



Northeast's Leading Show for Souvenir & Resort Retailers

Ocean City
RESORT GIFT EXPO



OCTOBER 29-31, 2023

ROLAND E. POWELL
CONVENTION CENTER
OCEAN CITY, MD



Exhibitor Set-Up Kit

OCEAN CITY RESORT GIFT EXPO

General Information

SHOW MANAGEMENT:

The Ocean City Resort Gift Expo www.oceancitygiftshow.com is managed by Clarion Events, Inc. Prior to the show, please direct all inquiries to Clarion Events, Inc. staff:

Christina Bell – Show Director

Christina.Bell@clarionevents.com

(678) 370-0355 – direct

Tara Vaspasiano – Exhibitor Services Manager

OceanCityGift.ES@clarionevents.com

(213) 416-6251 – cell

Spencer Jacobsen

OceanCityGift.ES@clarionevents.com

(203) 856-4796 - cell

Venue:

The Ocean City Resort Gift Expo will be held at the:

Roland E. Powell Convention Center (also referred to as R.E.P.C.C.)

4001 Coastal Highway

Ocean City, MD 21842

(410) 289-8311 – phone

(410) 289-0058 – fax

Halls A, B, and C (downstairs)

SHOW DATES AND HOURS:

Sunday, October 29th

9:00am – 5:00pm

Monday, October 30th

9:00am – 5:00pm

Tuesday, October 31st

9:00am – 3:00pm

**Exhibitors will be allowed in the exhibit areas one hour prior to the opening of the exhibition.*

EXHIBITOR MOVE-IN (EXHIBIT HALLS A, B, and C – DOWNSTAIRS):

Friday, October 27th – 8:00am – 6:00pm

Saturday, October 28th – 8:00am – 6:00pm

All set-up activities in these areas will be restricted to the confines of the booth space after 4:00pm on Saturday, October 29th, to allow for crate storage, aisle carpet installation, building cleaning, and show management final inspection. *Exhibiting companies must check in or call the show office by 2:00pm on Saturday, October 29th to prevent booths from being reassigned to another exhibiting company.* Any exhibitor needing additional time for set-up must receive approval from show management in the Show Office and will be required to sign in and out with show security. Be sure to also complete the attached **On-Site Contact Form** and return via email to Tara Vaspasiano at OceanCityGift.ES@clarionevents.com. It is important for us to have this information on file, in case of emergencies or for some reason we need to contact you during the show.

EXHIBITOR MOVE-OUT:

Tuesday, October 31st

3:01pm – 11:00pm

NO DISASSEMBLING of exhibits will be allowed until ***after*** 3:00pm on Tuesday, October 31st. Forklifts and dollies will not be permitted in the aisles until the aisle carpet has been removed. Failure to adhere to this policy will result in loss of future booth space. All freight carriers must check in prior to 7:00pm on Tuesday, October 31st. Any freight still left on the floor will be referred to the official freight carrier.

SERVICES INCLUDED IN THE EXHIBIT COST:

**The following is included in the cost of each 10x10 booth.*

***Carpet color in all the exhibit halls will be blue.*

- One 500-Watt Electrical Outlet
- Booth Pipe & BLACK Drape (8' High Side Drape & 8' High Back Drape)
- Booth Identification Sign
- Listing in the Official Show Pocket Directory
- Advertising and Promotion of the Event
- One (1) 6' Undraped Table
- Two (2) Chairs per Booth
- One (1) Wastebasket per Booth

EXHIBITOR REGISTRATION:

You may register your booth staff via the **Exhibitor Portal**. Please contact Tara Vaspasiano via email OceanCityGift.ES@clarionevents.com if you need your Password to log into the Exhibitor Portal.

ATTENDANCE OF CHILDREN:

In order to uphold the integrity and professionalism of the exhibition, no person under 14 years of age shall be admitted to the exhibition.

EXHIBITOR REGULATIONS

TERMS AND CONDITIONS:

Please review all the terms and conditions associated in order to uphold the integrity and professionalism of the exhibition, no person under 14 years of age shall be admitted to the exhibition.

EXHIBITOR INSURANCE:

Exhibitors are urged to obtain exhibition insurance through their own insurance company to cover their personnel, exhibit material, and equipment for the duration of move-in, show days, and move-out, including public liability, property damage, and fire and theft. *Rainprotection* is our preferred insurance carrier.

SAMPLE SALES:

In keeping with the wholesale nature and intent of the show, the sale of samples or merchandise for delivery at the point of sale during the show is expressly prohibited. No merchandise will be permitted to leave the exhibit floor. All booths must remain fully intact until the official close of the show, for the benefit of the buyers. Violations of the terms of this paragraph may result in immediate dismissal from the current show and exclusion from participation in future shows. No refund of exhibit fees will be issued.

PHOTOGRAPHY:

Photography of any kind is strictly prohibited, unless you receive prior written approval from that exhibitor.

VIOLATIONS:

As a condition for exhibiting, each exhibitor shall agree to observe the show policies. Clarion Events, Inc. reserves the right to restrict and/or expel at any time any exhibit which it deems undesirable. Any exhibitor who fails to observe these conditions of the contract, or who, in the opinion of the management of Clarion events, Inc., conducts themselves unethically, will be removed from the exhibition without refund.

Complaints regarding any objectionable practice by an exhibitor or official supplier should be reported immediately to the Show Office.

All matters and questions not specifically covered by these show regulations are subject to the decision of the management of Clarion Events, Inc., whose decisions will be final.

ROLAND E. POWELL CONVENTION CENTER:

The Roland E. Powell Convention Center is the official decorator for the *Ocean City Resort Gift Expo*. Please be sure to carefully review all R.E.P.C.C. information and order forms included with this manual.

To ensure cost-efficient and timely service during move-in, please submit all forms to R.E.P.C.C. well in advance of the noted deadlines. Please direct all display and freight inquiries to:

Roland E. Powell Convention Center (R.E.P.C.C.)

4001 Coastal Highway

Ocean City, MD 21842

(410) 289-2800 – phone

(410) 289-0058 – fax

Attn: Exhibitor Services

During the show, the Convention Center will operate a Service Desk, which will be conveniently located downstairs in between Halls A, B, and C for your needs. All questions pertaining to freight, material handling, rental furnishings, and accessories should be directed to the Convention Center.

SHIPPING, ADVANCED RECEIVING, AND MATERIAL HANDLING

GENERAL INFORMATION:

Please contact the Roland E. Powell Convention Center (410) 289-2800, if you have any questions regarding shipments.

For safety and insurance reasons, the Convention Center has jurisdiction over the operation of all material handling equipment and all unloading, reloading, and handling of freight.

ADVANCED SHIPPING AND RECEIVING RECOMMENDATIONS:

You are welcome to transport your own materials without charge; however, you may wish to use our freight and handling service listed below. If you decide to use this service, we ask you to please label all shipments with the show name, booth name, and booth number.

Advance shipments will be received at the Ocean City Convention Center no more than seven (7) business days prior to show. Shipments arriving earlier will not be accepted.

MATERIAL HANDLING - MOVE-IN/MOVE-OUT:

All exhibitors will be allowed to bring their own freight to and from their booth space. If you require assistance with your freight, please contact the Convention Center for labor rates. **Clarion Events, Inc. will provide, at no extra cost, porters and cart services. This will be on a first come, first served basis for all POVs.** We will do our best to have available manpower when you arrive; however, please note that during peak move-in times, you may have a brief wait for assistance. No tipping is necessary for this service.

**Exhibitors who bring their own freight into the Convention Center but choose to have the Convention Center store their empty containers, will be charged a nominal fee. Please check with the Convention Center for more details.*

EXHIBITOR SERVICES

SECURITY:

Security will be provided on a 24-hour basis beginning with the first day of move-in and extending through the last day of move-out. Every precaution will be made to ensure the safety of each exhibitor's merchandise. However, it is the exhibitor's responsibility to exercise prudent judgment and safeguard personal property and belongings. Management will not be held responsible for loss or damage to an exhibitor's property.

Any lost or stolen valuables or any breach of security should be reported to the Show Office immediately. Exhibitors are encouraged to remove or conceal any valuable objects while their exhibit is unattended.

ONSITE INTERNET NEEDS:

Contact **TRGroup Inc.** Support Team

(410) 208-4448 or support@trgroup1.com

Complimentary WiFi will be available in the lobby and common areas of the Convention Center.

Hard-wired and WiFi services can be arranged. Pricing is as follows:

\$350 – One device (no tech. support)

\$750 – Up to Three Devices (no tech. support)

\$125 per hour for tech support/onsite troubleshooting

**Device pricing is for the duration of the show.*

***Order deadline is Tuesday, October 10th, 2023*

OFFICIAL SHOW POCKET DIRECTORY & MARKETING OPPORTUNITIES:

Show management will produce an official show pocket directory for the *Ocean City Resort Gift Expo*. The **Pocket Directory** will include exhibitor listings, line listings, and advertising. An expanded version of the **Pocket Directory** will be available on the website. Exhibitors are responsible for ensuring their directory information and line listings are up to date, using the

Exhibitor Portal. Please contact Tara Vaspasiano with any questions or to obtain your password:

OceanCityGift.ES@clarionevents.com

Clarion Events, Inc. offers a variety of marketing and promotional opportunities to Ocean City Resort Gift Expo exhibitors. Please visit www.oceancitygiftshow.com for information about how to list your **Show Specials, Pocket Directory Advertising**, and more! Deadlines vary, so do not miss an opportunity to promote your brand!

Also, first-time Ocean City Resort Gift Expo exhibitors are eligible to participate in the ***New Exhibitor Promotional Package***. This package includes a variety of promotional benefits exclusively for new exhibitors. Package details can be found in the Marketing Kit and on the show website: www.oceancitygiftshow.com

HOTEL & TRAVEL INFORMATION

CONNECTIONS HOUSING:

Clarion Events, Inc. has retained the services of Connections Housing to secure discounted hotel rates in the Ocean City area and to assist exhibitors and retailers with reservations at these properties. In order to take advantage of these discounts, please contact Connections Housing at (855) 246-8722 and refer to the *Ocean City Resort Gift Expo*.

Please contact CONNECTIONS HOUSING ASAP to secure your reservation!

If you would like general information about Ocean City, you can contact the Ocean City Convention & Visitors Bureau at 800-OC-OCEAN or (410) 289-2800.

DIRECTIONS:

If you are traveling by air, there are a couple of options:

- 1) Fly into Philadelphia, PA (PHL), Baltimore, MD (BWI), or Newport News (PHF) airports, rent a car and drive to Ocean City, MD. Please refer to www.mapquest.com for specific directions to your hotel or the Convention Center.
 - Philadelphia International Airport (PHL): Philadelphia, PA 19153
 - Baltimore/Washington International Airport (BWI): Baltimore, MD 21240
 - Newport News/Williamsburg International Airport (PHF): Newport News, VA 23602
- 2) Fly into the Philadelphia Airport and take a smaller plane via US Air into the Salisbury-Ocean City Regional Airport. There, you can rent a car and take the short 30-minute drive to Ocean City, MD. Those driving directions are as follows:
 - Go Northwest on Airport Terminal Road toward Airport Road
 - Turn Right onto Airport Road
 - Go 2.5 miles, and then turn Right onto Walston Switch Road
 - Go 12.6 miles, then turn Right onto US-50 East/Ocean GTWY
 - Merge onto MD-90 East toward Ocean City/North of 33rd Street
 - Turn Right onto Coastal Hwy./MD-528 South
 - The Roland E. Powell Convention Center will be on your Right

CONTACTS:

Booth Assignment & Status

Contact Christina Bell

(678) 370-0335 or Christina.Bell@clarionevents.com

Advanced Shipping to Warehouse

Contact the Convention Center (Exhibitor Services)

(410) 289-2800

Booth Package (Tables, etc.)

Contact the Convention Center (Exhibitor Services)

(410) 289-2800

Labor and Security

Contact T.E.A.M. Productions - Bob Rothermel

(410) 289-8230 or bob@teamproductions.com

Caravan/Shipping Services

Contact Expo Solutions Transportation – Kim Mitchell

(321) 303-6513 or kim@myexpos.com

Official Freight Carrier

Contact Expo Solutions Transportation – Kim Mitchell

(321) 303-6513 or kim@myexpos.com

Advertising in Show Directory

Contact Christina Bell

(678) 370-0335 or Christina.Bell@clarionevents.com

Marketing & Promotional Opportunities

Contact Christina Bell

(678) 370-0335 or Christina.Bell@clarionevents.com

Hotel Reservations

Contact Connections Housing

(725) 258-5443 or giftshows@connectionshousing.com

Convention Center Food & Beverage Inquiries/Sampling Form

Contact Melissa Dryden

(410) 723-8619 or Melissa.dryden@sodexo.com

Onsite Internet Needs

Contact TRGroup Inc. Support Team

(410) 208-4448 or support@trgroup1.com

****Order Deadline is Tuesday, October 10th, 2023***

Ocean City Gift Expo

Show Site Exhibitor Information Form

Please complete this form in case we need to contact you immediately before
or during set up and on show days.

Return to Tara Vaspasiano OceanCityGift.ES@clarionevents.com

Company: _____

Booth #: _____

Contact: _____

Phone: _____ Cell #: _____

Your Hotel: _____

Alternate Contact: _____

Phone: _____ Cell #: _____

What day do you plan to arrive at the show for set up?

- Friday, October 27, 2023
**Move-in is 8:00am to 6:00pm.*
- Saturday, October 28, 2023
**Move-in is 8:00am to 6:00pm.*
- Saturday, October 28, 2023
**LATE SET UP - after 2:00pm.*
Estimated Time of Arrival: _____
- Sunday, October 29, 2023
(FROM 8:00am - 9:00am ONLY)
**Booth must be set up and ready when the show
opens at 9:00am.*

*For late set up on Saturday, 10/28 and early set up on Sunday, 10/29, you must notify
show management as soon as possible with your expected time of arrival.*

*Please complete and return this contact form as soon as possible.
Show management has the right to release booth(s) if not notified in advance.*

Company _____

Booth # _____

Roland E. Powell Convention Center
4001 Coastal Highway • Ocean City, MD 21842 • 410-289-2800

Ocean City Resort Gift Show

October 29 – October 31, 2023

Move-in: Friday October 27: 8am-6pm, and Saturday, Oct. 28: 8am-6pm

Move-out: Tuesday, Oct 31: 3pm-11pm

Hall A/B/C booths will be 10x10 with Black backdrop curtains

Exhibitors must provide their own carts. All rates and charges are quoted on a per event basis.

PLEASE BECOME FAMILIAR WITH THIS POLICY BEFORE ORDERING ANY SERVICES.

Full payment of rental charges must accompany this form for service to be rendered. Payment must be made either by cash, check or credit card. Do not send cash. No phone orders accepted. Please email, mail, or fax your order with payment.

Freight and Handling – A CREDIT CARD NUMBER MUST BE PROVIDED FOR FREIGHT AND HANDLING.

You are welcome to transport your own materials without charge; however, you may wish to use our freight and handling service listed below. If you decide to use this service, we ask you to please label all shipments with the show name, booth name and booth number.

Advance shipments will be received at the Roland E. Powell Convention Center at the above address no more than 7 business days prior to show. Those received prior to this time will not be accepted. For additional information regarding liability and responsibility, see page 4. Rate includes delivery of freight to booth space indicated on shipping label, storage, and return of empty crates and handling for outbound shipments.

Early rate: \$31.00 per each CWT (100 pounds of weight), or fraction thereof, per shipment.

Total weight of all shipments: _____ lbs. Early rate: \$31.00 x _____ CWT = \$ _____

Event rate: \$46.00 per each CWT (100 pounds of weight), or fraction thereof, per shipment.

Total weight of all shipments: _____ lbs. Event rate: \$46.00 x _____ CWT = \$ _____

Manpower – WE ONLY ASSIST LOADING EQUIPMENT AND DISPLAY MATERIALS IN AND OUT OF THE BUILDING. A REPRESENTATIVE MUST BE PRESENT. If you require assistance setting up your booth, please arrange for an outside company to handle this service. If you require assistance during move-in or move-out, manpower can be requested at a labor rate listed below. Please sign in at the Exhibitor Services desk upon arrival.

	Move-in		Move-out		
Date(s) required:	_____		_____		
Approximate starting time:	_____		_____		
Early rate:	_____ (hours x \$35.00)	+	_____ (hours x \$35.00)	=	\$ _____
Event rate:	_____ (hours x \$52.00)	+	_____ (hours x \$52.00)	=	\$ _____

Forklift and Operator – If you require assistance with heavy equipment placement within your booth, forklift and operator can be requested at a rate listed below. Please sign in at the Exhibitor Services desk upon arrival.

Date(s) required:	_____		_____		
Approximate starting time:	_____		_____		
Early rate:	_____ (hours x \$50.00)	+	_____ (hours x \$50.00)	=	\$ _____
Event rate:	_____ (hours x \$75.00)	+	_____ (hours x \$75.00)	=	\$ _____

Rigging – Rigging service is available for hanging signs, banners, etc. in certain areas of the exhibit halls. Exhibitor Services must be notified one week in advance of move-in with written show approval. Exhibitor must provide all supplies and hardware.

Early rate:	\$84.00 per hour or any fraction thereof.	=	\$ _____
Event rate:	\$126.00 per hour or any fraction thereof.	=	\$ _____

Page 1 Totals _____ (no tax)

PLEASE NOTE: All orders received at least one week prior to move-in will be processed on a first-received first-filled basis.

We cannot guarantee availability for on-site or day-of show orders.

Event rate goes into effect 72 hours prior to move-in for all services that are provided by the Roland E. Powell Convention Center.

* No credit can be issued on services installed and not used. All rates and charges are quoted on a per event basis.

Electric Service

Each booth is provided with one 500-watt electrical outlet free of charge. It should be understood that the outlet will be placed in the most convenient and accessible location to the booth and is capable of accepting only one electrical plug. If the total of equipment's wattage exceeds the 500 watts originally provided, the exhibitor must order additional service as itemized below. The Convention Center will not be responsible for power failures or voltage fluctuations. It should also be understood that the exhibitor shall not exceed the allotted wattage and shall, upon request, show proof of the wattage being drawn. In the event that the exhibitor exceeds the provided service, he or she must reduce the amount being drawn, pay for additional service at the on-site rate, or lose the privilege of electrical service. The availability of electrical service cannot be guaranteed on requests received less than 72 hours prior to the move-in date. Requests received within 72 hours prior to move-in, if processed, will be charged the on-site event rate of an additional 50%. No credits can be issued on service installed and not used. Please note that booths located in lobby areas may not be capable of receiving electrical service due to actual location or fire code regulations.

Electrical Service Rate Schedule

110 Volt Service	Number of Services	Early Rate	Event Rate	Total
500 watts		\$ 58.00	\$ 87.00	\$
1000 watts		\$ 73.00	\$109.00	\$
20 amps		\$ 87.00	\$130.00	\$
30 amps		\$102.00	\$153.00	\$
150 watt floodlights		\$ 44.00	\$ 66.00	\$

Total \$ _____

Phase 1 208 Volt Service	Number of Services	Early Rate	Event Rate	Total
20 amps		\$102.00	\$153.00	\$
30 amps		\$116.00	\$174.00	\$
60 amps		\$144.00	\$216.00	\$
80 amps		\$171.00	\$256.00	\$
100 amps		\$200.00	\$300.00	\$

Total \$ _____

Phase 3 208 Volt Service	Number of Services	Early Rate	Event Rate	Total
20 amps		\$116.00	\$174.00	\$
30 amps		\$131.00	\$196.00	\$
60 amps		\$160.00	\$240.00	\$
80 amps		\$188.00	\$282.00	\$
100 amps		\$262.00	\$393.00	\$

Total \$ _____

Other voltages and amps available – rates available upon request.

List equipment and wattage below

Page 2 Total \$ _____

PLEASE NOTE: All orders received at least one week prior to move-in will be processed on a first-received first-filled basis.

We cannot guarantee availability for on-site or day of show orders.

Event rate goes into effect 72 hours prior to move-in for all services that are provided by the Roland E. Powell Convention Center.

* No credit can be issued on services installed and not used. All rates and charges are quoted on a per event basis.

Tables

Skirted Tables

Choose color: Blue Red Gold Black White

Size	Quantity	Early Rate	Event Rate	42" High Add \$7.00	Skirt 4 sides Add \$12.00	Total
24"x 4'		\$66.00	\$ 99.00			\$
18"x 6'		\$69.00	\$103.00			\$
24"x 6'		\$72.00	\$108.00			\$
30"x 6'		\$74.00	\$111.00			\$

Unskirted Tables

Each booth is provided with 1 - 6'x 30" undraped table.

Size	Quantity	Early Rate	Event Rate	42" High Add \$2.00	Total
24"x 4'		\$11.00	\$16.00		\$
18"x 6'		\$11.00	\$16.00		\$
24"x 6'		\$11.00	\$16.00		\$
30"x 6'		\$11.00	\$16.00		\$

Total \$ _____

Telephone Service

Service	Quantity	Early Rate	Event Rate	Total
Phone Line		\$181.00	\$271.00	\$
Phone Line with telephone for incoming and outgoing calls		\$216.00	\$324.00	\$

Total \$ _____

Carpet and Vacuum Service

All booth carpet supplied by the Convention Center Exhibitor Services will be vacuumed prior to move-in. Any additional vacuuming will be charged at the applicable rate below.

Carpet Size	Quantity	Early Rate	Event Rate	Total
9'x 10' or 8'x 10'		\$ 110.00	\$165.00	\$

Choose color: Blue Red Gold

Carpet Vacuuming – no tax

Price is for a single booth, please specify number of booths.

Early Rate	Event Rate	Booth(s)	Day(s)	Total
\$15.00	\$21.00			\$

Rate x Amount of booths x Days = Total

Dates to be vacuumed:

Total \$ _____

Miscellaneous Items

Item	Quantity	Early Rate	Event Rate	Total
40" Flat Screen TV		\$300.00	\$300.00	\$
Easel		\$ 15.00	\$ 21.00	\$
Flip chart		\$ 42.00	\$ 63.00	\$
Assorted Color Fabric		\$ 3.00/ft.	\$ 4.00/ft.	\$

Total \$ _____

Internet Service

Please contact our outside provider **TR Group**:

- 9927 Stephen Decatur Hwy F17
Ocean City MD 21842
- Ph. 410.208.4448
- support@trgroup1.com

Complimentary Wireless Internet Service in Common Areas

- There is no guarantee that you will have access using the Wi-Fi connection in the common areas.
- It is the user's sole responsibility to protect their information from all the risks associated with using the internet, including but not limited to, damage, loss, or theft which may occur as a result of use of the OCCC Wi-Fi.
- The Roland E. Powell Convention Center is not responsible for insuring the privacy of information you transfer over our Wi-Fi. Virus and security protection is the user's responsibility. Information passing through the Wi-Fi network is not secured and could be monitored, captured, or altered by others.
- The Roland E. Powell Convention Center assumes no responsibility for damage, theft, or loss of a customer's equipment, software, data files or other personal property brought into or used on the Wi-Fi network.

Page 3 Total s _____

PLEASE NOTE: All orders received at least one week prior to move-in will be processed on a first-received first-filled basis. We cannot guarantee availability for on-site or day of show orders.

Event rate goes into effect 72 hours prior to move-in for all services that are provided by the Roland E. Powell Convention Center.

* No credit can be issued on services installed and not used. All rates and charges are quoted on a per event basis.

POLICIES

Liability and Responsibility: The Roland E. Powell Convention Center shall not be responsible for: loss, theft, disappearance, damages (concealed or otherwise), potential or assumed profits or revenues, loss due to fire, flood, strikes, work stoppages, acts of God, or any work delays beyond our control; of the exhibitors' materials.

All shipments must arrive prepaid and must be fully insured for the duration of the show. **Convention Center will not accept COD shipments.** Forwarding labels and bills of lading are the responsibility of the exhibitor. **Exhibitor's booth name and/or booth number, as well as show name, must be clearly marked on the package label.** Any or all equipment remaining 7 days after move-out, without prior arrangements with Exhibitor Services will become the property of the Roland E. Powell Convention Center and will be disposed of at the discretion of the building management. Carts and dollies are not provided by the Convention Center. **Exhibitors must supply their own carts and dollies.** Designated move-in and move-out times will be strictly adhered to.

All exhibitors using ovens, stoves, hot plates, etc., are required to have a 4A40BC or greater, U/L approved chemical fire extinguisher. No open flame cooking is permitted. It is suggested that all other exhibitors (arts & crafts, retailers, etc.) have a 2A20BC fire extinguisher or greater. All flammable materials are to be fireproofed with written certification available upon request. No bottled gas allowed in the building. No tents, umbrellas and/or canopies are allowed to be set up inside the building.

Services: In the event that an Exhibitor Service request has been processed and provided, the Roland E. Powell Convention Center is not responsible for refunding any or all monies received should the request be revised or canceled. Unless otherwise indicated, rates quoted are based on rental for entire length of show. **Event rate goes into effect 72 hours prior to move-in for all services that are provided by the Roland E. Powell Convention Center. We cannot guarantee service prior to show opening on late requests. No credit can be issued on services installed and not used.**

Full payment of cash, check or credit card must accompany your order at the time it is placed for services to be rendered.

Company: _____
Address: _____
City: _____ State _____ Zip Code _____
Phone: _____
Email: _____
Contact Person: _____
<p>As a representative of the above-named company, I hereby agree that we will make full payment for all equipment and/or services rendered. I further understand that prices quoted are for <i>rental only</i>, and the Convention Center will not be responsible for any damage or loss to any equipment owned, leased or rented by exhibitor.</p>
<div style="display: flex; align-items: center; justify-content: center;"> <div style="font-size: 2em; margin-right: 10px;">X</div> <div style="border-bottom: 1px solid black; width: 150px;"></div> </div> <p style="text-align: center; margin-top: 5px;">Authorized Signature</p>

Page	Subtotal	6% Tax	Total
Page 1	\$	no tax	\$
Page 2	\$	\$	\$
Page 3	\$	\$	\$
<u>Not-for-Profit Organizations:</u> You must submit a copy of your tax-exempt certificate, otherwise 6% tax will be charged.			
Please do not charge tax for vacuuming service on Page 3			
Total: \$ _____			

Terms of Payment

Payment must accompany this form for services to be rendered. Make checks payable to the Roland E. Powell Convention Center. Orders cannot be placed by phone.

Event: OC Gift Show 2023

Booth #: _____

Please email entire form and payment to:

Matt Mansfield – mmansfield@oceancitymd.gov
Shianne Martin – smartin@oceancitymd.gov

Roland E. Powell Convention Center
4001 Coastal Highway | Ocean City, MD 21842
410-289-2800 | 410-289-0058 fax

Credit Card #: _____

Expiration Date: _____

Credit Verification Code: _____

Visa _____ Master Card _____ Amex _____ Discover _____

For Office Use Only

Verification of services and rentals in the amount of \$ _____

OCCE Staff: _____ OCCE Staff: _____

Exhibitor: _____ Exhibitor: _____

Print Signature



CERTIFICATE OF INSURANCE & EAC POLICY

Certificate of Insurance

A **requirement** of exhibiting at **Ocean City Resort Gift Expo 2023** is for **ALL** exhibitors to carry liability insurance throughout the Exhibition. The deadline for submitting the Certificate indicating adequate insurance coverage is **September 30, 2023**. Even if Exhibitor hires an EAC, Exhibitor still must supply its own Certificate of Liability Insurance. ALL EAC's must submit an application form with a certificate of insurance prior to deadline to be approved by show management. Exhibitor's insurance carrier must issue such Certificate of Liability Insurance. A sample insurance form can be found in the exhibitor manual.

To ensure that the Certificate of Liability Insurance has the correct information required, please make sure your certificate includes the following information.

AMOUNT SUGGESTED: One (1) Million Dollars

Under the ***Certificate Holder***, please include:

Clarion Events, Inc. / Ocean City Resort Gift Show 2023
6 Research Drive, Shelton, CT 06484

Under ***Description of Operations***, please include:

All activities related to Ocean City Resort Gift Show, October 29 – 31, 2023
Roland E. Powell Convention Center
Ocean City, MD, USA

Complete Certificates of Liability Insurance must be uploaded to the exhibitor portal.

Certificates of Liability Insurance will not be accepted via email or mail. Please [click here](#) to access your exhibitor portal. Your company password to access the portal can be found in your confirmation letter. Please contact your Exhibit Services Manager at OceanCityGift.ES@clarionevents.com with any questions.

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online for only \$84. Please [click here](#) for more information.

Exhibitor Appointed Contractors (EAC) An Exhibitor Appointed Contractor (EAC) is a company (other than the official service contractor listed in the Exhibitor Manual) that provides a service (for example, display and installation/dismantling of a booth) at Exhibitor's request and needs access to Exhibitor's booth during the installation and/or dismantling period. If you hire an EAC, you must complete and return the Request for Set Up by Non-Official Contractor Form (EAC) in Fern's portion of the manual. The EAC will also have to provide a Certificate of Liability Insurance as described above.

Any questions related to the Certificates of Liability Insurance or an EAC should be directed to your Exhibit Services Manager at OceanCityGift.ES@clarionevents.com

TOURS, ENTERTAINMENT, AMUSEMENTS, MANAGEMENT, LLC
3 Dorchester Street, Ocean City, Maryland 21842
Phone: 410-289-8230 Fax: 410-289-3281
E-Mail: bob@team-productions.com

Ocean City Resort Gift Expo – Show Days Oct. 29 - 31, 2023 – Ocean City, MD
2023 EVENT SERVICE ORDER FORM

BOOTH NO: _____

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____

EMAIL: _____

STANDARD SERVICES AVAILABLE

- 2' X 8' Grid in black or white (without hardware) installed to your design with T.E.A.M. approval \$45.00 per grid... must attach drawing, special pricing available for large installations
- **No. Of Grids** _____ **x \$45.00 = \$** _____
- 4' X 8' Pegboard for display behind standard tables (without hardware) \$80.00 per unit
No. Of Boards _____ **x \$80.00 = \$** _____
- 24" X 18" Tabletop clear cough and sneeze shield (supplies are limited)
No. of Shields _____ **x \$55.00 = \$** _____
- Table Riser.....Can be stacked..... \$20.00 per section
No. Of Risers _____ **x \$20.00 = \$** _____
- Booth Set Up Labor... \$45.00 per hour per man with 3-hour minimum per call
No. Of Men _____ **x Hours** _____ **x \$45.00 = \$** _____

TOTAL COST OF SERVICES REQUESTED \$ _____

By my signature, I confirm the requisition of above listed service(s) and authorize payment for the total amount indicated. Payment for above is guaranteed by the credit card listed below.

ACCOUNT #: _____ **EXP:** _____

SEC CODE: _____ **Please circle one: AMEX, VISA, MC, DISCOVER**

SIGNATURE: _____

PLEASE PRINT Name on card: _____

DATE: _____ **T.E.A.M. CONFIRMATION:** _____

ExpoSolutions

Transportation

2023 Ocean City Resort Gift Expo Official Show Carrier



Exhibitor Move-In Dates

Friday October 27, 2023 8:00am - 6:00pm
Saturday October 28, 2023 8:00am - 6:00pm

Exhibitor Move-Out Dates

Tuesday October 31, 2023 3:01pm - 11:00pm
***Driver check in is 4:00pm

Show Dates

Sunday October 29, 2023 - Tuesday October 31, 2023

***ExpoSolutions is THE solution for all your tradeshow shipping needs!
Ensure your show freight arrives on-time and safe to the Advanced Receiving
or direct to show site.***



Pre-printed Shipping Labels For Your Convenience



Shipment Tracking Is Available Online



24/7 Customer Service



***Show Site Rep Kim Mitchell (321-303-6513)
Is On Site To Handle All Your Shipping Needs***



***Offering Caravan Services To Smoky Mountain Gift Show, IGES,
Grand Strand Gift & Resort Merchandise Show, IAAPA Expo, and Surf Expo***

Whether you need to move a pallet or a truckload for your upcoming show,
ExpoSolutions has the experienced personnel necessary to make your Expo a complete success!

CONTACT KIM MITCHELL NOW AT 321-303-6513 OR [KIM@MYEXPOS.COM](mailto:kim@myexpos.com)



2023 ~ Miscellaneous Fee Listing

Email Melissa Dryden by August 1st with your order and booth number: melissa.dryden@sodexo.com

Uniformed Bartender, per hour, 4 hour minimum ~ \$30.00+

Uniformed Attendant, per hour, 4 hour minimum ~ \$20.00+

(Attendant to be utilized for Ticket Taking, Non-alcohol related food and beverage service, etc.)

~

Kitchen and Storage Use

MUST BE ORDERED 10 business days in ADVANCE - Space is limited.

Receiving/Storing: \$35.00++ per/up to 100 lbs.

Kitchen Space (includes use of kitchen equipment): \$150.00+ per hour

Uniformed Chef: \$150.00+ for first 4 hours, \$50.00+ each additional hour

Additional Products/Equipment available for purchase and/or rental only with advanced notice.

All products/equipment must be picked up prior to the start of the event.

An Admin Charge of 22% will be applied for any and all special deliveries to booth(s).

3.5 Oz. Plastic Soufflé Cup	250 per sleeve	\$15.00+
9 oz Plastic Enviro Cup	50 per sleeve	\$12.50+
12 oz Disposable Coffee Cup	56 per sleeve	\$15.00+
Cocktail Napkins	500 per box	\$12.50+
Cubed Iced	20 lb bag	\$5.00+
Frill Picks	1000 per box	\$8.00+
Gloves Latex	100 per box	\$15.00+
Disposable Plates, 6 inch	125 per sleeve	\$11.00+
Plastic ware (knife, fork or spoon)	1000 per case	\$50.00+
Sterno	Individual	\$4.00+
18" Plastic Film	3000 foot	\$40.00+
18" Foil Roll	500 foot	\$80.00+
Chafing Pan (includes server ware)	Per unit with sterno	\$50.00+
Hot Holding Box	Per unit	\$100.00+
Carving Board & Heat Lamp	Per Unit	\$75.00+

+applicable taxes

Ocean City Gift Show 2023 ~ Application for Food Sampling

All exhibitors intending to serve sample-sized portions of food and/or beverages manufactured by the exhibiting company must apply for authorization from Centerplate. The following information is required and must be submitted to Centerplate at least three (3) weeks in advance of the event to serve samples of food and/or beverages in your booth.

Centerplate has exclusive food and beverage distribution rights within the Roland E. Powell Convention Center. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products **ONLY** upon written authorization.

General Conditions:

- Items dispensed are limited to products manufactured or processed by an exhibiting company of which is a licensed, insured vendor. Items dispensed must be products manufactured or processed by a licensed, insured vendor.
- All items limited to SAMPLE SIZE.
 - Non-Alcoholic Beverage not to exceed a maximum of **four (4) ounces**.
 - Food Product not to exceed a maximum of **two (2) ounces**.
- Any and all items which are not manufactured or processed by the exhibiting vendor, and/or county booth, must be purchased from Centerplate in order to be served.
- The firm named below acknowledges they have sole responsibility for use, sale, servicing or other distribution of such items in compliance with all applicable laws. Accordingly, the exhibiting company agrees to indemnify and forever hold harmless Centerplate and the Roland E. Powell Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other distribution of such items. **Items are to be used as samples only; no cash sales are permitted.**
- Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- *Any company serving samples must submit an unexpired Certificate of Liability Insurance naming themselves as insured. Additionally, the company must also list Service America Corporation d/b/a Centerplate and the Roland E. Powell Convention Center, 4001 Coastal Highway, Ocean City, MD 21842 as additional insured.*

Exhibiting Company and/or County:

Booth #/ Location:

Contact Name:

Phone #:

Email:

Vendor Name / Product Description(s) / Portion Size(s):

What will the method of refrigeration and/or heat holding be at the booth?



XPRESS Connect App

Turn your phone or tablet into the most powerful lead collection solution available. Download the app to your Apple or Android devices and start collecting high quality prospect profiles. Scan, qualify and follow-up all from the device you know best—your own.

Order Today and don't miss a single lead:

www.xpressleadpro.com Showcode: **ocrg1023**

Top Features



Literature Fulfillment

Email links quickly with all the information customers and prospects request



Custom Qualifiers

Customize your qualifying questions and responses to build full prospect profiles



Instant Email Follow-up

Follow-up with hot prospects who visit your booth



Rate Leads

Identify top prospects and customers by assigning a rating



Schedule Appointments

Set up follow-up meetings with leads and close more deals



VIP Alerts

Receive a text alert when anyone you identify as a VIP enters your booth



Exhibitor Portal

Leads, analytics, instructions, and best practices online all the time



Easy and Compatible

The XPRESS Connect App is available in the App Store and Google Play for use on your mobile device and runs on Apple iPhone 10.1 and Android version 11.0 or greater. Scan badge QR codes using your device's camera. Some functionality such as follow-up requires connectivity. Offline mode keeps you running in all situations until you can connect and sync up for full information.

Happy Customers

We think XPRESS Connect is the best lead retrieval available, and our customers agree:

"I have never had a better supplier representative for a tradeshow service."

- Allied Machine and Engineering Corp

"Worked like a dream. Best lead retrieval device ever. Very fast and I've dealt with a lot of them."

- Atlas

"I think it's indispensable. I think if someone doesn't get it, they're crazy!"

- Global Packaging Group

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FREE Demo App



Video Tutorial



XPRESS Leads Portal





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<http://www.cdsreg.com/xpress-connect-app-tutorial/>

<http://www.xpressleadpro.com>

XPress Connect App

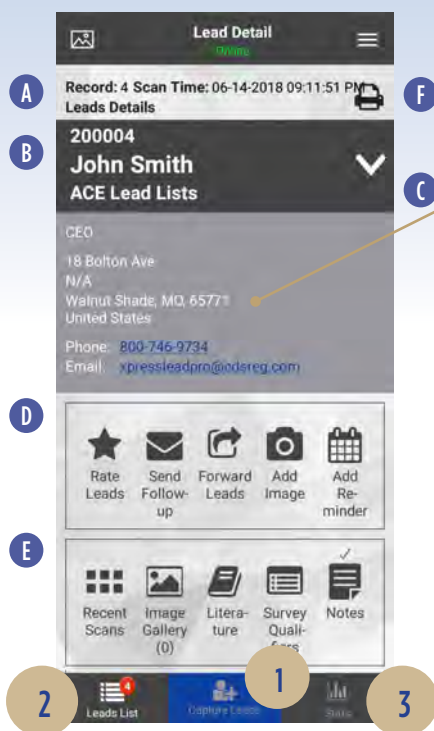
on YOUR phone or tablet

Download the Connect App and turn your phone or tablet into a state-of-the-art lead retrieval device.

Features Include:

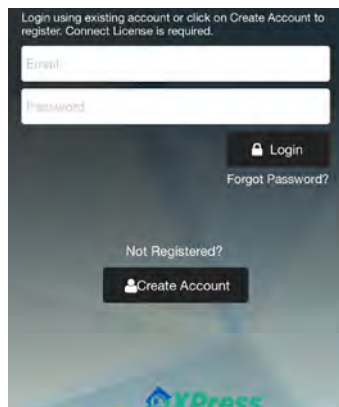
- Scan Anywhere, Anytime
- Real-time Leads List
- Lead Rating • Add Images to Lead
- Add Notes • Follow-up Emails
- Forward Leads • Literature Fulfillment
- Schedule Appointments

- A. Date/time stamp
- B. Name, company, badge #
- C. Contact information
- D. Rate lead
Send email follow-up
Forward lead
Add image
Schedule appointments



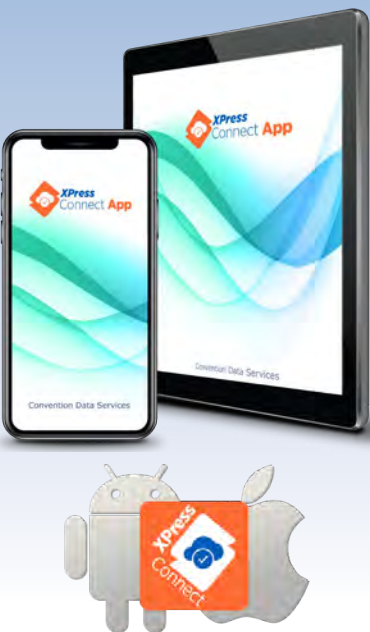
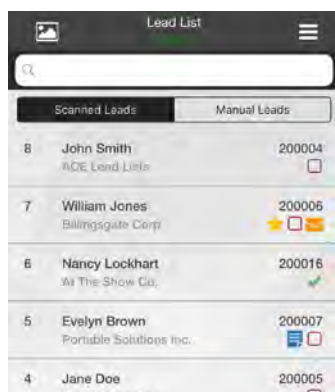
1. CAPTURE LEADS

Scan the QR code or type the badge number.



2. LEADS LIST

Search and sort the leads list.
Click to access the lead detail.



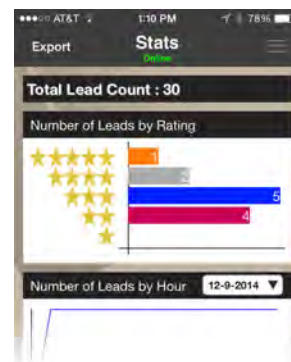
System Requirements:

Android – compatible with phones and tablets 11. or higher
Apple iOS – compatible with phones and iPads 10.1 or higher
3 megapixel or higher camera is recommended on all devices

- E. Review recent scans
Image count
Literature Fulfillment
Surveys/Qualifiers
Type or record notes
- F. Print lead detail

3. STATS

View your lead statistics by
rating, hour and demographics.



Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, October 28-November 1, 2023, naming Clarion Events, Inc. (6 Research Drive, Shelton, CT 06484) as the certificate holder. The following must be named as additional insured: Clarion Events, Inc. and Rowland E. Powell Convention Center.

Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online.

Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements.
- Coverage for exhibitors who do not have an existing policy.
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online.
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy.

Make This Process Simple Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance

Pricing starts at \$91 and runs to \$108.72 depending on the state your company is domiciled:

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=48dfd7db9ecd>

NON-USA EXHIBITORS

When filling in your company information it will ask for a phone number and address. Please use the following: Address - 4001 Coastal Highway, Ocean City, MD 21842 Phone Number - (800) 528-7975

After reading the above information, if you still decide to use your own insurance, please make it compliant and then and send a copy to: tara.vaspasiano@clarionevents.com

Are you worried about lost, stolen, or damaged merchandise?

We also offer Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)

Sales@rainprotection.net

Roland E. Powell Convention Center

Exhibitor and Facility Guidelines

Welcome and thank you for participating at the Ocean City Convention Center. To accommodate other exhibitors, plan to drop off your equipment and/or merchandise at the loading dock, then move your vehicle immediately to the parking lot and return to set up the rest of your exhibit.

At the close of the show we may begin removing aisle carpet (if necessary). We will then begin the process of returning the empty containers or crates for move-out. **Exhibitors must have their display material(s) packed and ready to go before moving their vehicle to the loading areas. In addition to loading and unloading please find listed a few reminders and facility guidelines:**

1. **Inbound and Outbound Shipments will be charged a service fee referred to as the Freight and Handling Charge.** All inbound shipments must be paid in full to have the shipment delivered to the booth. If not paid in full, the Convention Center will hold the item until payment is made in full. There is an increase in the charge when not paid 72 hours prior to the show move-in time. This fee is listed on the Exhibitor Service Form. We offer a significant discount as encouragement to prepay for this service.
2. **Shipping is not an automatic process**
 - All outbound shipments must be checked in with the Exhibitor Services Desk. We keep a detailed list of everything leaving our facility. It is the responsibility of the vendor to make all of the pick-up arrangements for their outbound shipment. Please securely attach the bill of lading to your freight when your exhibit is packed, labeled and ready to be shipped.
 - **All Freight & Handling fees must be PAID In Full with a Credit Card ONLY**
 - Please provide the Convention Center and Freight Carrier with correct shipping information such as company name, destination, weight, and contact person and phone number. Make sure each and every crate/boxes is labeled with the company name, booth number and name of the show.
3. **Service Orders**
 - **For your service order to be processed, full payment is required at the time the order is placed.**
 - Event rate goes into effect 72 hours prior to move-in day for all services that are provided by the Ocean City Convention Center.
4. **Complimentary Wireless Internet Service in Common Areas**
 - There is no guarantee that you will have access using the Wi-Fi connection in the common areas.

- It is the users sole responsibility to protect their information from all the risks associated with using the Internet, including and not limited to damage, loss, or theft which may occur as a result of use of the OCCC Wi-Fi.
- The Ocean City Convention Center is not responsible for insuring the privacy of information you transfer over our Wi-Fi. Virus and security protection is the user's responsibility. Information passing through the Wi-Fi network is not secured and could be monitored, captured, or altered by others.
- The Ocean City Convention Center assumes no responsibility for damage, theft, or loss of a customer's equipment, software, data files or other personal property brought into or used on the Wi-Fi network.

5. Facility Rules

- No tents, umbrellas and canopies are allowed to be set up anywhere inside the facility without permission from the Exhibitor and Event Service Department.
- All flammable materials must be fireproofed - written certification may be required.
- No bottled gas or open flame is permitted, unless approved by the Fire Marshall.
- Convention Center curtains are not to be used for covering or draping tables.
- No tacks, pins, nails, staples, tape/adhesives or static clings of any kind are permitted in or on Convention Center tables, chairs, curtains, walls, columns, steps, windows, floors, doors, etc...
- Posters and flyers are not permitted on walls, doors or glass windows.
- Any or all equipment remaining 7 days after move-out without prior arrangements with the Exhibitor and Event Service Department will become the property of the Convention Center and will be disposed of properly.
- Convention Center shall not be responsible for supplying exhibitors with carts and dollies. **Exhibitors must supply their own carts and dollies.**
- Convention Center will not be responsible for refunding any or all monies received for service orders should the request be revised or cancelled once services are provided.
- In consideration of others, please advise exhibitors to remove their vehicle from the loading areas once they have unloaded.
- Exhibitors must have their display materials packed and ready to go before bringing their vehicle to the loading areas.

- No heavy-duty four-wheel carts, dollies or forklifts are permitted on any carpeted areas.
- No banners or signage is permitted outside the Convention Center (premises).
- **ABSOLUTELY no smoke/fog/haze producing devices are allowed.**
- **NO CONFETTI of any kind allowed in the Performing Arts Center (PAC)**
- All entrance, exits, lobby areas and pull stations must stay clear. Please be advised there are designated areas for Registration in the lobby area.
- You must provide the Exhibitor and Event Service Department with a copy of your floor plan NO later than 4 weeks prior to your event for review and approval by the Fire Marshal.
- NO Smoking is allowed in the Convention Center.
- There is **limited electric service** in the lobby areas and all meeting rooms.
- There will be NO water type exhibits/displays on carpeted areas.
- Water Service Hook up is available in Hall A/B ONLY. – Exhibitors must supply their own water hose.
- Hot Tubs/Tanks – exhibitors are responsible for filling and draining their tubs and/or tanks.
- Penetrating the outside landscaping areas or asphalt is not permitted.
- It is illegal to occupy recreational vehicles on the Convention Center premises overnight.
- DO NOT attach anything to the light poles, signs or trees.
- No writing or markings of any kind are permitted on the Convention Center building or parking lot.
- Lessee shall not admit to said premises a larger number of persons than the seating capacity will accommodate, or can safely or freely move about in the said rented areas and the decision of the Convention Center Director in this respect shall be final.
- The Electronic Marquee is a courtesy for your event. Information must be provided 2 weeks prior to your event. Day of show changes and updates may not be available.

1/18/18

HELP OUR EVENTS BECOME MORE SUSTAINABLE

