



To: All Exhibitors
From: Reatta Tate, Event Manager
Re: Reminder

Thank you for participating at the Ocean City Convention Center. To accommodate other exhibitors, plan to drop off your equipment and/or merchandise at the loading dock, then move your vehicle immediately to the parking lot and return to set up the rest of your exhibit.

At the close of the show we will begin removing aisle carpet (if necessary). This procedure will take approximately 1 hour to complete. We will then begin the process of returning the empty containers or crates for move-out. **Exhibitors must have their display material(s) packed and ready to go before bringing their vehicle to the loading areas. In addition to loading and unloading please find listed a few reminders:**

1. SHIPPING IS NOT AN AUTOMATIC PROCESS

- *All out bound shipment must be accompanied by a bill of lading. Please return your bill of lading filled out with correct information at the Exhibitors Service Desk when your exhibit is packed, labeled and ready to be shipped.*
- **All Freight & Handling must be PAID In Full with a Credit Card ONLY**

2. Please provide the Convention Center and Freight Carrier with correct shipping information such as company name, destination, weight, and contact person and phone number. Make sure each and every crate/boxes are labeled.

3. SERVICE ORDERS

- **For your service order to be processed, full payment is required** at the time the order is placed.
- *Event rate goes into effect 72 hours prior to move in day for all services that are provided by the Ocean City Convention Center.*

Thank you for your cooperation in these matters, as for your cooperation helps to maintain a smooth operation for all.

Company _____
Booth # _____

Ocean City Convention Center

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

Exhibitor Service and Rental Order Form

For

Maryland Association of Counties

August 14-17, 2013

Move-in day(s) and times: **Wednesday, August 14: 7:30am-3pm**

Move-out day(s) and times: **Friday, August 16: 2pm-9pm**

Booths will be **10x10** with **red, black, white** and **gold** backdrop curtains.

Exhibitors must provide their own carts. All rates and charges are quoted on a per event basis.

PLEASE BECOME FAMILIAR WITH THIS POLICY BEFORE ORDERING ANY SERVICES

Full payment of rental charges must accompany this form for service to be rendered. Payment must be made either by cash, check or credit card. Do not send cash. No telephone orders can be accepted, please mail or fax your order with payment.

Freight and Handling - A CREDIT CARD NUMBER MUST BE PROVIDED FOR FREIGHT AND HANDLING

You are welcome to transport your own materials without charge; however, you may wish to use our freight and handling service listed below. If you decide to use this service, we ask you to please label all shipments with the show name, booth name and booth number.

Advance shipments will be received at the Ocean City Convention Center no more than 7 days prior to show. Those received prior to this time will not be accepted. For additional information regarding liability and responsibility - see page 4. Rate includes delivery of freight to booth space indicated on shipping label, storage and return of empty crates and handling for outbound shipments.

Early Rate: \$29.00 per each CWT (100 pounds of weight), or fraction thereof, per shipment.

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

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

Manpower –WE ONLY ASSIST LOADING EQUIPMENT AND DISPLAY MATERIALS IN AND OUT OF THE BUILDING.

A REPRESENTATIVE MUST BE PRESENT.

If you require assistance setting up your booth, please arrange for an outside company to handle this service.

If you require assistance during move-in or move-out, manpower can be requested at a labor rate listed below.

Please sign in at the exhibitor service desk upon arrival.

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

Forklift and Operator

If you require assistance with heavy equipment placement within your booth, forklift and operator can be requested at a rate listed below.

Please sign in at the exhibitor service desk upon arrival.

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

Rigging

Rigging service is available for hanging signs, banners, etc. in certain areas of the exhibit halls. Exhibitor Services must be notified 1 week in advance of move-in with written show approval. Exhibitor must provide all supplies and hardware.

Early rate: \$84.00 per hour or any fraction thereof. = \$ _____
Event rate: \$126.00 per hour or any fraction thereof. = \$ _____

Page 1 Total \$ _____ (no tax)

PLEASE NOTE: All orders received at least one week prior to move-in will be processed on a first received - first filled basis.

We cannot guarantee availability for on-site or day of show orders.

Event rate goes into effect 72 hours prior to move-in for all services that are provided by the Ocean City Convention Center.

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

Electric Service

Each exhibit space is provided with one (1) 500-watt electrical outlet free of charge. It should be understood that the outlet will be placed in the most convenient and accessible location to the booth and is capable of accepting only one electrical plug. If the total of equipment's wattage exceeds the 500 watts originally provided, the exhibitor must order additional service as itemized below. The Convention Center will not be responsible for power failures or voltage fluctuations. It should also be understood that the exhibitor shall not exceed the allotted wattage and shall, upon request, show proof of the wattage being drawn. In the event that the exhibitor exceeds the provided service, he or she must reduce the amount being drawn, pay for additional service at the on-site rate or lose the privilege of electrical service. The availability of electrical service cannot be guaranteed on requests received less than 72 hours prior to the move-in date. Requests received within 72 hours prior to move-in, if processed, will be charged the on-site event rate of an additional 50%. No credits can be issued on service installed and not used. Please note that booths located in lobby areas may not be capable of receiving electrical service due to actual location or fire code regulations.

Electrical Service Rate Schedule

110 Volt Service	Number of Services	Early Rate	Event Rate	Total
500 watts		\$56.00	\$84.00	\$
1000 watts		\$70.00	\$104.00	\$
20 amps		\$84.00	\$126.00	\$
30 amps		\$98.00	\$147.00	\$
150 watt floodlights		\$42.00	\$63.00	\$

Total \$ _____

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

Total \$ _____

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

Total \$ _____

Other voltages and amps available – rates upon request

List equipment and wattage below

Page 2 Total \$ _____

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Tables

Each 10x10 booth is provided with 1 – 30"x6' table draped gold.
Should any additional tables be required, please order below.

Draped Tables

Indicate color choice

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

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

Undraped Tables

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

Total \$ _____

Carpeting and Vacuuming Service

All booth carpeting supplied by the Convention Center Exhibitor Services will be vacuumed prior to move-in. Any additional vacuuming will be charged at the applicable rate below.

Carpet Size	Quantity	Early Rate	Event Rate	Total
9'x10' or 8'x10'		\$91.00	\$142.00	\$

Indicate color choice

Blue ()

Gold ()

Red ()

Carpet Vacuuming – no tax

Price is for a single booth, please specify number of booths				
Early Rate	Event Rate	Booth(s)	Day(s)	Total
\$15.00	\$21.00			\$
<i>Rate x amount of booths x days = total</i>				
Dates to be vacuumed				

Total \$ _____

Telephone Service

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

Free Wireless Internet Service Throughout Facility

- It is the users sole responsibility to protect their information from all the risks associated with using the Internet, including and not limited to damage, loss, or theft which may occur as a result of use of the OCCC Wi-Fi.
- The Ocean City Convention Center cannot provide technical assistance.
- The Ocean City Convention Center is not responsible for insuring the privacy of information you transfer over our Wi-Fi. Virus and security protection is the user's responsibility. Information passing through the Wi-Fi network is not secured and could be monitored, captured, or altered by others.
- The Ocean City Convention Center assumes no responsibility for damage, theft, or loss of a customer's equipment, software, data files or other personal property brought into or used on the Wi-Fi network.

Total \$ _____

Miscellaneous Items

Item	Quantity	Early Rate	Event Rate	Total
Easel		\$15.00	\$21.00	\$
Flip chart		\$42.00	\$63.00	\$
Assorted Color Fabric		\$3.00/ft.	\$4.00/ft.	\$

Total \$ _____

Page 3 Total \$ _____

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Event rate goes into effect 72 hours prior to move-in for all services that are provided by the Ocean City Convention Center.

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

POLICIES

Liability and Responsibility:

Ocean City Convention Center shall not be responsible for: Loss; Theft; Disappearance; Damages (concealed or otherwise); Potential or Assumed Profits or Revenues; Loss due to Fire, Flood, Strikes, Work Stoppages, Acts of God, or any Work Delays beyond our control; of the Exhibitors Materials.

All shipments must arrive prepaid and must be fully insured for the duration of the show. **Convention Center will not accept COD shipments.** Forwarding labels and bills of lading are the responsibility of the Exhibitor. **Exhibitor's booth name and/or booth number, as well as show name must be clearly marked on the package label.** Any or all equipment remaining 7 days after move-out, without prior arrangements with Exhibitor Services will become the property of the Ocean City Convention Center and will be disposed of at the discretion of the building management. Carts and dollies are not provided by the Convention Center. **Exhibitors must supply their own carts and dollies.**

Designated move-in and move-out times will be strictly adhered to.

All Exhibitors using ovens, stoves, hot plates, etc., are required to have a 4A40BC or greater, U/L approved chemical fire extinguisher. No open flame cooking is permitted. It is suggested that all other exhibitors (arts & crafts, retailers, etc.) have a 2A20BC fire extinguisher or greater. All flammable materials are to be fireproofed with written certification available upon request. No bottled gas allowed in the building.

No tents, umbrellas and/or canopies are allowed to be set up inside the building.

Services:

In the event that an Exhibitor Service request has been processed and provided, the Ocean City Convention Center is not responsible for refunding any or all monies received should the request be revised or canceled. Unless otherwise indicated, rates quoted are based on rental for entire length of show. **Event rate goes into effect 72 hours prior to move-in for all services that are provided by the Ocean City Convention Center. We cannot guarantee service prior to show opening on late requests.**
No credit can be issued on services installed and not used.

Full payment of cash, check or credit card must accompany your order at the time it is placed for services to be rendered.

Please Print Legibly

Company _____
 Address _____
 City _____ State _____ Zip Code _____
 Phone _____
 Contact Person _____

As a representative of the above named company, I hereby agree that we will make full payment for all equipment and/or services rendered. I further understand that prices quoted are for *rental only*, and the Convention Center will not be responsible for any damage or loss to any equipment owned, leased or rented by Exhibitor.

Authorized Signature

Page	Subtotal	6% Tax	Total
Page 1	\$ _____	No Tax	\$ _____
Page 2	\$ _____	\$ _____	\$ _____
Page 3	\$ _____	\$ _____	\$ _____
Not-for-profit organizations: You must submit a copy of your tax-exempt certificate. Otherwise 6% tax will be charged.			
Please do not charge tax for vacuuming service on page 3			
Total	\$ _____		

Terms of Payment

Payment must accompany this form for services to be rendered. Make checks payable to Ocean City Convention Center. Orders cannot be placed by phone.

Total Enclosed \$ _____

Event: **MACo 2013**

Booth Number _____

Please mail or fax entire form and payment to:

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

Charge to Credit Card #

Expiration Date _____

Visa () Master Card () AMEX () Discover ()

For Office Use Only

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

Exhibitor (Please Print) Exhibitor Signature

5/12

OCEAN CITY CONVENTION CENTER/Sunset Room

Users Guidelines

- No tents, umbrellas and canopies are allowed to be set up anywhere inside the building.
- All flammable materials must be fireproofed - written certification may be required.
- No bottled gas or open flame is permitted, unless approved by the Fire Marshall.
- Convention Center curtains are not to be used for covering or draping tables.
- No tacks, pins, nails, tape or staples are permitted in or on Convention Center tables, curtains, walls or doors.
- Any or all equipment remaining 7 days after move-out without prior arrangements with Exhibitor Services will become the property of the Convention Center and will be disposed of.
- Convention Center shall not be responsible for supplying exhibitors with carts and dollies. **Exhibitors must supply their own carts and dollies.**
- Convention Center will not be responsible for refunding any or all monies received for service orders should the request be revised or cancelled once services are provided.
- Posters and flyers are not permitted on walls, doors or glass windows.
- In consideration of others, please advise exhibitors to remove their vehicle from the loading areas once they have unloaded.
- Exhibitors must have their display material packed and ready to go before bringing their vehicle to the loading areas.
- No heavy-duty four-wheel carts, dollies or forklifts are permitted on any carpeted areas.
- No Banners or any signage are permitted outside the Convention Center (premises).
- **ABSOLUTELY no smoke/fog/haze producing devices are allowed.**
- All entrance, exits, lobby areas and pull stations must stay clear. Please be advised there are designated areas for Registration in the lobby area.
- You must provide the Convention Center Exhibitor Services with a copy of your floor plan NO later than 4 weeks prior to your event for review and approval by the Fire Marshal.
- NO Smoking is allowed in the Convention Center.
- There is **limited electric service** in the lower level C101-C103, lobbies and all meeting rooms.
- There will be NO water type exhibits/displays on carpeted areas.

- Water Service Hook up is available in Hall A/B ONLY. – Exhibitors must supply their own water hose.
- Hot Tubs/Tanks – Exhibitors are responsible for filling and draining their tubs and /or tanks.
- Penetrating the outside landscaping areas or asphalt is not permitted.
- It is illegal to occupy RV's on the Convention Center premises overnight.
- DO NOT attach anything to the light poles, signs or trees.
- No writing or markings of any kind are permitted on the Convention Center building or parking lot.
- Lessee shall not admit to said premises a larger number of persons than the seating capacity will accommodate, or can safely or freely move about in the said rented areas and the decision of the Convention Center Director in the respect shall be final.
- Wireless Internet is free within the building.
 1. It is the users sole responsibility to protect their information from all the risks associated with using the Internet, including and not limited to and damage, loss, or theft that may occur as a result of use of the OCCC Wi-Fi.
 2. The Ocean City Convention Center cannot provide technical assistance.
 3. The Ocean City Convention Center is not responsible for insuring the privacy of information you transfer over our Wi-Fi. Virus and security protection is the user's responsibility. Information passing through the Wi-Fi network is not secured and could be monitored, captured, or altered by others.
 4. The Convention Center assumes no responsibility for damage, theft, or loss of a customer's equipment, software, data files or other personal property brought into or used on the Wi-Fi network.

4/2010

OCEAN CITY FIRE DEPARTMENT
Office of the Fire Marshal
410-289-8780

OCEAN CITY CONVENTION CENTER
Life Safety Code Requirements

By Order of the Fire Marshal, at all times during convention, trade shows, special events, or at any other time the building is open to the public, the following minimum requirements shall be met, as required in NFPA 101, Life Safety Code, 2009 Edition.

1. Means of egress shall be continuously maintained at any time the building is occupied by the public.
2. All egress passageways, aisles, and corridors shall be kept free from all obstructions. This includes storage, boxes, inventory, displays, etc.
3. Marked exit doors shall not be blocked in any circumstance. This includes storage on the exterior of the exit door.
4. Event setup shall be in strict accordance with current layouts approved by the Office of the Fire Marshal and Convention Center management.
5. Any person(s) and/or company found to have violated any provision of the Ocean City Fire Prevention Code will be deemed to have committed a municipal infraction, subject to a fine of up to \$1000.00.
6. Combustible materials within exhibit booths shall be limited to a one day supply. Storage of combustible materials behind the booth is prohibited.
7. Plans, in a form acceptable to the authority having jurisdiction, shall be submitted to the authority having jurisdiction for approval prior to the move-in of any exhibit or trade show. The plan shall show all details of the proposed exhibit or show. No exhibit or trade show shall occupy any exhibit hall without approved plans
8. All exhibit booths shall have a minimum of 2A 2D BC fire extinguisher in the craft booths and a 4A 40BC in all cooking booths. NFPA 101-9-4.4.3.

9. Vehicles within an exhibit hall shall comply with the following:
 - a. All fuel tank openings shall be locked and sealed in an approved manor to prevent the escape of vapors. Fuel tanks shall not be more than three-quarters nor less than one-eighth full.
 - b. At least one battery cable shall be removed from each set of batteries.
 - c. Fueling or defueling of vehicles shall be prohibited.
 - d. Vehicles shall not be moved during show hours. NFPA 101 9-4.4.4
10. Compressed flammable gases, flammable or combustible liquids, hazardous chemicals or materials, Class II or greater lasers, blasting agents, and explosives shall be prohibited within exhibit halls. NFPA 101 9.4.4.5
11. Combustible materials within exhibit booth shall be limited to a one-day supply. storage of combustible materials behind the booth is prohibited. NFPA 101 8-4.4.3.10
12. Plans for the exposition, in an acceptable form shall be submitted to the authority having jurisdiction for approval prior to the move-in of any exhibit. The plan shall show all details of the proposed exposition. No exposition shall occupy any exposition facility without approved plan. NFPA 8-4.4.3.11
13. Vehicles. Vehicles on display within an exposition facility shall comply with the following: NFPA 101 8-4.4.4
 - (a) All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than one-half full or contain more than 10 gal (37.79 L) of fuel, whichever is less.
 - (b) At least one battery cable shall be removed from the batteries used to start vehicle engine. The disconnected battery cable shall then be taped.
 - (c) Batteries used to power auxiliary equipment shall be permitted to be kept in service.
 - (d) Fueling or defueling of vehicles shall be prohibited.
 - (e) Vehicles shall not be moved during show hours.

14. Compressed flammable gases, flammable or combustible liquids, hazardous chemicals or materials, Class or greater lasers, blasting agents, and explosives shall be prohibited within exhibit halls.

Exception: The authority having jurisdiction may permit the limited use of any of the above items under special circumstances.

15. NFPA 101 2009 Edition 13.7.5.3.9 Cooking and food-warming devices in exhibit booths shall comply with 13.7.2 (Appendix 1) and the following:

- (1) Gas-fired devices shall comply with the following:

- (a) Natural gas-fired devices shall comply with 9.1.1. (Appendix 2)
- (b) The requirement of 13.7.5.3.9(1)(a) shall not apply to compressed natural gas where permitted by the authority having jurisdiction.
- (c) The use of LP-Gas cylinders shall be prohibited.
- (d) Non-refillable LP-Gas cylinders shall be approved for use where permitted by the authority having jurisdiction.

- (2) The devices shall be isolated from the public by not less than 48 in. (1220 mm) or by a barrier between the devices and the public.

- (3) Multi-well cooking equipment using combustible oils or solids shall comply with 9.2.3. (Appendix 3)

- (4) Single-well cooking equipment using combustible oils or solids shall meet the following criteria:

- (a) The equipment shall have lids available for immediate use.
- (b) The equipment shall be limited to 2 ft² (0.2m²) of cooking surface.
- (c) The equipment shall be placed on noncombustible surface materials.
- (d) The equipment shall be separated from each other by a horizontal distance of not less than 24 in. (610 mm).
- (e) The requirement of 13.7.5.3.9(4)(d) shall not apply to multiple single-well cooking equipment where the aggregate cooking surface area does not exceed 2 ft² (0.2 m²).
- (f) The equipment shall be kept at a horizontal distance of not less than 24 in. (610 mm) from any combustible material.

- (5) A portable fire extinguisher in accordance with 9.7.4.1 shall be provided within the booth for each device, or an approved automatic extinguishing system shall be provided. (Appendix 4)
16. NFPA 101 2009 Edition 13.7.5.3.10 Combustible materials within exhibit Booths shall be limited to a one-day supply. Storage of combustible materials Behind the booth shall be prohibited. (See 13.7.4.2 and 13.7.5.2)
17. NFPA 101 2009 Edition 13.7.5.3.11 Plans for the exposition, in an acceptable form, shall be submitted to the authority having jurisdiction for approval prior to setting up any exhibit.
18. NFPA 101 2009 Edition 13.7.5.3.11.1 The plan shall show all details of the proposed exposition. 13.7.5.11.2 No exposition shall occupy any exposition facility without approved plans.
19. NFPA 101 2009 Edition 13.7.2 Special Provisions for Food Service Operations.
20. NFPA 101 2009 Edition 13.7.2.1 All devices in connection with the preparation of food shall be installed and operated to avoid hazard to the safety of occupants.
21. NFPA 101 2009 Edition 13.7.2.2 All devices in connection with the preparation of food shall be of an approved type and shall be installed in an approved manner.
22. NFPA 101 2009 Edition 13.7.2.3 Food preparation facilities shall be protected in accordance with 9.2.3 and shall not be required to have openings protected between food preparation areas and dining areas.

Appendix 1

23. NPA 101 2009 Edition 13.7.2.4 Portable cooking equipment that is not flue-connected shall be permitted as follows:
 1. Equipment fueled by small heat sources that can be readily extinguished by water, such as candles or alcohol-burning equipment, including solid alcohol, shall be permitted to be used, provided that precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible materials.
 2. Candles shall be permitted to be used on tables used for food service where securely supported on substantial noncombustible bases located to avoid danger of ignition of combustible materials and only where approved by the authority having jurisdiction.
 3. Candle flames shall be protected.
 4. “Flaming sword” or other equipment involving open flames and flamed such as cherries jubilee or crepe suzette, shall be permitted to be used, provided that precautions subject to the approval of the authority having jurisdiction are taken.
 5. *Listed and approved LP-Gas commercial food service appliances shall be permitted to be used where in accordance with NFPA 58 Liquefied Petroleum Gas Code.

Appendix 2

24. NFPA 101 2009 Edition 9.1.1 Gas Equipment using gas and related gas piping Shall be in accordance with NFPA 54 National Fuel Gas Code, or NFPA 58, Liquefied Petroleum Gas Code, unless such installations are approved existing Installations, which shall be permitted to be continued service.

Appendix 3

25. NFPA 101 2009 Edition 9.2.3 Commercial Cooking Equipment. Commercial cooking equipment shall be in accordance with NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, unless such installations are approved existing installations, which shall be permitted to be continued in service.

Appendix 4

26. NFPA 101 2009 Edition 9.7.4.1 *Where required by the provisions of another section of this Code, portable fire extinguishers shall be installed, inspected, and maintained in accordance with NFPA 10 Standard for Portable Fire Extinguishers

For questions regarding these or any other fire code requirements, please contact the Ocean City Fire Department, Office of the Fire Marshal, at 410-289-8780.