



# MML Expo 2023

## 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 to 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 410-295-9102 or [SteveL@mdmunicipal.org](mailto:SteveL@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 25-28, 2023 • Roland E. Powell Convention Center



# Expo Reservation Information

## Booth Reservation Process

- **Reserve exhibit space online:** Visit MML's expo [webpage](#) to reserve your spot; see the real time floor plan; sold booths, their occupants; an exhibitor list; and downloadable expo brochure. Checks and credit cards accepted.
- **All booth reservations are completed online.**

**Vehicle and Equipment Displays** - All display vehicles and equipment will be located inside the convention center's Expo Halls. 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.

## Staff Registration

- Booth staff registration is completed online via the Exhibitor Service Center (ESC). Link and Login 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 in the ESC in advance.
- Up to three additional booth staff may be added to your booth. \$150 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 in the ESC any time prior to June 9.

## 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, and a 500 watt outlet.
- 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 containing 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.

**Move-in:** Booth set up will be Sunday afternoon, June 25, between 12 noon and 4 p.m.

**Expo Hours:** Monday, June 26, 9:30 a.m. – 4 p.m. (tentative) & Tuesday, June 27, 10 a.m. – 2:30 p.m. (tentative)

**Tear down:** Tear down Tuesday, June 27, 2:30 p.m. – 4:00 p.m. (tentative)

**Access to Sessions/Events** - 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 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.

**Expo Fees** - Save money by reserving booth space early! Expo booth fees will increase after May 19, 2023.

Expo rates for contracts & payments received by May 19		Expo rates for contracts & payments received after May 19	
Commercial Exhibitor	\$1,075	Commercial Exhibitor	\$1,360
Non-Commercial/Government Discount Booth Option	\$950	Non-Commercial/Government Discount Booth Option	\$1,240
Municipal Main Street Exhibitor	\$310	Municipal Main Street Exhibitor	\$335
Business Associate Exhibitor	\$970	Business Associate Exhibitor	\$1,225
MML Strategic Partner Exhibit Fees		MML Strategic Partner Exhibit Fees	
Strategic Citizen Exhibitor	\$810	Strategic Citizen Exhibitor	\$1,020
Strategic Leader Exhibitor	\$915	Strategic Leader Exhibitor	\$1,160
Strategic Investor Exhibitor	\$970	Strategic Investor Exhibitor	\$1,225

**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 19, 2023 to ensure proper listing and a booth sign.

**Advertising** – Payment must be received by May 19. Ad copy by August 1. Email ad copy to [exhibits@mdmunicipal.org](mailto:exhibits@mdmunicipal.org)

- **eBulletin member bi-weekly newsletter** (circ. 2,500, local, county, state officials)
- 2 ad placements - \$400 (\$500 value)
- 4 ad placements - \$800 (\$1,000 value)

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

**Reserve your booth online today!**



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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)

**Registration.** Each exhibitor is entitled to register two representatives from its company or agency as part of each booth fee. Additional exhibit personnel (limited to three names per booth) must pay \$150 each (does not include meals). Staff names must be provided online via the Exhibitor Service Center (ESC). 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 9 via the ESC. Additional badges and badge changes requested after June 9 or onsite will cost \$150 per badge. Meal event tickets will not be sold on site.

**Booth Selection.** Reserve your exhibit booth and advertising space online via the MML website. Visit website to see booths already sold, and to purchase a booth online. Booth space is available on a first-come first-served basis. *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 best meet the needs of this event. Once your online booth registration is complete and payment received, 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 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 June 9. If booth space is not fully paid by May 1, the booth will be released to other exhibitors.

**Terms.** All exhibit contracts must be received by May 19, 2023 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 is May 19. The deadline for sponsor contributions is May 19 to ensure proper acknowledgement. By submitting a booth reservation you agree to abide by MML's rules, regulations, and consent to have your organization and staff contact information and/or images to be shared with other exhibitors and attendees.

**Cancellations.** Booth, meal ticket, and event ticket cancellations must be received in writing by May 19, 2023. Booth cancellation fee is \$100. After May 19, 2023 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 4:30 p.m. on Sunday June 25. Exhibitors will be allowed to enter the expo area on Sunday, June 25 only during set-up hours. No exceptions will be made to this policy. If exhibits are not completely set up by 4:30 p.m. on June 25, MML reserves the right to make that space available to another exhibitor. No refunds will be given in such case. Exhibitors with vehicles/equipment displays will move in June 25 between 12 noon and 2 p.m. If the vehicle is not ready to drive into the hall during this time, 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. Last minute set up may occur on Monday between 8:45 – 9:30 a.m. You must notify MML in advance if you plan to move in Monday morning. The exhibition opens at 9:30 a.m. on June 26. As a courtesy to attendees and fellow exhibitors, dismantling may not commence before 2:30 p.m. on June 27. Booth dismantling before 2:30 p.m. on June 27 will result in not being invited back next year. Booths must be completely dismantled by 4:00 p.m. on June 27. MML's CEO 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.

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