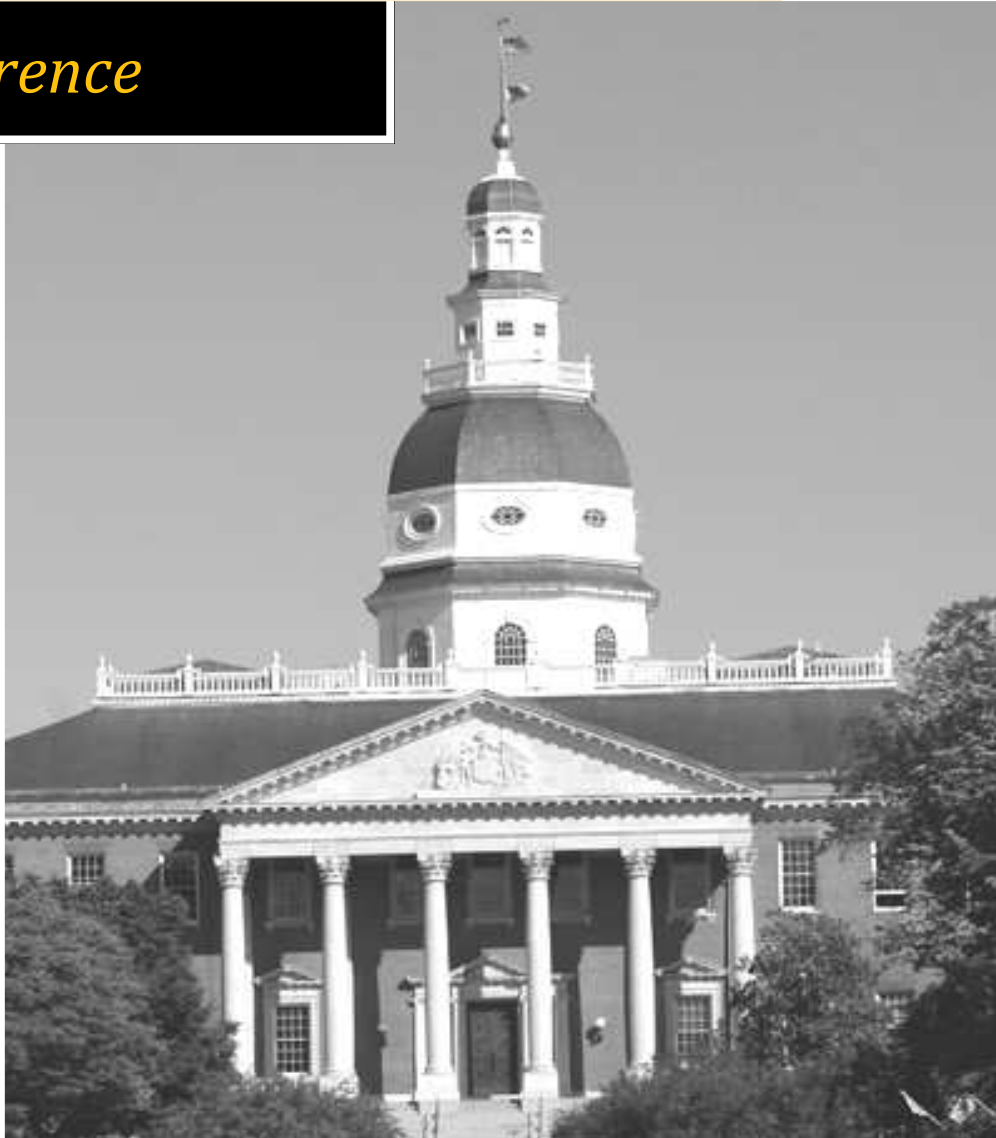
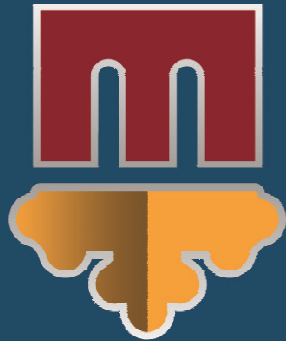


MARYLAND ASSOCIATION OF COUNTIES

2012 Summer Conference

August 15 - 18

**Roland Powell
Convention Center
Ocean City, Maryland**



***Breaking Through, Working Together
for Maryland's Counties***

Exhibitor Confirmation

Important Dates to Remember:

June 1, 2012— Balance due, no refunds of any kind

July 13, 2012— Extra Ticket Orders and Badge Names due

August 15 - 18, 2012— MACo Annual Summer Conference

MOVE-IN & MOVE-OUT

- **Move-In Time & Booth Number** - See the previously mailed cover letter for your assigned booth number. Move-in times are as follows:

Booths 100 – 117	9:00 am	Booths 300 – 317	11:00 am	Booths 500 – 517	1:00 pm
Booths 118 – 135	9:30 am	Booths 318 – 335	11:30 am	Booths 518 – 535	1:30 pm
Booths 200 – 217	10:00 am	Booths 400 – 417	12:00 pm	Booths 600 – 617	2:00 pm
Booths 218 – 235	10:30 am	Booths 418 – 435	12:30 pm	Booths 700 – 710	2:30 pm

Use your 30-minute move-in time to prevent lengthy waits and congestion. Please convey the booth name and number in advance to your booth staff. For example, if you are assigned 10:00 am, your move in time is 10:00 to 10:30 am. Please move your vehicle by 10:30 am so others may unload. If you arrive before 10:00 am or after 10:30 am, you must wait until the dock is available. These times are solely for the use of the loading docks.

- **Loading Docks** - The Convention Center Loading Dock is located on the North front side for Exhibit Hall A/B. For Exhibit Hall C, the loading dock is located on the East side.
- **Don't need the Loading Dock?** You can move in anytime Wednesday between 7:30 am and 3:00 pm.
- **Bring Your Own Cart or Dolly.** Carts and dollies are not provided by the Convention Center.
- **Security Guards** are present at the loading docks and will strictly enforce move-in times to ensure that you are able to move in at your scheduled time.
- **Please Don't Bring your Children on Move-In Day.** If you must, an adult must accompany them at all times in the Exhibit Hall.
- **Outside Deliveries** – Avoid delay and confusion, tell MACo if you expect any outside deliveries for your booth. Be sure your packages are marked with the company name and booth number.
- **Thursday is not a Set-Up Day.** Doors open Thursday at 10:00 am, and the Exhibit Halls must be completely finished and ready for business.
- **Carpet is not included** in your booth fee. **Table draping is included.** See the attached Convention Center Service and Rental kit for ordering information.
- **The Roll-Up Doors** in Exhibit Hall A/B will only be opened weather permitting.
- **Early Move-Out is Prohibited.** If you move out before 2:00 pm on Friday, you will not be invited back to exhibit.

DURING THE CONFERENCE

- **Exhibitor promotional vehicles are NOT allowed to cruise the parking lot.** There is already a shortage of parking for attendees. Such vehicles may not cruise the parking lots.
- **Give-Aways** - You are encouraged to distribute give away gifts or conduct prize drawings at your booth. Your winners may be posted on the MACo Message Board located by registration. The Public Address System is reserved for MACo use only.
- **Political Campaigning** of any kind is strictly prohibited. MACo is non-partisan and campaign activity on facility grounds will not be tolerated. Distribution of any campaign materials, stickers, buttons or other items is not allowed in the facility or in the parking lots. Campaign workers/volunteers are not allowed inside the building, the parking lots, the Sunset Room, or the loading dock areas.

Now That You Have Your Confirmation . . .

- **MAKE YOUR HOTEL RESERVATIONS** – See attached Hotel Rates page.
- **SEND MACo THE NAME BADGES & EXTRA TICKETS FORM** - Your booth fee includes 2 tickets for both lunches, the ice cream break, and for the President's Reception. Tickets for additional staff must be purchased in advance or on-site. The deadline is July 13 – but please send it well before then. Include everyone who will be staffing your booth during the conference. There will be an extra charge for on-site changes.
- **TELL YOUR STAFF THE BOOTH NUMBER & THE BOOTH NAME** – Please make sure your staff knows the booth number and the booth name. This will avoid delays at registration.
- **EMAIL YOUR COMPANY DESCRIPTION AND WEBSITE TO MACo** – If you didn't already provide it on your Exhibitor Application, please be sure you send this information to lvelasco@mdcounties.org so that we can include it in our Conference Program . If you previously submitted it, the information will be in the confirmation letter.
- **ADVERTISE IN THE CONFERENCE PROGRAM** – A full or half-page advertisement is discounted for our Exhibitors. (See advertisement flyer)

Exhibits Schedule

Wednesday, August 15, 2012

Set-Up Exhibits	7:30 am – 3:00 pm
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Thursday, August 16, 2012

Exhibits Grand Opening	9:45 am
Exhibit Hall A/B Open	10:00 am – 3:00 pm
Exhibit Hall C Open	10:00 am – 5:00 pm
Lunch (both Halls)	11:30 am – 1:00 pm
Ice Cream Break (Hall C)	2:30 pm – 3:00 pm
Public Safety Reception (Hall C)	4:00 pm – 5:00 pm
Exhibit Hall A/B Closed	3:00 pm – 5:00 pm
Exhibit Hall C Closed	5:00 pm
President's Reception (Hall A/B)	5:00 pm - 6:30 pm

Friday, August 17, 2012

Exhibit Halls Open	9:00 am – 2:00 pm
Lunch (Both Halls)	11:30 am – 1:00 pm
Move-Out	2:00 pm – 9:00 pm

Program Advertising Special Exhibitor Offer

Save on program advertising!
Increase exposure to your exhibit space!

Advertise in the Conference Program so attendees will know you are there!

Provide the following information to your Art/Public Relations/Graphics Dept.

EMAIL ART BY **JULY 2, 2012**

to ehollis@mdcounties.org

Only electronic advertisements accepted. Preferred format: PDF. Mailed or faxed advertisements are not acceptable for publication. Black and white advertising only.

<u>Placement</u>	<u>Ad Size</u>	<u>Cost</u>
_____ Full Page	4 1/2" wide x 7 1/2" long <i>Exhibitor Special</i>	\$ 750 <i>\$ 500</i>
_____ Half (1/2) Page	4 1/2" wide x 3 3/4" long <i>Exhibitor Special</i>	\$ 500 <i>\$ 400</i>

Width = left to right of program, Length = top to bottom of program

COMPLETE THE FOLLOWING:

Payment questions? Contact Leslie Velasco at lvelasco@mdcounties.org or 410.269.0043.

(Sorry, we do not accept American Express.)

Please Print

Company _____

Name of Contact _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Credit Card Type: _____ VISA _____ MasterCard (NO AMEX) Print name on card: _____

Credit Card Number: _____ Exp. Date: _____ Billing Zip: _____

Signature: _____

Mail, email or fax completed form & check or credit card information to MACo, 169 Conduit St., Annapolis, MD 21401

410.269.0043 301.261.1140 FAX: 410.268.1775

Sponsor and advertising questions: Emily Hollis - ehollis@mdcounties.org

MACo 2012 ANNUAL SUMMER CONFERENCE
ROLAND POWELL CONVENTION CENTER - AUGUST 15 - 18, 2012
EXHIBITOR RULES AND REGULATIONS

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 MD Association of Counties' (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. 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 Association 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 Association reserves the right to assign exhibit space based on the size of space required and the overall number of applications received.
7. The Association is not 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 or 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 Association 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.** The Association reserves the right to expel any exhibit for non-compliance.
12. ALL food and beverages distributed from your booth must be ordered via Centerplate, the exclusive Convention Center caterer 410.723.8619.
13. No one under 16 years of age may staff the exhibit booth at any time.
14. Nothing may be hung higher than the 8-foot backdrop in the exhibit booth, nor may anything obstruct the sides of the booth.
15. The Association is non-partisan. No political campaigning of any kind is allowed.

ROLAND POWELL CONVENTION CENTER POLICIES

The Roland Powell 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.

President's Reception Theme:



On Broadway

Exhibit Hall A/B

NEW TIME!

Thursday, August 16 – 5:00 to 6:30 p.m.

NEW TIME!

Booth Decoration Contest

- ❖ Decorate your Exhibit Booth to best depict our theme **On Broadway**.
- ❖ Finish decorating by 3:00 pm on Thursday. Hall A/B to be vacated at that time so the judges, caterer, decorator, convention center staff, band, and others may have unlimited access to prepare.
- ❖ Exhibit Hall A/B closes from 3:00 p.m. - 5:00 p.m. and reopens for the Reception @ 5:00 pm.
 - ❖ Please join us for the Public Safety Happy Hour in Hall C 4:00 pm - 5:00 pm
 - ❖ Exhibitors are allowed to re-enter Hall A/B at 4:45 pm but must have a ticket and exhibitor name badge!

All winners will be announced from the Band Stage.

Prizes Will Be Awarded To The BEST:

County Booth, State Booth, and Commercial Booth

Booth Winners Receive:

A complimentary 2013 Exhibit Booth & a Gift Basket

At the discretion of our judges, participating booths will receive a Crab Feast ticket.

Costume Prize – Big Basket of Goodies!

Best male, Best female, Best group, and Best couple



NAME BADGES & EXTRA TICKETS

Return by: July 13 to MACo

169 Conduit Street, Annapolis, MD 21401 (410) 269-0043 (410) 268-1775 FAX
MACo 2012 Annual Summer Conference - August 15 – 18 OCEAN CITY, MD

COMPANY/BOOTH NAME _____

ON-SITE PERSON RESPONSIBLE FOR EXHIBIT _____

TITLE _____

MAILING ADDRESS _____

TELEPHONE (_____) _____ FAX (_____) _____

Badges provided: Five (5) badges provided for each 10'x10' booth (10 provided for a 20'x10' booth). Extra badges and badges created after July 30 cost \$150.00 each. Changes or new badges requested at-the-door cost \$150 each, which is strictly enforced. Replacing lost badges on-site will cost \$50.00 each. Attach a separate sheet if needed for additional badge names. In an effort to curb badge reprints on-site, a form will be sent to verify badge names and spellings in mid-July.

Tickets provided: Each 10'x10' booth includes 2 Thursday Lunch tickets, 2 Thursday Ice Cream Break tickets, 2 President's Reception tickets and 2 Friday Lunch tickets (except where noted). Additional tickets may be purchased using this form.

NAME BADGES *(Attach separate sheet with additional names if needed)*

	NAME <i>(Please Print Clearly)</i>	NICKNAME FOR BADGE	TITLE <i>(Please Print Clearly)</i>
1			
2			
3			
4			
5			

Tickets are required for: Thursday's Lunch, Ice Cream Break and President's Reception, Friday's Lunch and Crab Feast.
Any badges created after July 30 will cost \$150 each

EXTRA BADGES / TICKETS (In addition to badges and tickets already provided with your booth)	Number of additional tickets	Cost each	TOTAL \$	BALANCE DUE
Additional Badges (5 provided w/ each 10x10 or 10x8 booth)		Badge Only \$150.00 each		
Thursday Lunch in Exhibit Halls A/B and C (2 provided w/ each 10x10 or 10x8 booth)		\$25.00		
President's Reception Exhibit Hall A/B only (2 provided w/ each 10x10 or 10x8 booth)		\$40.00		
Friday Lunch in Exhibit Halls A/B and C (2 provided w/ each 10x10 or 10x8 booth)		\$25.00		
Crab Feast <i>(food, beverages, band)</i> NOT PROVIDED WITH YOUR BOOTH		\$50.00		
Ice Cream Break in Exhibit Hall C only (2 provided w/ each 10x10 or 8x10 booth)		\$ 5.00		

Enclose Check or P.O. Made Payable To: MACo, 169 Conduit St., Annapolis, MD 21401

410.269.0043, 301.261.1140, FAX: 410.268.1775, email: lvelasco@mdcounties.org

Credit Card Number (Master Card or VISA ONLY, NO AMEX)		Print Name on Card
Expiration Date	Billing Zip	Signature

For MACo Use Only

Date Paid	Check or P.O. Number	Amount
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