

# *Expo 2022 – Why?*

## *Oceans of Opportunity - Jump In*

### **Meet Key Municipal Officials**

Hundreds of mayors, council members, managers, finance officers, public works directors, police chiefs representing over 130 municipalities, will attend the Maryland Municipal League's summer conference. City and Town officials are eager meet face to face and build relationships with industry leaders. Our members look to you for the latest information, techniques, products, and services their municipalities need. **These are the people who make the major purchasing decisions in Maryland's cities and towns.**

### **Brand Exposure/ Marketing**

#### **Sponsorship Opportunities**

Build your brand, enhance your presence in person and online year round. Become a sponsor. This is an excellent way to inform Maryland's cities and towns you want to do business with them. You have the services, products, and expertise they need. Conference sponsor recognition complements your booth exposure, but you do not have to be an exhibitor to be a sponsor. Please view details [here](#) or contact MML at 410-295-9100 or [Steve@mdmunicipal.org](mailto:Steve@mdmunicipal.org) for details.



#### **Networking Opportunities**

Build on relationships with current customers and meet potential new clients at the Sunday Welcome Reception and the Tuesday Closing Reception. Use the event app to promote your attendance and reach out to all or targeted attendees. Expand your marketing efforts beyond exhibiting and sponsorships by speaking to municipal officials face to face. We know you set the bar with your sales efforts in our Expo and our attendees rate this part of their conference highly. We want you, with your unique insights and expertise, to be part of the learning experience.

### **Show Maryland's Cities and Towns You are the Resource Leader**

1,800+ attendees, 250+ exhibit booths  
Be part of the largest annual gathering of Maryland municipal leaders

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**MML Summer Conference • Ocean City, Maryland • June 12- 15, 2022 • Roland E. Powell Convention Center**

The Maryland Municipal League - 1212 West Street - Annapolis, MD 21401 - 410-295-9100 E-mail – [exhibits@mdmunicipal.org](mailto:exhibits@mdmunicipal.org) Web – [www.mdmunicipal.org](http://www.mdmunicipal.org)



# Expo Registration Information

**Expo Fees** - Save money by reserving booth space early! Expo booth fees will increase after April 30, 2022.

Expo rates for contracts & payments received by April 30		Expo rates for contracts & payments received after April 30	
Commercial Exhibitor	\$1,020	Commercial Exhibitor	\$1,295
Non-Commercial/Government Discount Booth Option	\$900	Non-Commercial/Government Discount Booth Option	\$1,175
Municipal Main Street Exhibitor	\$295	Municipal Main Street Exhibitor	\$320
Business Associate Exhibitor	\$920	Business Associate Exhibitor	\$1,165
MML Strategic Partner Exhibit Fees		MML Strategic Partner Exhibit Fees	
Strategic Citizen Exhibitor	\$765	Strategic Citizen Exhibitor	\$975
Strategic Leader Exhibitor	\$870	Strategic Leader Exhibitor	\$1,100
Strategic Investor Exhibitor	\$920	Strategic Investor Exhibitor	\$1,165

## Non-Commercial/Government Discount Booth Option

Discount rate option is available to non-commercial and government organizations. This option does not permit choosing a booth number. A booth number will be assigned on May 1 from the booths remaining.

All expo contracts and payments must be received by May 10, 2022 to ensure proper listing and a booth sign.

**Advertising** – Ad copy and payment must be received by May 10. Email ad copy to [exhibits@mdmunicipal.org](mailto:exhibits@mdmunicipal.org)

- **eBulletin member newsletter** (circ. 2,500, local, county, state officials)
- 2 ad placements - \$200 (\$250 value)
- 4 ad placements - \$400 (\$500 value)

Full color, jpg format, File size: 72dpi or 96dpi (300 preferred for higher quality), Horizontal ad: 580px w by 176px h

## Expo Booth Selection

- **Reserve exhibit space online:** Visit MML's expo web page to reserve your spot; see the real time in-person floor plan; sold booths, their occupants; an exhibitor list; and downloadable expo brochure. Checks and credit cards accepted.
- **All booth reservations must be completed online.**

**Vehicle and Equipment Displays - NEW for 2022:** All display vehicles and equipment will be located inside the convention center's new Hall C. Vehicles and equipment dimensions must be provided during booth registration and must easily fit within your booth space along with your booth staff and display. MML must be notified in advance to ensure your equipment will have access to your booth space on move-in day. Contact MML for more details and options.

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# Expo Registration Information

## Staff Registration

- Booth staff registration is completed online via the Expo Service Center. Details may be found on your booth confirmation email once your booth reservation is complete.
- Each booth includes two registrations for representatives from your organization.
- Each booth registration includes a ticket to lunches/breaks on Monday and Tuesday along with a ticket to the Sunday evening Welcome Reception. Additional tickets including tickets for the Closing Reception Tuesday evening may be purchased online in advance.
- Up to three additional booth staff may be added to your booth. \$125 per staff plus meals if needed.
- Booth staff are welcome to attend conference sessions, workshops, and receptions.
- Booth staff information can be entered and modified online any time prior to June 3.

## Facilities

- Booths are 10' x 10' and located in Expo Halls A, B & C. Each booth contains a skirted table (6' x 30"), two chairs, a trash receptacle, 500 watt outlet, and a 7" x 44" sign listing the exhibitor's name (if registered by May 10).
- Freight handling, labor assistance, carpeting, internet access, etc., may be arranged for an additional charge directly with the Convention Center. The Expo Service and Rental Order Form lists all of these items/charges and will be placed on the MML website and emailed prior to conference.
- Booth displays must be contained within the 10' x 10' booth space and not exceed 8' in height. Displays along the exterior walls may extend to a height of 15' provided the display does not block or hide the view of other booths.
- 2022 welcomes new Expo Hall C. Please note, this hall is still under construction and it may be necessary to modify expo floor plans and booth locations.

**Move-in:** Booth set up will be Sunday afternoon, June 12, between 12 noon and 4pm.

**Tear down:** Tear down will not begin until 3:00pm (tentative) on Tuesday, June 14.

**Expo Hours:** Monday, June 13, 9:30am – 4pm (tentative) & Tuesday, June 14, 10 am – 3:00pm (tentative)

**Access to Sessions** - You are welcome to participate in conference sessions and events. Exhibitors are encouraged to attend the Welcome Reception on Sunday evening and to purchase tickets for the Closing Reception Tuesday evening.

By participating in the MML 2022 Summer Conference you acknowledge that MML, the Convention Center, and MML official hotels have done their due diligence to keep everyone safe. Full waiver of liability is located on the MML website.

**Reserve your booth online today**

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**Registration.** Each exhibitor is entitled to register two representatives from its company or agency as part of the booth fee. Additional exhibit personnel (limited to three names per booth) must pay \$125 each (does not include meals). Staff names must be provided online via the Exhibitor Service Center. Details and login information to the Exhibitor Service Center will be emailed after the booth reservation is complete. Booth personnel must wear MML's current year conference name badge. All exhibitors must have at least one person staffing their booth during the hours the exhibit halls are open. Additional name badges, badge changes, and meals may be completed up to June 3 via the Service Center. Additional badges and badge changes requested after June 3 or onsite will cost \$150 per badge. Meal event tickets will not be sold on site.

**Booth Selection.** Reserve your booth and advertising space online via the MML website. Visit website to see booths already sold, and to purchase a booth online. *Booth reservations will not be secured until full payment is received at the MML office.* Booths may be paid by credit card or check. 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. Booth reservation acknowledgements will be sent out within 72 hours of receipt of the contract. If you do not receive a confirmation, please contact MML.

**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. Pay by check option available until May 10.

**Terms.** All exhibit contracts must be received by May 10, 2022 to ensure you are included in the promotional materials and have a booth sign. Advertising fees must be paid in full at the time of submission of the contract. *Ads requiring type set or copy rearrangement will not be accepted.* The deadline for advertising contracts and copy is May 10. The deadline for sponsor contributions is May 10 to ensure proper listing in program. By submitting a booth reservation you agree to abide by MML's rules and regulations.

**Cancellations.** Booth, meal ticket, and event ticket cancellations must be received in writing by May 15, 2022. Booth cancellation fee is \$100. After May 15, 2022 no money will be refunded.

**Freight Shipments, Requests for Labor, Electricity, Carpeting, Internet Access, etc.** Arrangements for these items must be made directly with the Ocean City Convention Center, (410) 289-8311, prior to MML's conference. An Exhibitor Service Request and Rental Order Form will be available on the MML website and emailed to all exhibitors prior to MML's conference.

**Installation and Dismantling.** The expo set-up hours are 12 noon to 4:00pm on Sunday, June 12. Exhibitors will be allowed to enter the expo area on Sunday, June 12 *only* during set-up hours. No exceptions will be made to this policy. If exhibits are not completely set up by 4pm on June 12, MML reserves the right to make that space available to another exhibitor. No refunds will be given in such case. Exhibitors with vehicles will be assigned a specific time to drive their vehicles into the hall. If the vehicle is not ready to drive into the hall at the designated time, that vehicle's space is forfeited and entrance to the hall is at the discretion of the Convention Center staff. Vehicles larger than the purchased booth space, will not be allowed into the hall. The exhibition opens at 9:00am on Monday, June 13. As a courtesy to attendees and fellow exhibitors, dismantling may not commence before 3pm on Tuesday, June 14. Booths must be completely dismantled by 5pm on June 14. 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. Exhibitors' displays may not obstruct the aisles or other exhibit booths. Booth displays must not exceed the 10' x10' booth space or exceed 8' in height. MML and the Ocean City Convention Center reserve the right to alter or remove exhibit displays that obstruct an adjoining booth or interferes with the general view "down the aisle". Displays along exterior walls may extend to a height of 15' provided the display does not block or hide the view of other booths. 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 during scheduled conference activities. 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.

**Security.** Uniformed security personnel will control the traffic flow during exhibit move-in and move-out periods. Uniformed security personnel will also be at the entrance to the exhibit areas, and will patrol the exhibit areas during exhibit hours. Exhibit areas 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 exhibits. 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.**

**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.