



# Policies & Procedures

## 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 anti-harassment policy, available at [www.mdcounties.org/AntiHarassmentPolicy](http://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 use demeaning, discriminatory, or harassing behavior and 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 are confidential.

## REGISTRATION

### General Policies

- Registration DOES NOT include hotel reservations. Registrants must make their own hotel reservations. MACo provides a list of discounted hotel room rates for Summer Conference registrants (see previous page)
- Registration fees include meal tickets as listed on the registration form. Meal tickets are not included for one-day registrations; meal tickets may be purchased with a daily registration, but only for meals occurring on that day
- Payment MUST accompany registration. Registrations received prior to payment will not be processed until payment is received. Amount due will be determined by postmark date on payment—NO EXCEPTIONS
- Guest registrations are intended for the spouse or family guests of registered attendees. Business partners, coworkers, associates, clients, etc., do not qualify for this registration and must register separately. MACo reserves the right to refuse the guest registration rate to any registrant if it is being abused

### Cancellations/Changes and Refunds

- If a written request for cancellation or change resulting in a refund is received by July 13, 2018, fees will be refunded, less a \$75.00 processing fee. After that date, fees are non-refundable
- Substitutions are accepted at no charge
- On-site transfers of registration, except in cases of extreme emergencies, will result in a \$150 charge

Please contact Virginia White at [vwhite@mdcounties.org](mailto:vwhite@mdcounties.org) or at 410.269.0043 if you have questions about these policies and procedures

## SPECIAL EVENTS AT THE CONFERENCE

- Elected Officials Breakfast – Only County Elected Officials (County Executives, County Council Members, and County Commissioners) registered to attend the Conference are given tickets to this event
- Lunches, Ice Cream & Fruit Break, Taste of Maryland Reception, and Crab Feast – These are ticketed events. Tickets are included in full registrations, but extra tickets may be purchased in addition to full registrations or one-day registrations for the same day. Tickets may not be purchased without a registration for that same day. Guest registrations include the Taste of Maryland Reception and Crab Feast – no lunches are included with the guest registration, but lunch tickets may be purchased in addition to a Guest registration

## PRESS

### Registration

- Members of the press are welcome to attend the MACo Summer Conference, but must register to do so
- Press registrations are complimentary, however meal tickets are not included. Meal tickets may be purchased separately
- Please fill out the press registration form available at [www.mdcounties.org](http://www.mdcounties.org)

### Videotaping

- Videotaping is not permitted in any of MACo's private meetings or ticketed meal events. Videotaping is permitted in all of the common areas inside the Roland Powell Convention Center; this does not include educational sessions, meeting rooms, or ticketed meal events. We ask that you kindly coordinate with MACo if you would like to videotape in any of the common areas in order to avoid congestion in hallways
- If members of the press wish to videotape an educational session, they must send a request to Virginia White at [vwhite@mdcounties.org](mailto:vwhite@mdcounties.org) by July 27, 2018. MACo must obtain waivers from all speakers involved before a session may be taped

### Requests for Interviews

- Members of the press desiring to interview MACo's leadership must send a scheduling request to Virginia White at [vwhite@mdcounties.org](mailto:vwhite@mdcounties.org) by July 27, 2018

## DIGITAL RECORDING & PHOTOGRAPHY POLICY

- By registering for the conference, MACo conference attendees agree that their attendance at and participation in any program may be recorded. No individual or entity may electronically record any portion of any MACo conference without prior written consent from MACo.
- By attending the events, sessions, and activities, conference registrants agree that their photograph may be used in MACo communications, social media, and promotional materials.

# Hotels MACo Summer Conference | August 15-18, 2018 | Ocean City, Maryland

There is no headquarters hotel for the MACo Summer Conference. Listed below are discounted rates for MACo conference participants. Taxes additional.

**You must ask for the Maryland Association of Counties or MACo rate when making your reservation! Call-in reservations only.**

**Make your hotel reservations early. You can always cancel later, but reserve now to guarantee a room at these low rates!**

Conference sessions, meetings, and events are held at the Roland Powell Convention Center: 4001 Coastal Hwy (40th Street), Ocean City, MD 21842

Weekday = Sunday night through Thursday night. Weekend = Friday and Saturday nights. Check with hotels for check-in/check-out times.

**SCAM ALERT: The only conference hotel room rates negotiated by MACo appear on this page and you must call the hotels directly.**

**Anyone claiming to be a housing bureau or other organization offering deeper discounts or reservation services for the MACo Summer Conference is a scammer and should be reported to the local authorities.**

## BEST WESTERN

55th Street & Coastal Hwy | 443.664.4001

Rates: Double Queen Weekday-\$169.95, Weekend-\$249.95; Double Queen Suite Weekday-\$189.95, Weekend-\$269.95 (3-night minimum for Saturday stays)

**Must mention Group #2028 for discounted rates**

Rate Deadline: 7/16/2018

<http://www.bestwesternocsuites.com>

## CASTLE IN THE SAND

37th Street & Atlantic Ave | 410.289.6846

Rates: Oceanfront Efficiency Weekday-\$319; Weekend-\$339; Oceanfront Standard Weekday-\$275, Weekend-\$295; Bayview Standard Weekday-\$259, Weekend-\$279 (2 night minimum)

Rate Deadline: 6/4/2018

<http://www.castleintheland.com>

## CLARION RESORT FONTAINEBLEU HOTEL

101st Street & Oceanfront | 800.638.2100

Rates: Double Queen-\$285; Executive King-\$305; Studio King-\$315; Cabana-\$335; 1-Bedrm Condo-\$325; 2-Bedrm Condo-\$425; 3-Bedrm Condo-\$495 Rate Deadline: 7/17/2018

<http://www.clarionoc.com>

## COMFORT INN GOLD COAST

112th Street & Oceanfront | 410.524.3000

Rates: Double Weekday-\$179, Weekend-\$239. Waterview: +\$10, King: +\$20

Rate Deadline: 7/15/2018

<http://www.comfortinngoldcoast.com>

## DAYS INN OCEANFRONT

23rd Street & Boardwalk | 800.926.1122

Rates: Poolside-\$199; Oceanfront-\$259

Rate Deadline: none

<http://www.daysinnboardwalk.com>

## DOUBLETREE BY HILTON

33rd Street & Oceanfront | 410.283.1234

Rates: \$369-\$409 Rate Deadline: 6/21/2018

<http://www.doubletreeoceancity.com>

## DUNES MANOR HOTEL

2800 Baltimore Ave | 800.523.2888

Rates: Oceanfront Standard (2 double beds) Weekday-\$325, Weekend-\$389

Rate Deadline: 7/15/2018

<http://www.dunesmanor.com>

## FENWICK INN

138th Street & Coastal Hwy | 410.250.1100

Rates: Two Beds-\$179; One King-\$189

Rate Deadline: 7/17/2018

**Must mention Group 1808MC for discounted rates**

<http://www.fenwickinn.com>

## GRAND HOTEL

21st Street & Boardwalk | 800.447.6779

Rates: City View Weekday-\$250, Weekend-\$299; Partial View Weekday-\$269, Weekend-\$329; Direct Ocean Front Weekday-\$309, Weekend-\$369

Rate Deadline: 7/16/2018

<http://www.grandhoteloceancity.com>

## HAMPTON INN & SUITES

43rd Street & Coastal Hwy | 410.524.6263

Rates: Double City View Weekday-\$249, Weekend-\$299; Double Bayfront Weekday-\$259, Weekend-\$309 Rate Deadline: 6/28/2018 (2-night minimum for weekend stays)

**NOTE: Dial "0"—NOT 1 or 2 for reservations—to receive the discounted rates.**

<http://hamptoninn3.hilton.com>

## HOWARD JOHNSON OCEANFRONT INN

24th Street & Boardwalk | 800.926.1122

Rates: Poolside-\$199; Oceanfront-\$259

Rate Deadline: none

<http://www.hjoceanfrontinn.com>

## HOWARD JOHNSON OCEANFRONT PLAZA

12th Street & Boardwalk | 800.926.1122

Rates: Standard-\$209; Ocean View-\$249; Oceanfront-\$269 Rate Deadline: none

<http://www.hjoceanfrontplaza.com>

## HILTON SUITES OCEANFRONT

32nd Street & Oceanfront | 410.289.6444

Rate: \$539 Rate Deadline: 6/21/2018

<http://www.1.hilton.com>

## HOLIDAY INN HOTEL & SUITES

17th Street & Boardwalk | 866.627.8483

Rate: \$454 Rate Deadline: 6/21/2018

<http://www.ocmdhotels.comocsuites>

## HOLIDAY INN OCEANFRONT

67th Street & Coastal Hwy | 800.837.3588

Rates: Eastern Oceanfront-\$329; South Ocean View-\$319; Garden View-\$299

Rate Deadline: 6/21/2018

<http://www.holidayinnoceanfront.com>

## PRINCESS BAYSIDE BEACH HOTEL

48th Street & Coastal Hwy | 888.622.9743

Rates: Standard Weekday-\$163, Weekend-\$259; Deluxe Efficiency Weekday-\$181, Weekend-\$299; Bayfront Efficiency Weekday-\$226, Weekend-\$309 (2-night minimum for Saturday stays)

Rate Deadline: 7/7/2018

<http://www.princessbayside.com>

## PRINCESS ROYALE HOTEL

91st Street & Coastal Hwy | 1.800.476.9253

Rates: Ocean/Pool View Suite Weekday-\$293, Weekend-\$314 Rate Deadline: 7/13/2018

<http://www.princessroyale.com>

## RESIDENCE INN MARRIOTT

300 Seabay Lane (61st Street) | 410.723.2122

Rates: King Studio or Double Queen Studio-\$349

Rate Deadline: 7/14/2018

<http://www.marriott.com/hotels/travel/sbyro-residence-inn-ocean-city>

## SEA BAY HOTEL

61st Street & Coastal Hwy | 410.524.6100

Rates: Double Standard Weekday-\$139.95, Weekend-\$239.95; King Weekday-\$149.95, Weekend, \$249.95

(2-night minimum for Saturday stays)

**Must mention Group #9515 for discounted rates**

Rate Deadline: 7/16/2018

<http://www.seabayhotel.com>

## THE EDGE HOTEL, FAGER'S ISLAND

201 60th St & Coastal Hwy | 410.524.5400

Rates: (all are full Bay View suites—adults only) Regular Weekday-\$388, Weekend-\$468; Grand Weekday-\$410, Weekend-\$485 (add second bedroom for \$150 per night); North Weekday-\$435, Weekend-\$495; Penthouse Weekday-\$445, Weekend-\$515 Rate Deadline: none

<http://www.fagers.com/hotels/lighthouse-suites>

## THE LIGHTHOUSE CLUB HOTEL, FAGER'S ISLAND

201 56th St & Coastal Hwy | 410.524.5400

Rates: (all are 2nd-level suites—adults only) Bay View Weekday-\$395, Weekend-\$470; Half Bay View Weekday-\$385, Weekend-\$450; Wetland View Weekday-\$375, Weekend-\$430

Rate Deadline: none

<http://www.fagers.com/hotels/lighthouse-suites>

## QUALITY INN OCEANFRONT

54th Street & Coastal Hwy | 800.837.3586

Rates: \$269-\$314 Rate Deadline: 6/21/2018

<http://www.ocmdhotels.comqioceanfront>

Need more MACo Summer Conference details? Visit [www.mdcounties.org/MACoCon](http://www.mdcounties.org/MACoCon)

# Golf Tournament Form

## 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** - County government and Corporate Partners

**\$90 - Non-Member** - All other government & commercial

**YOU MUST BE A CONFERENCE ATTENDEE, SPONSOR, OR EXHIBITOR TO PARTICIPATE IN THE GOLF TOURNAMENT**

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.**

**Send Form  
and  
Payment to:**

MACo  
169 Conduit St.  
Annapolis, MD  
21401

Fax Number:  
410.268.1775

**Questions?**

NICOLETTE  
QUERRY  
410.269.0043

[nquerry@  
mdcounties.org](mailto:nquerry@mdcounties.org)

**Your Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

email: \_\_\_\_\_

**Player 2:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

email: \_\_\_\_\_

**Player 3:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

email: \_\_\_\_\_

**Player 4:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

email: \_\_\_\_\_

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

**Sorry, we do not take AMEX. FULL BILLING ADDRESS REQUIRED FOR CREDIT CARD PAYMENTS**

Fax to 1.410.268.1775 or email to [nquerry@mdcounties.org](mailto:nquerry@mdcounties.org) or mail to 169 Conduit St, Annapolis, MD 21401

CARD#: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

SECURITY CODE #: \_\_\_\_\_ BILLING ADDRESS: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

SIGNATURE: **(Required)** \_\_\_\_\_

MACo USE ONLY:

DATE PAID: \_\_\_\_\_ CHECK NUMBER \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_