



Municipal Main Street

The MML 2021 Conference Planning Committee invites your municipality to become a tenant in the **Municipal Main Street** neighborhood at the two-part MML summer conference live June 27 – 29, 2021 in Ocean City and again virtually July 19-20, 2021. **Main Street** exhibits are a great way to promote your municipality's history, tourist attractions, and current programs/projects.

Rent is very affordable at just \$275 for an exhibit booth. This fee includes conference registration for **two** persons including lunch tickets and the Welcome Reception at the Clarion Hotel Sunday evening. 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.

NEW for 2021: Main Street will be located in the Main Expo hall this year. Booths 623– 638 are reserved for Main Street tenants.

Set-up will take place on Sunday afternoon, June 27 and dismantling will take place after 4:00 pm on Tuesday, June 29. 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 \$300 on April 15.

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 27-29 in Ocean City & virtually July 19-20, 2021

MUNICIPALITY _____

CONTACT PERSON _____

CONTACT E-MAIL _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE () _____ WEBSITE _____

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

Booths 623-638 are reserved for Main Street. Please choose a booth in this area if available.

BOOTH SIGN SHOULD READ as: _____

BRIEF DESCRIPTION of your municipality. (25 words or less) _____

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

_____ Number of booths at \$275 (\$300 after April 15) Total Rent \$ _____

Advertising – Ad Copy due by April 1, 2021

[] 2 ad placements in the *eBulletin* newsletter - \$200 (\$250 value)

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 _____

Please Remit

Booth \$ _____

Advertising \$ _____

TOTAL \$ _____

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 28, 10:00 - 4:00 pm and Tuesday, June 29, 10:00 – 4:00 pm (tentative)

DEADLINE: May 1, 2021 to ensure proper listing in promotional materials

Municipal Main Street Expo Regulations

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Registration. Each municipality/department is entitled to register two representatives from its municipality as part of the booth fee. **Due to limited capacities booth registrations cannot 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, 2021 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 June 1, 2021. If canceled any money paid, less a \$100 handling charge, will be refunded up to June 1. After June 1, 2021 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. 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 12:00 noon to 4 pm on Sunday, June 27. Exhibitors will be allowed to enter the expo area on Sunday, June 27 *only* during set-up hours. No exceptions will be made to this policy. If exhibits are not completely set up by 4:30 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 10 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 10:00 am on Monday, June 28. Dismantling may not commence before 4:00 pm on Tuesday, June 29. Booths must be completely dismantled by 5:00 pm on June 29. 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. 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 expo displays that obstruct an adjoining booth or interferes with the general view "down the aisle". Displays in booths 623 - 714 may extend to a height of 15' provided the display does not block or hide the view of other booths. 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.

Covid-19: By participating in this conference you acknowledge that MML, the Convention Center, and MML official hotels participating in the event have done their due diligence to keep everyone safe. In the event that the League is unable to safely host this conference in person, the event will transition to a virtual only online platform. Details and options will be provided in that case.

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

Maryland Municipal League
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