TO: Potential Exhibitors
FROM: Leslie Velasco, Exhibits Manager
RE: 2018 Summer Conference Exhibit Application

You are invited to exhibit at the Maryland Association of Counties (MACo) Summer Conference on August 15 –17, 2018, 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 “Water, Water Everywhere” and will focus on the importance of water. From the health of the Bay and our waterways to the infrastructure, treatment, and regulations that ensure safe and healthy water flows through our pipes, county governments are keeping our residents afloat. Sessions will discuss the Bay, water infrastructure, watermen and oyster/fishery/habitat issues, floods and other natural disasters, and ways to put the wind back in the sails of a tight budget.

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 Nicolette Querry (nquerry@mdcounties.org). Visit the MACo website (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 continental breakfasts and lunches on Thursday and Friday.

NEW THIS YEAR: We’re hosting 5 interactive exhibits in Bayfront Hall with 10’ x 20’ footprints. These are for educational, walk-through, hands-on displays that offer an interactive learning experience for our attendees. Want to show the life-cycle of oysters? Demonstrate a water-filtration system? Let attendees experience a virtual reality headset? Here’s your chance!

Bayfront Hall offers a beautiful view of the Isle of Wight Bay is the home of our special “Taste of Maryland” reception. Attendees can sample Maryland’s local creameries, bakeries, wineries, and other local food and beverage products at the highly attended Reception.

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 2018 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 highlight your product or service for 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 2018 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
- Cyber Security
- Economic Development
- Emergency Management
- Engineering
- Environment
- Health
- Human Resources
- Human Services
- Information Technology
- Infrastructure
- Legal & Liability
- Parks & Recreation
- Planning & Land Use
- Purchasing & Procurement
- Schools & Education
- Tourism
- ...and many MORE!

Benefits of being a MACo Summer Conference Exhibitor:

- Exhibitor information displayed in MACo’s conference mobile app and on our website!
- 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; the Governor, Lt. Governor, and their staff.

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.

2017 SUMMER CONFERENCE ATTENDEES
1135 Attendees participated in 2017!

- County 44%
- Commercial 27%
- Other Government 21%
- Legislators 7%
- Press 1%

All 24 county jurisdictions were represented:
496 county individuals participated!
112 of the 151 County Elected Officials attended our conference!

“Always a good job in every aspect.
MACo is the premier state association conference in the nation.”
~National Association of Counties (NACo)
MACo EXHIBIT BOOTHs AT-A-GLANCE

Exhibit Hall A/B:

- Largest exhibit hall
- Houses Commercial and State booths—booths are 10’ wide by 10’ 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—5:00 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: $1,500
  - State: $800
  - Adjoining additional booth (State or Commercial/Nonprofit): $1,100

Bayfront Hall:

- Exhibit space on second floor
- Houses County booths—booths are 10 feet wide by 10 feet deep
- Houses Interactive displays—10 feet wide by 20 feet deep (no walls or draping)
- Exhibiting hours:
  - Wednesday SET-UP: 7:30 am—3:00 pm
  - Thursday:
    - Regular Exhibit Hours: 8:00 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 5:00 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
  - 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.
- INTERACTIVE DISPLAYS:
  - 10’x20’ space, no draping or walls
  - Includes TWO namebadges and TWO sets of tickets for events held in this hall
- Fees:
  - Maryland Counties: FREE
  - Interactive Displays: $500 (see page 11 for details)
  - Adjoining additional booth: $1,100

Included in Booth Fees (Both Halls)

- A 6-foot draped table
- Two chairs
- A trash receptacle
- One 110 electrical outlet up to 500 watts
- Two tickets per booth for the Thursday and Friday lunches, Thursday afternoon Ice Cream and Fruit Break, and the Thursday evening Taste of Maryland Reception in the Bayfront Ballroom
- Five (5) badges for booth staff
- Business description/contact info in the Summer Conference mobile app
- Copy of the conference program
- 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!
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.

MACo does a great job of making sure there’s opportunities for us start new relationships while also being able to connect with existing clients.
—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

We have attended the MACo conferences for over 10+ years. It is a great platform for us to link up with our County Customers throughout the State of Maryland. It is a well-received conference that we look forward to annually!
—Waste Management of Maryland,

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

Over the years MACo has set the standard when it comes to conferences in MD. As a participating exhibitor for many years, we feel they are constantly striving to maximize the benefit received from supporting and attending their events.
—Johnson Controls Inc.
2018 CONFERENCE SCHEDULE

WEDNESDAY, AUGUST 15, 2018
7:30 am - 3:00 pm  Registration Open
8:30 am - 11:30 am  Planning Board Training
9:00 am - 2:00 pm  Golf Tournament
11:00 am - 4:00 pm  Tech Expo
1:00 pm - 3:00 pm  Academy Core Session
3:00 pm - 3:15 pm  Coffee Break
3:15 pm - 4:45 pm  Academy Core Session
4:30 pm - 6:00 pm  Discussion & Reception

THURSDAY, AUGUST 16, 2018
7:30 am - 4:00 pm  Registration
8:00 am - 9:30 am  Continental Breakfast
8:00 am - 3:30 pm  Bayfront Exhibit Hall Open
9:00 am - 10:00 am  Welcoming Session & Keynote Address
10:00 am - 10:15 am  Coffee Break
10:00 am - 4:30 pm  Exhibit Hall AB Open
10:00 am - 6:30 pm  Cyber Café Open
11:30 am - 1:00 pm  Buffet Lunch—Exhibit Halls (ticket required)
1:00 pm - 1:45 pm  Special Topic Session
1:45 pm - 2:00 pm  Coffee Break
2:00 pm - 3:00 pm  Affiliate Sessions
2:30 pm - 3:30 pm  Ice Cream & Fruit Break (ticket required)
3:30 pm - 4:30 pm  Affiliate Sessions
4:30 pm - 6:30 pm  Kids’ Party (separate registration required)

FRIDAY, AUGUST 17, 2018
7:00 am - 2:30 pm  Registration
7:30 am - 8:45 am  County Elected Officials’ Forum, Breakfast, & Business Meeting (ticket required)
8:00 am - 10:00 am  Continental Breakfast
8:00 am - 2:00 pm  Bayfront Exhibit Hall Open
9:00 am - 2:00 pm  Exhibit Hall A/B Open
9:00 am - 2:00 pm  Cyber Café Open
9:00 am - 10:30 am  General Session
10:30 am - 10:45 am  Coffee Break
10:45 am - Noon  General Session
11:30 am - 1:00 pm  Buffet Lunch (ticket required)
Noon - 1:00 pm  Working Luncheons (ticket required)
1:00 pm - 2:00 pm  Affiliate Sessions
2:00 pm - 2:15 pm  Coffee Break
2:15 pm - 3:15 pm  Affiliate Sessions
3:15 pm - 4:15 pm  Governor’s Cabinet Reception
5:00 pm - 8:00 pm  Crab Feast (ticket required)

SATURDAY, AUGUST 18, 2018
8:00 am - 10:30 am  Registration
8:00 am - 9:30 am  Continental Breakfast
8:15 am - 9:15 am  Full Buffet Breakfast
9:30 am - 11:00 am  Education General Session
11:00 am - 11:15 am  Coffee Break
11:15 am - 12:15 pm  Governor’s Address
12:15 pm  Adjournment

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

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.

Interested in FREE or DISCOUNTED booth space?
MACo’s Corporate Partner Program provides high visibility & great benefits!
View the brochure at mdcounties.org/CPBrochure, or contact Nicolette Querry (nquerry@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 8, 2018. 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 11, 2018. **Please do not call before May 11 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 10’ deep

- A 6-foot draped table, Two chairs
- A trash receptacle
- One 110 electrical outlet up to 500 watts
- 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
- Business information 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.)
- Carpeting 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 11.

*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.**
Crab Feast—THE networking event of the year!

A conference tradition, the Friday evening crab feast is a highly-anticipated networking event for anyone involved in Maryland’s policy-making and local government arenas. More than 1,000 people attend to enjoy all-Maryland Chesapeake Bay blue crabs, picnic fare, and entertainment while they discuss common challenges and solutions.

Crab Feast tickets are NOT included with a booth, but are available for exhibitors to purchase at our low county member rate.

NEW THIS YEAR

Interactive Displays—$500 in Bayfront Hall

10’x20’ footprints (no draping) to set up educational, walk-through, interactive displays.

Great opportunity to showcase research projects affecting Maryland’s waterways or set up sampling areas of products, software, or services!

Contact Leslie for more information

Taste of Maryland Reception—the mountains to the shore, all in one place!

MACo’s 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.

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!

Tech Expo—a special showcase of technology solutions!

Held on Wednesday of the conference, this special one-day tradeshow for technology companies is accompanied by 2 deep-dive educational sessions with a tech focus. With more than 50 booth spaces, the Tech Expo is a great opportunity for technology vendors to gain extra exposure. More details will be released soon, but technology exhibitors in the larger tradeshow may also register for a Tech Expo table for FREE!
WHAT IS THE TECH EXPO?

- **FREE.** That's right - it's free to participate as a vendor in the Tech Expo tradeshow if you register as a vendor in the larger tradeshow and have a technology-focused product or service to showcase.

  Here's the catch: you have to bring technology that you can actively demonstrate to our attendees.

- **5-hour exhibiting opportunity for an exclusive set of technology vendors.** Vendors will receive a 6-foot table for a table-top display on Wednesday, August 15, 2018 from 11:00 am until 4:00 pm at the convention center in Ocean City. 2 badges and 2 lunch tickets for your staff are also included. Additional badges and tickets are available for purchase.

- **Part of our larger Tech Expo offering.** The day will include 2 deep-dive sessions on technology topics that will attract local government officials, staff, and stakeholders most interested in experiencing the latest technology first-hand.

- **Your opportunity to get extra exposure to MACo's Summer Conference attendees.** The Expo is included in all conference attendee registrations. Last year, we had more than 250 individuals view the Tech Expo exhibits! We're expecting a heavy turn-out of county elected and appointed officials and staff, along with legislators, state government, and commercial representatives who may be interested in the technology you will be demonstrating.

The fine print:

- **The Tech Expo Tradeshow on Wednesday and the Conference Tradeshow on Thursday & Friday are two different and separate events.** Registering for the Tech Expo Tradeshow DOES NOT register you for the Conference Tradeshow, and vice versa.

- Vendors already registered for the Conference Tradeshow on Thursday & Friday may register to participate in the Tech Expo Tradeshow on Wednesday - we will be sure you have an early load-in time on Wednesday morning so that you have time to set up both displays. But you must register for BOTH tradeshows.

- Contact lvelasco@mdcounties.org to register for the Tech Expo!
**GOLF TOURNAMENT**

**Wednesday, August 15 - Ocean City Golf Club**
11401 Country Club Drive, Berlin, MD 21811  410.641.1779
Check In 7:30 am - Shotgun Start 9:00 am - SCRAMBLE

$75 - MACo Member *(Conference Registrants & Exhibitors Only)* - County government and Corporate Partners
$90 - Non-Member *(Conference Registrants, Exhibitors, & Sponsors Only)* - All other government & commercial

Choose your own foursome or we can do it for you! You are responsible for finding your own replacement if you cancel after registration. *Directions and teams will be emailed to you a week prior to the Golf Tournament. Be sure to include your email below.*

** Completely fill out information for EACH golfer below.**

<table>
<thead>
<tr>
<th>Your Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Player 2:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Player 3:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Player 4:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

**PAYMENT:** No refunds. Your registration will NOT be processed without a COMPLETED FORM & PAYMENT.

Sorry, we do not take AMEX.

CARD#: ___________________________ SECURITY CODE #: ___________________________
EXPIRATION DATE: ___________________________ BILLING ADDRESSES: ___________________________
CARDHOLDER NAME: ___________________________ SIGNATURE: *(Required)* ___________________________

**MACo USE ONLY:**
DATE PAID: ___________________________ CHECK NUMBER ___________________________ AMOUNT PAID: ___________________________
EXHIBIT HALL THEME:

Pirates of the Chesapeake

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

Wednesday, August 15, 2018 - 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 11.
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 16, 2018 - 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** 4:30 pm - 6:30 pm (ticket required)
in Bayfront Hall

Friday, August 17, 2018
Bayfront Hall Open 8:30 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 - 5:00 pm
(All Exhibits must be removed by 5:00 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.

**Prizes**
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.

* 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.

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.

**Prizes**
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.

* 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.
APPLICATION AND CONTRACT FOR EXHIBIT SPACE
MACo Summer Conference, August 15 - 18, 2018 - Roland Powell Convention Center
50% Non-Refundable Deposit Required with Application - Balance Due June 8, 2018

COMPANY INFORMATION
Company/Booth Name__________________________________________________________
Contact Person ______________________________________________________________
Address ____________________________________________________________
City ___________________________ State ________ Zip __________________________
Phone ______________ Fax ______________ Email __________________________
Web Address ______________ Twitter Handle: __________________________
Business Description (for the mobile app - If left blank, no listing will be in the app). Please feel free to email description to lvelasco@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. 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.

Interactive displays include two (2) namebadges, not five (5).

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 ___________

BOOTH COST
Hall A/B:
Commercial/Non-Profit First Booth - $1,500 Additional booths - $1,100 ea. __________ Total
State Agencies First Booth - $800 Additional booths - $1,100 ea. __________ Total
Bayfront Hall:
County First Booth - Free Additional booths - $1,100 ea. __________ Total
Interactive Display First Booth - $500 Additional booths - $1,100 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 __________________________
Please choose up to three categories that apply to your business service or product, numbering them by priority:

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

Check here if you are interested in receiving registration materials for the Tech Expo (page 11)

Taste of Maryland Reception Samples

BAYFRONT HALL EXHIBITORS—Please indicate what food or beverage items you plan to hand out during the Reception, or email to lvelasco@mdcounties.org no later than July 6, 2018:

Food is limited to a 2 oz serving, wine must be no more than a 2 oz serving, nonalcoholic beverages must be no more than a 4 oz serving. We recommend bringing at least 600—800 servings. Exhibitors are responsible for serving alcoholic drinks and assume all liability associated in so doing.

APPLICATION CHECKLIST:

- Include business description on the front of this application (or email to lvelasco@mdcounties.org 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 6, 2018

MACo Anti-Harassment Policy: MACo is committed to ensuring a safe and welcoming environment for all Participants at MACo’s Summer Conference. Please read the full policy, available at www.mdcounties.org/AntiHarassmentPolicy. MACo expects all Participants at MACo’s Summer Conference to abide by this Anti-Harassment Policy in all venues, including ancillary events and official and unofficial social gatherings: Exercise consideration and integrity in your speech and actions; Do not engage in demeaning, discriminatory, or harassing behavior or speech; Be respectful of your surroundings and of your fellow Participants; Alert MACo staff if you notice harassment.

IF YOU ARE BEING HARASSED, NOTICE THAT SOMEONE ELSE IS BEING HARASSED, OR HAVE ANY OTHER CONCERNS, CONTACT VIRGINIA WHITE AT 301-659-0311. All reports of alleged harassment are confidential.

Signature ____________________________ Date ____________________________ Title ____________________________

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

Questions? Leslie Velasco, Exhibits Manager (lvelasco@mdcounties.org); 410.269.0043 - Baltimore; 301.261.1140 - Washington
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 17th (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, exhibits, is prohibited.

8. The Maryland Association of Counties reserves the right to expel any exhibit for non-compliance.

9. The Exhibitor is limited to distribution of materials or handouts from within their designated booth space; the selling of merchandise is strictly prohibited. MACo reserves the right to expel any exhibit for non-compliance.

10. 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.

11. No one under 16 years of age may man the exhibit booth at any time.

12. Nothing may be hung higher than the 8-foot backdrop in the exhibit booth, nor may anything obstruct the sides of the booth.

13. No political campaigning of any kind is allowed.

ROBERT 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. Exhibit 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.
Availability subject to change - contact Leslie Velasco at 410.269.0043 for the most up-to-date booth status.
No Kid Hungry Maryland
NORESCO, L.L.C.
Office Maryland Attorney General, Consumer Protection v.
Office of Administrative Hearings
Office of the Honorable Andrew P. Harris
Office of the Honorable Ben Cardin
Office of the Honorable Christopher Van Hollen
Office of the Honorable John Sarbanes
Operational Performance Solutions, Inc.
Optotraffic, LLC
Oreno Systems/Kershner Env. Tech.
Panasonic
Pepco/Delmarva Power
PHI Air Medical, LLC
Phillips Office Solutions
Pleasant Construction
Potomac Edison, A FirstEnergy Company
Presidio
PrimeCare Medical, Inc.
Prince George's County & M-NCPPC
PRM Consulting Group, Inc.
Pretax - Paperless Recyclers
Queen Anne's County
Redflex Traffic Systems
Republic Services
Research 2 Rescue
Rimkus Consulting Group, Inc.
Rubrik
Rudolph's Office & Computer Supply, Inc.
Rural Maryland Council
SAVERS- Donation Drop Spot
Schaefer Center for Public Policy
Segal Consulting
Serpro of MD
ShoreScan Solutions
ShoreTel
Siemens Industry, Inc.
Skyline Technology Solutions
Soltesz, Inc.
Somerset County
Splunk
Sprint
St. Mary's County
Standard Solar
Startup MD - STRT1UP Roadshow Bus
Supply Solutions, LLC
Sustainable Generation
Talbot County
Target Marketing Group
The Northeast Maglev, LLC
TierPoint
TMDG LLC - Certified Public Accountants & Healthcare Consultants
T-Mobile
Toxon University, Innovation & Applied Research
U.S. Bridge
U.S. Census Bureau
U.S. Communities
U.S. Small Business Administration
U.S. Wind, Inc.
UMBC MD Inst. For Policy Analysis & Research
Univ. of Baltimore/Gov. & Public Affairs
University of Maryland Extension
USDA Rural Development
Verizon Fios
Verizon Wireless
W W Grainger
Washington County
Waste Management of Maryland, Inc.
Wexford Health Sources, Inc.
WGL Energy, Inc.
Wheelerabtor Technologies
WhiteMarsh Environmental Services, Inc.
Whitney Bailey Cox & Magnani, LLC (WBCM)
Wicomico County
Wisp Resort
Worcester County
Workday
WSSC
Wye River Group
Yuck Old Paint
Zelenofsky Axelrod, LLC