environmental Health, Parks & Recreation, etc.). These county staff members assist MACo in formulating its legislative program and conference content.

### FRIDAY, AUGUST 19, 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 am - 2:30 pm</td>
<td>Registration</td>
</tr>
<tr>
<td>7:30 am - 8:45 am</td>
<td>County Elected Officials’ Forum, Breakfast, &amp; Business Meeting (ticket required)</td>
</tr>
<tr>
<td>8:00 am - 10:00 am</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td>8:00 am - 2:00 pm</td>
<td>Bayfront Exhibit Hall Open</td>
</tr>
<tr>
<td>9:00 am - 2:00 pm</td>
<td>Exhibit Hall A/B Open</td>
</tr>
<tr>
<td>9:00 am - 2:00 pm</td>
<td>Cyber Café Open</td>
</tr>
<tr>
<td>9:00 am - 10:30 am</td>
<td>General Session</td>
</tr>
<tr>
<td>10:30 am - 10:45 am</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>10:45 am - Noon</td>
<td>General Session</td>
</tr>
<tr>
<td>11:30 am - 1:00 pm</td>
<td>Buffet Lunch (ticket required)</td>
</tr>
<tr>
<td>Noon - 1:00 pm</td>
<td>Working Luncheons (ticket required)</td>
</tr>
<tr>
<td>1:00 pm - 2:00 pm</td>
<td>Affiliate Sessions</td>
</tr>
<tr>
<td>2:00 pm - 2:15 pm</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>2:15 pm - 3:15 pm</td>
<td>Affiliate Sessions</td>
</tr>
<tr>
<td>3:15 pm - 4:15 pm</td>
<td>Governor’s Cabinet Reception</td>
</tr>
<tr>
<td>5:00 pm - 8:00 pm</td>
<td>Crab Feast (ticket required)</td>
</tr>
</tbody>
</table>

### SATURDAY, AUGUST 20, 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am - 10:30 am</td>
<td>Registration</td>
</tr>
<tr>
<td>8:00 am - 9:30 am</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td>8:15 am - 9:15 am</td>
<td>Full Buffet Breakfast</td>
</tr>
<tr>
<td>9:30 am - 11:00 am</td>
<td>Education General Session</td>
</tr>
<tr>
<td>11:00 am - 11:15 am</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>11:15 am - 12:15 pm</td>
<td>Governor’s Address</td>
</tr>
<tr>
<td>12:15 pm</td>
<td>Adjournment</td>
</tr>
</tbody>
</table>

Interested in FREE or DISCOUNTED booth space?

MACo’s Corporate Partner Program provides high visibility & great benefits!

View the brochure at [mdcounties.org/CPBrochure](http://mdcounties.org/CPBrochure), or contact Kaley Schultze (kschultze@mdcounties.org) for more details!
APPLYING FOR EXHIBIT SPACE

Complete & sign the Application/Contract and mail it to MACo with your 50% deposit (County booths do not require a deposit but we need a contract as soon as possible to hold your space). Full payment is due by June 10, 2016. Booths not paid in full by June 10 will be automatically resold, forfeiting the deposit. Booth space assignments will be made on a first-come, first-served basis. Applications are dated and numbered as received.

Booth space confirmations will be mailed by May 13, 2016. Please do not call before May 13 to check on your confirmation. Your confirmation packet will also include the “Name Badges & Extra Tickets Order Form,” the “Convention Center Services Rental Order Form,” as well as additional information about the conference.

Mail the completed application and deposit AS SOON AS POSSIBLE. Faxed or emailed contracts will not be processed without a Purchase Order or credit card information (Master Card or VISA only) for the deposit.

MACo IS NON-PARTISAN

MACo does not allow the distribution of any political campaign materials or any political campaigning at our conferences. Persons, groups, and/or exhibits that violate this rule will be asked to leave the conference.

PARKING RULES

MACo must enforce the following rules in order to accommodate our attendees and exhibitors:

- Parking is limited and is reserved only for attendee and exhibitor vehicles. Please carpool if possible.
- Oversized, demo, and/or advertising vehicles may not be parked in the parking lot.
- Oversized, demo, and/or advertising vehicles are also prohibited from “roaming” the parking lot.
- Observe the rules posted in the fire lane in front of the Convention Center.

There will be no exceptions. Violating these rules may result in a request to leave the conference with no subsequent invitations to return. Thank you for your cooperation.

TAKE THE BUS!

Riding the bus is COMPLIMENTARY!

The town of Ocean City very generously allows MACo’s Summer Conference attendees and exhibitors to ride the municipal buses for FREE during our conference—just show your namebadge when you board the bus.

Please consider using public transportation once your booth is set up.

Parking is limited and if the attendees can’t park, they can’t get in to see your exhibit!
CONVENTION CENTER INFORMATION

- Roland Powell Convention Center (RPCC): 4001 Coastal Highway, Ocean City, MD 21842
- RPCC phone number is 410.289.8311; ask for Convention Services
- RPCC fax number is 410.289.0058.
- The convention center caterer is Centerplate (phone number: 410.723.8619). All food and beverages must be purchased through Centerplate. Outside food and beverages are not allowed, except as applies to the Taste of Maryland Reception.

Included in Booth Fees

- Hall A/B booths: 10’ wide x 10’ deep
- Bayfront Ballroom booths: 10’ wide x 8’ deep

- A 6-foot draped table, Two chairs
- A trash receptacle
- One 110 electrical outlet up to 500 watts (except Bayfront booths 801-807)
- Two tickets per booth for the Thursday and Friday lunches, Thursday Ice Cream Break, and the Thursday evening Taste of Maryland Reception in Bayfront Hall
- Five (5) badges for booth staff
- A business description in the Summer Conference program and in the mobile app
- A copy of the Summer Conference program

Additional Fees

(Order Directly From Roland Powell Convention Center)

- The cost of services provided by the Convention Center, such as labor, additional electrical service, etc.
- Electricity, telephones, audiovisual equipment, etc. (These should be ordered directly from the Convention Center. Contract with the Convention Center for freight handling, forklift and operator, and labor assistance to set up and/or dismantle exhibits.)
- Carpets in the individual booths.

ADDITIONAL INFORMATION

- **Advance meal tickets** may be ordered at the MACo County Member rate after booth space confirmations are distributed. Tickets purchased at the conference will be charged the on-site rate.

- At the Convention Center, **there are no hand trucks or dollies available** for your use. Please bring your own.

- The booth backdrop and dividers are made of flameproof drape fabric. The dividers between the booths are 3 feet high and the backdrop is 8 feet high (Hall A/B) or 3 feet high (Bayfront Ballroom).

- **Exhibitors’ Service Request and Rental Order Form** lists all of these items/charges and will be mailed to all exhibitors with your space confirmation by May 13.

  **Reminder:** Nothing may be hung higher than the 8-foot backdrop in the exhibit booth.

BOOTH SPACE ASSIGNMENT

Commercial/Non-Profit exhibitors must indicate their 1st, 2nd, 3rd, and 4th choice for booth space location on the enclosed contract. Identical requests for booth space location will be made in favor of the first application for that booth space. No booth assignments will be made without full deposit, a purchase order, or credit card information (MasterCard or VISA only). MACo reserves the right to assign exhibit space to best meet the needs of all exhibitors. **State and County exhibitors may only request a specific location if they register at the Commercial rate.**
WHAT’S NEW AT THE MACo SUMMER CONFERENCE?

Counties are back in Bayfront Hall...with a twist.
Bayfront Hall on the second floor will house our county booths again this year. We’ve simplified the set-up to allow for easier access to the exhibits. Counties will also be exhibiting for 2 days (instead of just 1) and will be the only place for attendees to get breakfast on Thursday and Friday mornings. Our Keynote and General Sessions will also take place in this space, so our county exhibits will get great exposure to our attendees!

Improved Reception Experience—it’s all about the Taste of Maryland!
Our Taste of Maryland Reception has been a huge success. It offers our attendees and guests a chance to sample Maryland food and beverages, network with other conference participants, and still be able to attend the many events and activities happening outside of our conference that evening.

This year, the Reception will be in the Bayfront Hall from 4:30 pm—6:30 pm. Each exhibit booth will receive 2 tickets to the Taste of Maryland Reception and Bayfront Ballroom exhibitors are asked to staff their booths and provide tasting samples (maximum sample sizes: 2 oz food; 2 oz wine; and 4 oz nonalcoholic beverages).

Heavier hors d’oeuvres will be offered in addition to the tasting samples so that this event will function more like a meal. The larger space in the Bayfront Hall will ensure that all of our guests have an opportunity to visit our county and tourism booths.

Exhibit Hall A/B will close at 4:30 pm so that Hall A/B exhibitors and attendees can all participate in the Taste of Maryland Reception and network over some of our wonderful Maryland wines, cheeses, popcorn...and more!

MACo’s Virtual Exhibitor Showcase
• All exhibits can submit a 30 second video clip—must be submitted by July 8, 2016 to lvelasco@mdcounties.org
• Clips will be displayed on MACo’s website for an entire month before and after the conference
• Clips will be viewable by everyone—not just conference registrants and exhibitors!
• MACo will feature the Virtual Exhibitor Showcase on its blog and in its weekly e-Newsletter (MACo’s blog gets more than 1100 hits on the day the e-Newsletter goes out!)

This is your chance to tell our attendees who you are, what you do, and why they should come visit your booth at MACo’s Summer Conference. Get on their list of must-meet exhibitors before they even arrive in Ocean City! You can also get your information out to MACo’s blog-reading audience: hundreds of people who read our blog DAILY.

MACo provides the most positive experience of any conference at which we exhibit. It is well run, efficient and very well-attended. MACo provides an invaluable service by granting us exposure and access to “decision makers” at both the State and County level. Almost equally important is the opportunity to interact (network) with fellow exhibitors. We hope to continue our participation in the MACo conference for years to come.” - Lanier Electronics Group, Inc.
EXHIBIT HALL THEME:

Break out your light sabers and Spock ears! Prizes will be given for exhibitor costumes and booth decorations matching our theme. Booth/costume judging will take place on Thursday afternoon and will be announced Friday morning. Exhibitors and booths in both halls are eligible to win prizes.

EXHIBIT HALL HOURS

(Hours are tentative and subject to change. Hours will be confirmed in future mailers)

Wednesday, August 17, 2016 - ALL EXHIBITS MUST BE SET-UP BY 4:00 PM
You will be assigned a specific move-in time included in the confirmation packet to be sent by May 13.
The Exhibit Halls will close at 4:00 pm on Wednesday.

Set-Up Day 7:30 am – 3:00 pm (as per set schedule)
(Please arrive no later than 3:00 pm to set-up)

Thursday, August 18, 2016 - NO EXHIBIT SET-UP ALLOWED ON THURSDAY

Bayfront Hall 8:00 am
Exhibit Halls Grand Opening 10:00 am
Lunch - Both Halls* 11:30 am - 1:30 pm (ticket required)
Ice Cream Break - Both Halls* 2:30 pm - 3:30 pm (ticket required)
Bayfront Ballroom closes to prepare for Reception 3:30 pm - 4:30 pm
Exhibit Hall A/B closes 4:30 pm
Taste of Maryland Reception** in Bayfront Hall 4:30 pm - 6:30 pm (ticket required)

Friday, August 19, 2016

Bayfront Hall Open 8:00 am - 2:00 pm
Exhibit Hall A/B Open 9:00 am - 2:00 pm
Lunch* 11:30 am - 1:00 pm (ticket required)
Dismantle Exhibits 2:00 pm - 9:00 pm
(All Exhibits must be removed by 9:00 pm on Friday)

Attendees inside the Exhibit Halls might assume that items at your booth are complimentary. Exhibitors assume responsibility for securing all items in their exhibit booths.

* Two meal tickets are provided for each booth for each ticketed event held in the Exhibit Halls. Five badges are included for booth staff. Additional lunch/break tickets, Crab Feast tickets, and badges may be purchased in advance and on-site.

**Thursday: Taste of Maryland Reception in Bayfront Hall only. Exhibit Hall A/B closes at 4:30 pm - Exhibit Hall A/B staff are encouraged to attend and network at the Taste of Maryland Reception in the Bayfront Ballroom. Ballroom booths must be staffed for the Thursday late afternoon reception. Ballroom exhibitors are strongly encouraged to bring tasting samples for the Taste of Maryland Reception. Please contact Leslie Velasco and let her know what samples you will bring: lvelasco@mdcounties.org.

Star Wars & Star Trek logos, characters, artwork, stories, information, names, and other elements associated thereto, are the sole and exclusive property of Lucasfilm Limited and/or Paramount Pictures, CBS Studios or affiliate company (Viacom Affiliates), respectively.
APPLICATION AND CONTRACT FOR EXHIBIT SPACE
MACo Summer Conference, August 17 - 20, 2016 - Roland Powell Convention Center
50% Non-Refundable Deposit Required with Application - Balance Due June 10, 2016

COMPANY INFORMATION
Company/Booth Name ________________________________________________________________
Contact Person __________________________________ Title ____________________________
Address ____________________________________________________________
City __________________________ State ________ Zip__________________________
Phone __________________________ Fax__________________________ Email __________________________
Web Address __________________________________ Twitter Handle: __________________________
Business Description (for the printed program - If left blank, no listing will be in the program). Please feel
free to email description to ivelasco@mdcounties.org:
________________________________________________________________________
________________________________________________________________________
Check here if you would like to use last year’s description □

Each booth space includes: one (1) six foot draped table, two (2) chairs, a trash container, and one (1) 110 electrical outlet up
to 500 watts (no electric in Bayfront Booths 801-807). Each individual booth fee also includes two (2) Thursday lunch tickets,
two (2) Thursday Ice Cream & Fruit Break tickets, two (2) Thursday Reception tickets, two (2) Friday lunch tickets, and five (5)
badges for booth staff (double the above listed items for each additional booth, etc.). Booth fee DOES NOT INCLUDE CARPET.

LOCATION PREFERENCE
COMMERCIAL/NON-PROFIT VENDOR RATE ONLY—Use the enclosed Exhibit Hall A/B floor plan to select booth
number(s) (State or county participants wishing to specify a booth location preference must register at the
commercial rate)
Booth # Preference: 1st ___________ 2nd ___________ 3rd ___________ 4th ___________
DO YOU NEED ACCESS TO ELECTRICITY? □ Yes □ No

BOOTH COST
Hall A/B:
Commercial/Non-Profit First Booth - $1,400 Additional booths-$1,000 ea. _________ Total
State Agencies First Booth - $600 Additional booths-$1,000 ea. _________ Total
Bayfront Hall:
County First Booth - Free Additional booths-$1,000 ea. _________ Total

DEPOSIT OF 50% TOTAL BOOTH COST REQUIRED WITH THIS APPLICATION

PAYMENT INFORMATION - Check, MasterCard/Visa (Sorry, no American Express), or Purchase Order accepted.
Make checks payable to the Maryland Association of Counties (MACo), 169 Conduit St., Annapolis, MD 21401.
VISA/MasterCard ____________________________________________ Exp. Date ____________
Billing Address (if different from above) ________________________________ __________________________
Deposit Amount (if left blank, full amount will be charged to your credit card) ______________
Name on Card ____________________________________________ Signature __________________________

PLEASE READ AND SIGN NEXT PAGE OF APPLICATION

MACo OFFICE USE ONLY

Date Deposit Paid __________________________ Check/Purchase Order Number __________________________
Amount Paid __________________________ Comments __________________________
Date Balance Paid __________________________ Check/Purchase Order Number __________________________
Amount Paid __________________________ Comments __________________________
As an official company representative, I hereby certify that I have read and understand the Rules and Regulations set forth on Attachment A on the following page and on this contract. I understand that this document is an official contract. I understand that booths are available on a first-come, first-served basis and that completion of this form does not guarantee that the requested booth space or booth location preferences will be available. I understand that my payment will not be deposited unless booth space is assigned.

I understand that the exhibit set-up must be completed by 4:00 pm on Wednesday, August 17, 2016 and that failure to do so may result in booth space forfeiture and no refund on any fees paid. I understand that on Thursday, August 18, 2016, exhibits in Bayfront Hall must be attended by at least one representative during the Taste of Maryland Reception. I also understand that there will be a penalty for breaking down my booth (in either Hall) before 2:00 pm on Friday, August 19, 2016. I understand and agree to the following refund policy:

**Refund Policy:** Booth space deposits are non-refundable. Booths not paid in full by June 10, 2016 will be resold, forfeiting any deposits. Exhibit fees (excluding meal tickets and the 50% deposit), will be refunded if request is received in writing (FAX, email, mail) at MACo prior to June 10, 2016. No refunds for booth space or meal tickets after June 10, 2016.

Signature ________________________________ Date: ______________________________

Printed name ____________________________ Title ____________________________

Return Contract & Deposit or a Purchase Order to MACo: Mail: 169 Conduit Street, Annapolis, MD 21401 Fax: 1.410.268.1775

Faxed and emailed contracts will only be processed/accepted if accompanied by a purchase order or credit card number.

Questions? Leslie Velasco, Exhibits Manager (velasco@mdcounties.org); 410.269.0043 - Baltimore; 301.261.1140 - Washington

---

**APPLICATION CHECKLIST:**

- Include business description on the front of this application and select categories above
- Fully complete and sign the contract application
- Enclose non-refundable deposit of 50% of total booth cost (refunded only if you are not assigned booth space)
- Mail, email, or fax to MACo ASAP!
- Start planning your booth decorations and costumes
- **Bayfront Exhibitors:** your plan for Taste of Maryland Reception samples are due July 8, 2016

---

**BUSINESS CATEGORY**

Please choose up to three categories that apply to your business service or product, circling the most applicable category:

- Administration
- Aging
- Budget & Finance
- Communications
- Corrections & Public Safety
- Economic Development
- Engineering
- Environment
- Health
- Human Resources
- Human Services
- Information Technology
- Legal & Liability
- Parks & Recreation
- Planning & Land Use
- Purchasing & Procurement
- Schools & Education
- Tourism
- Other:
  ____________________________
**Attachment A**

**MACo 2016 ANNUAL SUMMER CONFERENCE—ROLAND POWELL CONVENTION CENTER—AUGUST 17 - 20, 2016**

**EXHIBITOR RULES AND REGULATIONS**

*Exhibitor Rules and Regulations are a part of the Exhibit Contract*

1. Applicants agree to display only such products or services of interest to representatives attending the conference from the 24 political subdivisions of Maryland.
2. The use of microphones, loud speakers, and/or any device which, in the opinion of the Association staff, creates undue noise or disturbs neighboring exhibits, is prohibited.
3. All exhibits will be required to comply with the Ocean City Fire Department’s requirements including but not limited to the following:
   A. Acoustical and decorative material including, but not limited to, cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame-retardant treated to the satisfaction of the authority having jurisdiction. Materials that cannot be treated for flame retardancy shall not be used. Written certification of flame retardancy treatment may be required.
   B. All exhibits must be confined to their DESIGNATED space. The aisles are, in fact, designated fire lanes and must be kept clear.
   C. *NO* cooking and/or food warming devices shall be allowed.
4. Exhibitors may DISMANTLE displays from 2:00 pm—9:00 pm, on Friday, August 19th (Both exhibit halls). Dismantling of displays WILL NOT be permitted before that time without requests made in advance. No set-up on Thursday will be allowed.
5. The Maryland Association of Counties reserves the right to relocate exhibitors in the interest of the overall good of the exhibition. This right will not be exercised without a reasonable explanation to the exhibitors concerned.
6. The Maryland Association of Counties reserves the right to assign exhibit space based on the size of space required, the overall number of applications received, and the exhibitor business type. Exhibitor placement in Bayfront Hall or Hall A/B is under the sole discretion of MACo staff.
7. The Maryland Association of Counties is in no way responsible for loss or damage to any of the goods, wares, or equipment of exhibitors through fire, the elements, acts of God, outbreaks of violence, theft, or for any reason whatsoever.
8. The Exhibitor agrees to be responsible (for Maryland State Department and Agency exhibitors *only* to the extent permitted under applicable Maryland law) for claims of any nature arising by reason of damage sustained by any person or property occurring within its individual booth space.
9. The Exhibitor will be responsible (for Maryland State Department and Agency exhibitors *only* to the extent permitted under applicable Maryland law) for any damage caused by their employees to the Roland Powell Convention Center.
10. The Maryland Association of Counties reserves the right to refuse any application for space and to prohibit or remove any exhibit, which, in the opinion of the Association, is not in keeping with the Conference theme, the rules and regulations explained herein, or for any reason it considers the exhibit detrimental to the Conference.
11. The Exhibitor is limited to distribution of materials or handouts from within their designated booth space; *selling of merchandise is strictly prohibited.* MACo reserves the right to expel any exhibit for non-compliance.
12. ALL food and beverages distributed from your booth, except as applies to the Taste of Maryland Reception, *must be ordered via Centerplate, the exclusive Convention Center caterer 410.723.8619.*
13. No one under 16 years of age may man the exhibit booth at any time.
14. Nothing may be hung higher then the 8-foot backdrop in the exhibit booth, nor may anything obstruct the sides of the booth.
15. The Maryland Association of Counties is non-partisan. No political campaigning of any kind is allowed.

**ROLAND POWELL CONVENTION CENTER POLICIES**

- The 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. Dated shipments cannot be guaranteed and are at shipper’s risk. Forwarding labels and bills of lading are the responsibility of the Exhibitor. Exhibitor booth name, and or booth number, as well as show name must be clearly marked on the label or package.
- Any or all equipment remaining 7 days after move-out without prior arrangement with Exhibitor Services will become the property of the Roland Powell Convention Center and will be disposed of at the discretion of the building. ALL SHIPMENTS TO OR FROM CONVENTION CENTER ARE TO BE PREPAID. CONVENTION CENTER WILL NOT ACCEPT C.O.D. SHIPMENTS. *Convention Center shall not be responsible for supplying Exhibitors with carts or dollies. Exhibitors must supply their own carts and dollies.*
- Designated move-in and move-out hours will be strictly adhered to.
- No cooking of any kind is permitted. It is suggested that all exhibitors have at least a 2A20BC fire extinguisher or greater. All flammable materials are to be fireproofed. No bottle gas allowed in building.
- In the event that an Exhibitor Service Request has been processed and provided, the Roland 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.