

Virtual Expo Information



Maryland Municipal League - Summer Conference
June 29 – 30, 2020

The MML Expo has gone virtual! In light of the current Covid-19 situation and social distancing measures our expo will be virtual in 2020. Mayors, city council members, managers, finance officers, public works directors, police chiefs, and other key municipal officials will attend the Maryland Municipal League’s summer conference online, June 29 - 30, 2020. MML conference attendees represent over 130 different cities and towns from every part of Maryland. MML’s 2019 in-person conference attracted over 900 registrants; total attendance was over 1,800 people. We encourage you to stick with us during this uncertain time and remain the go-to thought leaders for Maryland’s local governments. Many city and town officials look to conference exhibitors for the latest information about the techniques, products, and services their municipalities need. **These are the people who make the major purchasing decisions in Maryland’s cities and towns and even more of them will be looking for you from their homes.**

Virtual Expo Booth Fee is \$200

Rate Includes:

- **Registrations:** 2 booth staff registrations with access to all online conference sessions, workshops, and chat rooms (Additional staff may be added at \$95 each)
- **Access:** Exhibitors are welcome to participate in all conference activities (sessions, workshops, and social rooms).
- **Branding:** Logo on Exhibit Website Directory and Conference Mobile App
- **Description:** Directory Description, year round resource
- **Options:** These include your own videos, docs, and chat rooms. Details coming soon
- **Attendee list**

Expo Booth Selection

- **Reserve exhibit space online:** Space must be reserved [online](#) and paid in full with a credit card. The real time floor plan; sold booths and their occupants; an exhibitor list; and downloadable expo brochure may be seen [online](#).
- Expo contracts and payments must be received by June 22, 2020 to be listed in promotional materials

Staff Registration

Booth staff registration is completed online with a credit card. Each exhibitor is entitled to register two representatives from its organization as part of the booth fee. Additional expo personnel may be added at \$95 each. Login information to register booth personnel via the Expo Service Center will be included in the confirmation email after booth sale has been completed. Booth staff information can be entered and modified online any time prior to June 22.

Sponsorship Opportunities

Build your brand name by becoming a conference sponsor. This is an excellent way to inform Maryland’s cities and towns of your interest in doing business with them. Conference sponsor recognition compliments your booth exposure, but you do not have to be an exhibitor to be a sponsor. Review the [opportunities](#) or contact MML at 410-295-9100 or exhibits@mdmunicipal.org for details.

Networking Opportunities

Catch up with current customers and meet potential new clients in the chat rooms and via the conference app. This is a great virtually interact and connect.





MML Virtual Expo Contract

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COMPANY _____

CONTACT PERSON _____

CONTACT E-MAIL _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE () _____

NAME AND CONTACT INFORMATION TO APPEAR IN EXPO LISTING BOOK IF DIFFERENT THAN ABOVE

NAME _____ COMPANY _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE () _____ EMAIL: _____

WEBSITE: _____

BRIEF DESCRIPTION of products/services (75 words or less) _____

BOOTH NUMBER PREFERENCE: 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

(Booth numbers still available and online booth purchasing can be seen on the MML Website at www.mdmunicipal.org)

BOOTH SIGN SHOULD READ as: _____

Expo Space

_____ Booths at \$200 each = _____ total booth fee

Payment – Contracts will not be processed without full payment

[] American Express/Discover/MasterCard/Visa \$ _____

Credit Card number _____ - _____ - _____ - _____ 3-digit code _____ Expiration date _____

Print name as it appears on card _____ Cardholder Zip _____

Signature of credit card holder _____ Telephone number of card holder () _____

We hereby agree to and understand that all exhibitors are subject to the requirements, restrictions and conditions stated on the reverse and in the conference guidelines located on the MML website.

SIGNATURE _____ **DATE** _____

Online reservations are preferred: visit https://exhibits.mdmunicipal.org/2020/exhibit_sales.cfm

Return contract and payment to: Maryland Municipal League
1212 West Street, Annapolis, MD 21401

Expo Hours are:
Monday, June 29 - 9:00 am - 5:00 pm
Tuesday, June 30 - 9:00 am - 5:00 pm



Maryland Municipal League Exhibitor Rules & Regulations

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Registration: Each exhibitor is entitled to register two representatives from its organization as part of the booth fee. Additional exhibit personnel must pay \$95 each. Staff names must be provided online via the Exhibit Service Center. Details and login information to the Exhibit Service Center will be emailed after the booth reservation is complete. Additional names, and changes, may be completed up to June 22 via the Service Center.

Booth Selection: Reserve your booth online via the [MML website](#). Visit website to see booths already sold, and to purchase a booth online. Identical requests for booth assignments will be made in favor of the contract first received in the MML office. Booths purchased online may be paid by credit card. MML reserves the right to assign/re-assign exhibit space to meet the needs of all exhibitors. Once your online booth registration is complete, a confirmation e-mail will immediately be sent to the e-mail address provided. If you do not receive a confirmation, please contact MML.

Payment of Fees: Exhibitors must pay the full amount due when submitting the contract. Payment may be made by American Express, Discover, MasterCard or VISA. Online booth sales require a credit card.

Terms: All exhibit contracts must be received by June 22, 2020 to ensure you are included in the promotional materials.

Cancellations: Booth cancellations must be received in writing by June 22, 2020. Booth cancellation fee after June 22 is \$100.

MML reserves the right to modify these regulations at any time to ensure the quality of our conference and the safety of our attendees.



The Maryland Municipal League, founded in 1936, represents 157 municipal governments and two special taxing districts throughout the State. A voluntary, nonprofit, nonpartisan association controlled and maintained by city and town governments, the League works to strengthen the role and capacity of municipal government through research, legislation, technical assistance, training, and the dissemination of information for its members. Through its membership in the National League of Cities, the League offers legislative representation in Washington, urban research programs, and a national municipal government information exchange.

