



# Northeast's Leading Show for Souvenir & Resort Retailers

*Ocean City*  
RESORT GIFT EXPO



NOVEMBER 15-17, 2026

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](http://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](mailto:Christina.Bell@clarionevents.com)

**(678) 370-0355 – direct**

**Alyssa Accardo & Gavin Glynn – Exhibitor Services Team**

[OceanCityGift.ES@clarionevents.com](mailto:OceanCityGift.ES@clarionevents.com)

### **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, November 15th**

**9:00am – 5:00pm**

**Monday, November 16th**

**9:00am – 5:00pm**

**Tuesday, November 17th**

**9:00am – 2:00pm**

*\*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, November 13th – 8:00am – 5:00pm**

**Saturday, November 14th – 8:00am – 5:00pm**

All set-up activities in these areas will be restricted to the confines of the booth space after 4:00pm on Saturday, November 14th, 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, November 15th 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 [OceanCityGift.ES@clarionevents.com](mailto: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, November 17th**

**2:01pm – 11:00pm**

**NO DISASSEMBLING** of exhibits will be allowed until ***after*** 2:00pm on Tuesday, November 17th. 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, November 17th. 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.***

***\*\*Aisle carpet in all the exhibit halls will be blue. Booth does not include carpet.***

- 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:**

EXHIBITOR REGISTRATION: You may register your booth staff via the [Exhibitor Resource Center](#). Please contact our Exhibitor Services Team via email at [OceanCityGift.ES@clarionevents.com](mailto:OceanCityGift.ES@clarionevents.com) for assistance with logging in.

**ATTENDANCE OF CHILDREN:**

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 with upholding 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. Rain protection is our preferred insurance carrier and can be purchased. Please click [here](#) to purchase.

**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 this paragraph's terms may result in immediate dismissal from the current show and exclusion from participation in future shows. No refund of the 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 any exhibit it deems undesirable. Any exhibitor who fails to observe these contract conditions or who, in 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 in 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 authority 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 labor available 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 individual 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 **TR Group Inc.** Support Team

(410)208-4448 or [support@trgroup1.com](mailto:support@trgroup1.com)

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

\$350-One device (no tech. support)

\$750-Up to Three devices (no tech. support)

\$175 per hour for tech support/onsite troubleshooting

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

**\*\*Order deadline is October 30, 2026**

## **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 Resource Center](#). Please contact our Exhibitor Services Team at [OceanCityGift.ES@clarionevents.com](mailto:OceanCityGift.ES@clarionevents.com) with any questions.

Clarion Events, Inc., offers various marketing and promotional opportunities to Ocean City Resort Gift Expo exhibitors. Please visit [www.oceancitygiftshow.com](http://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](http://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. To take advantage of these discounts, please contact Connections Housing at 725-258-5443 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 [Google Maps](#) 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 33<sup>rd</sup> 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](mailto:Christina.Bell@clarionevents.com)

### **Exhibitor Services**

Alyssa Accardo & Gavin Glynn

(475) 273-6327 or [OceanCityGift.ES@clarionevents.com](mailto:OceanCityGift.ES@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**

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

(410) 289-8230 or [bob@teamproductions.com](mailto:bob@teamproductions.com)

### **Caravan/Shipping Services/ Official Freight Carrier**

Contact Expo Solutions Transportation – Kim Mitchell

(321) 303-6513 or [kim@myexpos.com](mailto:kim@myexpos.com)

### **Advertising in Show Directory**

Contact Christina Bell

(678) 370-0335 or [Christina.Bell@clarionevents.com](mailto:Christina.Bell@clarionevents.com)

### **Marketing & Promotional Opportunities**

Contact Christina Bell

(678) 370-0335 or [Christina.Bell@clarionevents.com](mailto:Christina.Bell@clarionevents.com)

### **Hotel Reservations**

Contact Connections Housing

725-258-5443 or [giftshows@connectionshousing.com](mailto:giftshows@connectionshousing.com)

### **Convention Center Food & Beverage Inquiries/Sampling Form**

Contact Melissa Dryden

(410) 723-8619 or [Melissa.dryden@sodexo.com](mailto:Melissa.dryden@sodexo.com)

### **Onsite Internet Needs**

Contact TR Group Inc. Support Team

(410)208-4448 or [support@trgroup1.com](mailto:support@trgroup1.com)

**\*\*Order deadline is October 30, 2026**

Company \_\_\_\_\_

Booth # \_\_\_\_\_

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

# Ocean City Resort Gift Show

**November 15 – November 17, 2026**

**Move-in:** Friday November 13: 8am-6pm, and Saturday Nov 14: 8am-6pm

**Move-out:** Tuesday Nov 17: 3:01pm-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 telephone orders can be accepted, please 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: \$37.00 per each CWT (100 pounds of weight), or fraction thereof, per shipment.

Total weight of all shipments: \_\_\_\_\_ lbs. Early rate: \$37.00 x \_\_\_\_\_ CWT = \$ \_\_\_\_\_

Event rate: \$55.00 per each CWT (100 pounds of weight), or fraction thereof, per shipment.

Total weight of all shipments: \_\_\_\_\_ lbs. Event rate: \$55.00 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 \$45.00) | + | _____ (hours x \$45.00) | = | \$ _____ |
| Event rate:                | _____ (hours x \$67.00) | + | _____ (hours x \$67.00) | = | \$ _____ |

### **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 \$65.00) | + | _____ (hours x \$65.00) | = | \$ _____ |
| Event rate:                | _____ (hours x \$97.00) | + | _____ (hours x \$97.00) | = | \$ _____ |

### **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: | \$125.00 per hour or any fraction thereof. | = | \$ _____ |
| Event rate: | \$187.00 per hour or any fraction thereof. | = | \$ _____ |

**Page 1 Total s** \_\_\_\_\_ **(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            |                    | \$ 85.00   | \$127.00   | \$    |
| 1000 watts           |                    | \$ 95.00   | \$142.00   | \$    |
| 20 amps              |                    | \$120.00   | \$180.00   | \$    |
| 30 amps              |                    | \$140.00   | \$210.00   | \$    |
| 150 watt floodlights |                    | \$ 75.00   | \$112.00   | \$    |

Total \$ \_\_\_\_\_

| Phase 1<br>208 Volt Service | Number of Services | Early Rate | Event Rate | Total |
|-----------------------------|--------------------|------------|------------|-------|
| 20 amps                     |                    | \$135.00   | \$202.00   | \$    |
| 30 amps                     |                    | \$149.00   | \$223.00   | \$    |
| 60 amps                     |                    | \$175.00   | \$262.00   | \$    |
| 80 amps                     |                    | \$200.00   | \$300.00   | \$    |
| 100 amps                    |                    | \$300.00   | \$450.00   | \$    |

Total \$ \_\_\_\_\_

| Phase 3<br>208 Volt Service | Number of Services | Early Rate | Event Rate | Total |
|-----------------------------|--------------------|------------|------------|-------|
| 20 amps                     |                    | \$135.00   | \$202.00   | \$    |
| 30 amps                     |                    | \$150.00   | \$225.00   | \$    |
| 60 amps                     |                    | \$195.00   | \$292.00   | \$    |
| 80 amps                     |                    | \$216.00   | \$324.00   | \$    |
| 100 amps                    |                    | \$400.00   | \$600.00   | \$    |

Total \$ \_\_\_\_\_

## Other voltages and amps available – rates upon request

List equipment and wattage below

**Page 2 Totals** \_\_\_\_\_

**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' |          | \$75.00    | \$112.00   |                     |                           | \$    |
| 18"x 6' |          | \$75.00    | \$112.00   |                     |                           | \$    |
| 24"x 6' |          | \$75.00    | \$112.00   |                     |                           | \$    |
| 30"x 6' |          | \$78.00    | \$117.00   |                     |                           | \$    |

### 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' |          | \$14.00    | \$21.00    |                     | \$    |
| 18"x 6' |          | \$14.00    | \$21.00    |                     | \$    |
| 24"x 6' |          | \$14.00    | \$21.00    |                     | \$    |
| 30"x 6' |          | \$14.00    | \$21.00    |                     | \$    |

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' |          | \$ 115.00  | \$172.00   | \$    |

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 |
|------------|------------|----------|--------|-------|
| \$25.00    | \$37.00    |          |        | \$    |

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    |          | \$350.00    | \$525.00    | \$    |
| 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 Totals

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: \_\_\_\_\_

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 *rental only*, and the Convention Center will not be responsible for any damage or loss to any equipment owned, leased or rented by exhibitor.

X \_\_\_\_\_  
Authorized Signature

| Page   | Subtotal | 6% Tax | Total |
|--------|----------|--------|-------|
| Page 1 | \$       | no tax | \$    |
| Page 2 | \$       | \$     | \$    |
| Page 3 | \$       | \$     | \$    |

**Not-for-Profit Organizations:**  
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.

**Please email entire form and payment to:**

Matt Mansfield – [mmansfield@oceancitymd.gov](mailto:mmansfield@oceancitymd.gov)  
Shianne Martin – [smartin@oceancitymd.gov](mailto:smartin@oceancitymd.gov)  
Jennifer Karwecki – [jkarwecki@oceancitymd.gov](mailto:jkarwecki@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 \$ \_\_\_\_\_

OCCC Staff: \_\_\_\_\_

OCCC Staff: \_\_\_\_\_

Exhibitor: \_\_\_\_\_

Exhibitor: \_\_\_\_\_

Print

Signature

**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 Nov. 15 - 17, 2026 - Ocean City, MD**

**2026 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 \$50.00 per grid... must attach drawing, special pricing available for large installations
- **No. Of Grids** \_\_\_\_\_ **x \$50.00 = \$** \_\_\_\_\_ **Circle color: Black or White**
- 4' X 8' Pegboard for display behind standard tables (without hardware) \$80.00 per unit  
**No. Of Boards** \_\_\_\_\_ **x \$80.00 = \$** \_\_\_\_\_ **Circle orientation: Vertical or Horizontal**
- 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... \$65.00 per hour per man with 3-hour minimum per call  
**No. Of Laborers** \_\_\_\_\_ **x Hours** \_\_\_\_\_ **x \$65.00 = \$** \_\_\_\_\_

**Please denote time and date of each call** \_\_\_\_\_

**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:** \_\_\_\_\_



## **CERTIFICATE OF INSURANCE & EAC POLICY**

### **Certificate of Insurance**

A **requirement** of exhibiting at **Ocean City Resort Gift Expo 2026** is for **ALL** exhibitors to carry liability insurance throughout the Exhibition. The deadline for submitting the Certificate indicating adequate insurance coverage is **October 30, 2026**. 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 2026**

**6 Research Drive, Shelton, CT 06484**

Under Description.of.Operations, please include:

**All activities related to Ocean City Resort Gift Show, November 15-17, 20256**

**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@clarionevents.com](mailto:oceancitygift@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 \$109. 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](mailto:OceanCityGift.ES@clarionevents.com)



## 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, November 13-17, 2026, 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 Roland E. Powell Convention Center.

Clarion Events has requested that Rainprotection serve as their insurance management company. In addition to being able to provide exhibitors with insurance, we are also collecting and verifying that all insurance certificates, regardless of the insurer, are verified for compliance.

## 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 for \$109  
(plus any applicable taxes)

While completing the online application, DO NOT check any boxes unless it  
specifically relates to what you will be doing at your booth at the event

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=W%7C\\_8SN\\_pAKw\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=W%7C_8SN_pAKw$)

**After reading the above information**, if you still decide to use your own insurance,  
please make it compliant and then send a copy to: [Sales@rainprotection.net](mailto:Sales@rainprotection.net)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PRODUCER</b><br>Rainprotection Insurance<br>39 Ryder Avenue<br>Dix Hills, NY 11746<br>www.Rainprotection.net                                                                            | <b>CONTACT NAME:</b><br><b>PHONE (A/C, No, Ext):</b><br><b>FAX (A/C, No):</b><br><b>E-MAIL ADDRESS:</b><br><b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Insurance Company Name<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |
| <b>INSURED</b> SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS:<br><br><b>Exhibitor Name</b><br><b>Street</b><br><b>City, State, Zip Code</b> | <b>NAIC #</b>                                                                                                                                                                                                                                                                                        |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                        | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                            |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|-----------------------------------------------------------------------------------|
| A        | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | X         |          | Policy Number | 11/13/2026              | 11/17/2026              | GENERAL AGGREGATE \$ 2,000,000                                                    |
|          | PRODUCTS - COMP/OP AGG \$ 1,000,000                                                                                                                                                                                                                                                                      |           |          |               |                         |                         |                                                                                   |
|          | PERSONAL & ADV INJURY \$ 1,000,000                                                                                                                                                                                                                                                                       |           |          |               |                         |                         |                                                                                   |
|          | EACH OCCURRENCE \$ 1,000,000                                                                                                                                                                                                                                                                             |           |          |               |                         |                         |                                                                                   |
|          | FIRE DAMAGE (Any one fire) \$ 300,000                                                                                                                                                                                                                                                                    |           |          |               |                         |                         |                                                                                   |
|          |                                                                                                                                                                                                                                                                                                          |           |          |               |                         |                         |                                                                                   |
|          | <b>AUTOMOBILE LIABILITY</b><br>ANY <input type="checkbox"/> ALL <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTO <input type="checkbox"/>                                                                                           |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Per accident) \$                                           |
|          |                                                                                                                                                                                                                                                                                                          |           |          |               |                         |                         | ODILY INJURY (Per person) \$                                                      |
|          |                                                                                                                                                                                                                                                                                                          |           |          |               |                         |                         | ODILY INJURY (Per accident) \$                                                    |
|          |                                                                                                                                                                                                                                                                                                          |           |          |               |                         |                         | PROPERTY DAMAGE (Per accident) \$                                                 |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/>                                                                                                                                                                                                                             |           |          |               |                         |                         | EACH OCCURRENCE \$                                                                |
|          | <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>                                                                                                                                                                                                                         |           |          |               |                         |                         | AGGREGATE \$                                                                      |
|          | DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>                                                                                                                                                                                                                                       |           |          |               |                         |                         | \$                                                                                |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input type="checkbox"/> N / A<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                              |           |          |               |                         |                         | WC STATUTORY LIMITS <input type="checkbox"/> OTH - ER <input type="checkbox"/> \$ |
|          |                                                                                                                                                                                                                                                                                                          |           |          |               |                         |                         | E.L. EACH ACCIDENT \$                                                             |
|          |                                                                                                                                                                                                                                                                                                          |           |          |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$                                                     |
|          |                                                                                                                                                                                                                                                                                                          |           |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$                                                    |
|          |                                                                                                                                                                                                                                                                                                          |           |          |               |                         |                         | AD&D<br>MAXIMUM MEDICAL DEDUCTIBLE<br>TERMS OF PAYMENT                            |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured: Clarion Events, Inc. and Roland E. Powell Convention Center.

As respects to claims arising out of the operations of Exhibiting Company at Ocean City Resort Gift Show 2026.

**CERTIFICATE HOLDER****CANCELLATION**Clarion Events, Inc.  
6 Research Drive,  
Shelton, CT 06484

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rainprotection Insurance

# Shipping Show to Show? Join one or all of our many caravans!

**Want to ensure that your freight makes it safely and on time, all the time?**

**We provide direct movement *without transfers* between events!**

**Reach out to Kim Mitchell with ExpoSolutions TODAY  
to schedule and secure your space on the truck!**

***Rocky Mountain Apparel Gift & Resort Show*** – August 25-27, 2026 - Denver, CO

***The Gathering*** - September 14-17, 2026 - Orlando, FL

***Surf Expo*** - September 16-18, 2026 - Orlando, FL

***Las Vegas Gift & Souvenir*** - October 6-9, 2026 - Las Vegas, NV

***Smoky Mountain*** - November 4-7, 2026 - Gatlinburg, TN

***Ocean City*** - November 15-17, 2026 - Ocean City, MD

***Grand Strand Gift & Resort Show*** – December 6-9, 2026 - Myrtle Beach, SC

***Surf Winter*** - January 6-8, 2027 - Orlando, FL

***Philadelphia Gift Show*** – January 31 - February 2, 2027 - Philadelphia, PA

***Atlanta Summer & Winter Market*** – Atlanta, GA

**If you're doing any shows before, during, or after  
these events, we can service those as well!**

**ExpoSolutions**  
Transportation

*Your Official Caravan Provider!*

**Need more info? Contact Kim Mitchell @ 321-303-6513 or [kim@myexplos.com](mailto:kim@myexplos.com)**



## **Shipping to an upcoming Show? Don't forget about ExpoSolutions!**

*Ensure that your freight makes it safely & on time, all the time!*

### **Reach out to Kim Mitchell TODAY!**

Whether it is LTL, into or out of a show, show to show caravan,  
or finished product, we are your one stop provider!

For the 2025/26 show season, please provide us with:

***Your Show Schedule***

***Updated Contact Information***

***Estimated piece count, weights, and dimensions***

We will be on site with preprinted shipping labels,  
& supervising the move out of all of your freight  
to ensure a seamless transit between events!

**Need more info?**

**ExpoSolutions**  
Transportation

**Contact Kim Mitchell @ 321-303-6513 or [kim@myexpos.com](mailto:kim@myexpos.com)**

# Kuehne+Nagel Expo & Event Logistics USA



## Our Core Services



Transport: **International freight forwarding from door to exhibition and onwards**



Global Reach: **Available in all four corners of the globe**



Local Support: **Native speaking representative available for your bespoke requirements**



Sustainability: **Industry leading solutions**



Storage: **Warehouse handling & distribution services between events**



**Alex Walton**  
**Business Development Manager**

[alex.walton@kuehne-nagel.com](mailto:alex.walton@kuehne-nagel.com)  
**+44 (0) 7989 547376**

## Sodexo Live! ~ 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 Sodexo Live!. The following information is required and must be submitted to Sodexo Live! at least three (3) weeks in advance of the event to serve samples of food and/or beverages in your booth. Sodexo Live! 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 located within the State of Maryland. Items dispensed by a county booth, must be products manufactured or processed by a licensed, insured vendor within that county, and must be related to the purpose of the show.
- 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 Sodexo Live! in order to be served.
- Wine and Beer are permitted only under conditions set forth in Senate Bill 1102 as follows: Wine in a quantity of not more than **two (2) ounces** from each offering; Beer in a quantity of not more than **three (3) ounces** from each offering; individual serving must have certificate of completion of an Alcohol Awareness Program.
- 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 Sodexo Live! 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.

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?



**Ocean  
City<sub>MD</sub>**

**ROLAND E.  
POWELL  
CONVENTION  
CENTER**

# **Roland E Powell Convention Center Exhibitor & 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.

# HELP OUR EVENTS BECOME MORE SUSTAINABLE

