Municipal Main Street

The MML 2020 Conference Planning Committee invites your municipality to become a tenant in the Municipal Main Street neighborhood at the MML summer conference June 28 - July 1 in Ocean City. Main Street exhibits are a great way to promote your municipality’s history, tourist attractions, and current programs/projects. Let us Reimagine Tomorrow together.

Rent is very affordable at just $280 for an exhibit booth. This fee includes conference registration for two persons including lunch tickets and breaks for Monday and Tuesday. Two persons only, this does not allow for guests, helpers, volunteers, companions, or spouses. If you wish to bring another person you or they must register as an attendee.

Set-up will take place on Sunday, June 28 and dismantling will take place after 2:00 pm on Tuesday, June 30. You may share and split the cost of a booth with one other municipality if your populations are 2,500 or less. Booth personnel are still limited to 2 persons. Booth rate increases to $305 on March 16.

Information, online booth purchasing, and the Main Street floor plan can be viewed via MML’s website at http://www.mdmunicipal.org. You may also contact MML at exhibits@mdmunicipal.org and 410-295-9100 if there are any questions.

Exhibiting on Main Street is an effective way to interact with fellow officials and share information about your municipality’s many attractions, accomplishments and programs.
MML Municipal Main Street

Expo & Advertising Contract
MML Summer Conference • June 28 - July 1, 2020
Convention Center • Ocean City, Maryland

MUNICIPALITY _______________________________________________________________________________________________

CONTACT PERSON ___________________________________________________________________________________________

CONTACT E-MAIL _____________________________________________________________________________________________

ADDRESS ____________________________________________________________________________________________________________________________________________________

CITY ____________________________________________________________________________________ STATE ______________ ZIP ______________

TELEPHONE ( ) __________________________________________________________________________________________

WEBSITE _______________________________________________________________________________________________


Municipal booths will be located in the Dockside Hall. Booth numbers still available can be seen on the MML Website at www.mdmunicipal.org

BOOTH SIGN SHOULD READ as: _____________________________________________________________________________

BRIEF DESCRIPTION of your municipality/products/services. (20 words or less) _______________________________________________________________________________

Main Street Tenant Space - Contract and payment must be received to secure your tenant space.

__________ Number of booths at $280 ($305 after March 15) Total Rent $ __________

Program Advertising – Ad Copy due by April 1, 2020

[ ] Full Page (Color) $925 - 4-1/2" wide x 7-1/2" high
[ ] Half Page (Color) $400 - 4-1/2" wide x 3-3/4" high or 2-1/4" wide x 7-1/2" high
[ ] Quarter Page (Color) $295 - 4-1/2" wide x 1-7/8" high or 2-3/8" wide x 3-3/4" high

[ ] Use the ad from last year’s Conference Program.

[ ] Will e-mail ad copy prior to April 1, 2020

Payment – contracts will not be processed without full payment

[ ] Check enclosed payable to Maryland Municipal League $ _________________

[ ] AmericanExpress/Discover/MasterCard/Visa $ _________________

Credit Card number _______ - _______ - _______ - _______

Cardholder Zip Code ______________ Expiration date __________ 3 digit Code _______

Telephone number of card holder ( ) _________________

Print name as it appears on card __________________________________________________________________________

Signature of credit card holder _____________________________________________________________

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

SIGNATURE __________________________ DATE __________________________

Return completed contract to: Maryland Municipal League, 1212 West Street, Annapolis, MD 21401
or e-mail to: exhibits@mdmunicipal.org No faxes accepted

Expo Hours are Monday, June 29, 11:30 am - 4:00 pm and Tuesday, June 30, 9:30 am - 2:00 pm

DEADLINE: May 1, 2020 to ensure proper listing in program book
Municipal Main Street Expo Regulations

June 28 – July 1, 2020 • Convention Center • Ocean City, Maryland

Registration. Each municipality/department is entitled to register two representatives from its municipality as part of the booth fee. Booth registrations do not include/allow for spouses, companions, guests, helpers, volunteers or other municipal officials. Name Badge Registration is completed online via the Expo Exhibit Service Center (ESC). Details and login information to the ESC will be emailed to the email address provided on the reservation. Booth personnel must wear MML’s conference name badge. All exhibitors must have at least one person staffing their booth each day during the hours the expo hall is open. An e-mail confirmation will be sent within 72 hours of booth purchase. If you do not receive a confirmation please contact MML at exhibits@mdmunicipal.org right away.

Payment of Fees. Exhibitors and advertisers must pay the full amount due when submitting the contract. Payment may be made by check, American Express, Discover, MasterCard or VISA. Online booth reservations will accept check and credit card payments.

Terms. All expo contracts must be received by May 1, 2020 to ensure proper listing in promotional materials. Advertising fees must be paid in full at the time of submission of the contract. Ads requiring type set or copy rearrangement will be done at extra charge. The deadline for advertising contracts and copy is April 1.

Cancellations. Cancellations must be received in writing by May 15, 2020. If canceled any money paid, less a $100 handling charge, will be refunded up to May 15. After May 15, 2020 no money will be refunded.

Booth Selection. Visit MML’s interactive floor plan (www.mdmunicipal.org) to see booth numbers that are already sold, and to purchase a booth online. All municipal/department booths are located in the Dockside Hall. This portion of MML’s website is updated in real time, so if you reserve a booth online, it is immediately marked as sold. Exhibitors may also mail in this contract to reserve expo space and to indicate booth preference. Identical requests for booth assignments will be made in favor of the expo contract first received in the MML office. No booth assignments or reservations will be made or accepted until a payment for the entire expo fee is received at the MML office. MML reserves the right to assign and reassign expo space due to logistical reasons or to better meet the needs of all exhibitors.

Freight Shipments, Requests for Labor, Electricity, Carpeting, Internet, Additional Booth Furnishings, etc. Arrangements for these items must be made directly with the Ocean City Convention Center (410-289-8311) prior to MML’s conference. An Expo Service Request and Rental Order Form will be placed on the MML website and e-mailed to all exhibitors prior to MML’s summer conference.

Installation and Dismantling. The exhibit set-up hours are 1:00 pm to 5:00 pm on Sunday, June 28. Exhibitors will be allowed to enter the expo area on Sunday, June 28 only during set-up hours. No exceptions will be made to this policy. If exhibits are not completely set up by 5:30 pm, MML reserves the right to make that space available to another exhibitor. No refunds will be given in such case. Exhibitors may move in on Monday morning between 8:45 and 11 am only if MML has been notified in advance. If you plan to display a vehicle or large equipment, MML must be notified in advance. The expo opens at 11:30 am on Monday, June 29. Dismantling may not commence before 2:00 pm on Tuesday, June 30. Booths must be completely dismantled by 4:00 pm on June 30. MML’s executive director must approve deviations from this schedule.

Restrictions. MML reserves the right to remove or eliminate any objectionable exhibits, persons, advertisements, souvenirs, or any other feature or activity that might harm or impair the high standard of MML’s conference. Expo displays may not obstruct aisles or other expo booths. Dockside Hall booth spaces vary from 6 x 8 to 10 x 10 feet. Booth displays must not extend outside the booth space or exceed 8’ in height. MML and the Ocean City Convention Center reserve the right to alter or remove displays that obstruct an adjoining booth. Exhibitors are not allowed to: sublet booth space, share booth space with another company or agency, or sell their booth space to another company or agency. Hospitality rooms may not be open when workshops or business sessions are scheduled during the conference. No nails, bracing wires, tacks, hooks, screws, staples or tape used in construction of displays may be attached to walls, floors, or Convention Center furnishings or equipment. All property destroyed or damaged by exhibitors must be replaced to original condition by the exhibitor at their expense. No beer, wine or liquor of any kind can be sold, given away or used upon the premises except at functions catered by the Convention Center’s food service concessionaire, without the express written consent of the Convention Center Director.

Security. Uniformed security personnel will control the traffic flow during expo move-in and move-out periods. Uniformed security personnel will also be at the entrance to the expo area, and patrolling the expo area during the times when the expo area is open. The expo area will be locked during the hours when the expo is not open. However, neither the Maryland Municipal League nor the Ocean City Convention Center is responsible for any material, articles, or equipment in the expo. Small or easily portable articles of value should be properly secured, or removed for safekeeping after exhibit hours.

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

Maryland Municipal League
1212 West Street, Annapolis, MD 21401
410-295-9100 • www.mdmunicipal.org
E-mail: exhibits@mdmunicipal.org