



To: All Exhibitors
From: Reatta Tate, Event Manager
Re: Reminder

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 will begin removing aisle carpet (if necessary). This procedure will take approximately 1 hour to complete. 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 bringing their vehicle to the loading areas. In addition to loading and unloading please find listed a few reminders:**

1. SHIPPING IS NOT AN AUTOMATIC PROCESS

- *All out bound shipment must be accompanied by a bill of lading. Please return your bill of lading filled out with correct information at the Exhibitors Service Desk when your exhibit is packed, labeled and ready to be shipped.*
- **All Freight & Handling must be PAID In Full with a Credit Card ONLY**

2. 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 are labeled.

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.*

Thank you for your cooperation in these matters, as for your cooperation helps to maintain a smooth operation for all.

Company _____
Booth # _____

Ocean City Convention Center

4001 Coastal Highway • Ocean City, MD 21842
410-289-8311 • 410-289-0058 (Fax)

Exhibitor Service and Rental Order Form

For

Ocean City Hotel-Motel-Restaurant Association Spring Trade Show March 4-5, 2012

Move-in day(s) and times: Friday, 3/2: 9am-5pm, Saturday, 3/3: 9am-5pm and Sunday, 3/4: 9am-11am
Move-out day(s) and times: Monday, 3/5: 4pm-7pm and Tuesday, 3/6: 8am-Noon
Booths will be 10'x10 and 8'x10' with blue, white and 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 Ocean City Convention Center no more than 7 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: \$27.00 per each CWT (100 pounds of weight), or fraction thereof, per shipment.
Event Rate: \$40.00 per each CWT (100 pounds of weight), or fraction thereof, per shipment.

Total weight of all shipments _____ lbs. Early rate \$27.00 x _____ CWT = \$ _____
Total weight of all shipments _____ lbs. Event rate \$40.00 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 service desk upon arrival.

	Move-in		Move-out		
Date(s) required	_____		_____		
Approximate starting time	_____		_____		
Early rate	(hours x \$30.00)	+	(hours x \$30.00)	=	\$ _____
Event rate	(hours x \$45.00)	+	(hours x \$45.00)	=	\$ _____

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 service desk upon arrival.

	Move-in		Move-out		
Date(s) required	_____		_____		
Approximate starting time	_____		_____		
Early rate	(hours x \$47.00)	+	(hours x \$47.00)	=	\$ _____
Event rate	(hours x \$70.00)	+	(hours x \$70.00)	=	\$ _____

Rigging

Rigging service is available for hanging signs, banners, etc. in certain areas of the exhibit halls. Exhibitor Services must be notified 1 week in advance of move-in with written show approval. Exhibitor must provide all supplies and hardware.

Early rate: \$80.00 per hour or any fraction thereof. = \$ _____
Event rate: \$120.00 per hour or any fraction thereof. = \$ _____

Page 1 Total \$ _____ (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 Ocean City 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 exhibit space is provided with one (1) 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		\$53.00	\$80.00	\$
1000 watts		\$66.00	\$99.00	\$
20 amps		\$80.00	\$120.00	\$
30 amps		\$93.00	\$140.00	\$
150 watt floodlights		\$40.00	\$60.00	\$

Total \$ _____

Phase 1 208 Volt Service	Number of Services	Early Rate	Event Rate	Total
20 amps		\$93.00	\$140.00	\$
30 amps		\$106.00	\$160.00	\$
60 amps		\$132.00	\$198.00	\$
80 amps		\$157.00	\$236.00	\$
100 amps		\$182.00	\$273.00	\$

Total \$ _____

Phase 3 208 Volt Service	Number of Services	Early Rate	Event Rate	Total
20 amps		\$106.00	\$160.00	\$
30 amps		\$120.00	\$179.00	\$
60 amps		\$146.00	\$218.00	\$
80 amps		\$172.00	\$258.00	\$
100 amps		\$240.00	\$360.00	\$

Total \$ _____

Other voltages and amps available – rates upon request

List equipment and wattage below

Page 2 Total \$ _____

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Tables

Draped Tables

Each booth is provided with 1 – 30"x6' undraped table.

Indicate color choice

Black () Red () Blue () White () Gold ()

Size	Quantity	Early Rate	Event Rate	42" High Add \$7.00	Drape 4 sides Add \$12.00	Total
24"x4'		\$60.00	\$89.00			\$
18"x6'		\$62.00	\$93.00			\$
24"x6'		\$65.00	\$96.00			\$
30"x6'		\$67.00	\$100.00			\$

Undraped Tables

Size	Quantity	Early Rate	Event Rate	42" High Add \$2.00	Total
24"x4'		\$10.00	\$15.00		\$
18"x6'		\$10.00	\$15.00		\$
24"x6'		\$10.00	\$15.00		\$
30"x6'		\$10.00	\$15.00		\$

Total \$ _____

Carpeting and Vacuuming Service

All booth carpeting 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'x10' or 8'x10'		\$86.00	\$129.00	\$

Indicate color choice

Blue ()

Gold ()

Red ()

This show provides red aisle carpet.

Carpet Vacuuming – no tax

Price is for a single booth, please specify number of booths				
Early Rate	Event Rate	Booth(s)	Day(s)	Total
\$14.00	\$20.00			\$

Rate x amount of booths x days = total

Dates to be vacuumed

Total \$ _____

Telephone Service

Service	Quantity	Early Rate	Event Rate	Total
Phone Line		\$165.00	\$248.00	\$
Phone Line with telephone for incoming and outgoing calls		\$198.00	\$297.00	\$

Wireless Internet Service is free throughout building

- 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 that may occur as a result of use of the OCCC Wi-Fi.
- The Ocean City Convention Center cannot provide technical assistance.
- 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.

Total \$ _____

Audio/Visual Equipment Rental

Item	Quantity	Early Rate	Event Rate	Total
TV/DVD Combo		\$198.00	\$297.00	
TV/VCR Combo		\$198.00	\$297.00	\$
Screen		\$33.00	\$50.00	\$

Miscellaneous Items

Item	Quantity	Early Rate	Event Rate	Total
Easel		\$14.00	\$20.00	\$
Flip chart		\$40.00	\$60.00	\$
White Vinyl and Assorted Color Fabric		\$2.00/ft.	\$3.00/ft.	\$

Total \$ _____

Page 3 Total \$ _____

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POLICIES

Liability and Responsibility:

Ocean City 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 Ocean City 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 Ocean City 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 Ocean City 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.

Please Print Legibly

Company _____
 Address _____
 City _____ State _____ Zip Code _____
 Phone _____
 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.

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 Ocean City Convention Center. Orders cannot be placed by phone.

Total Enclosed \$ _____

Event: **OCHMRA 2012**

Booth Number _____

Please mail or fax entire form and payment to:

**Ocean City Convention Center
 4001 Coastal Highway
 Ocean City, MD 21842
 410-289-8311
 410-289-0058 (fax)**

Charge to Credit Card #

Expiration Date _____

Visa () Master Card () AMEX () Discover ()

For Office Use Only

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

Exhibitor (Please Print) Exhibitor Signature

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