



# EXHIBIT BOOTH SPACE CONTRACT

Ocean City Trade Expo - March 3 & 4, 2024  
 Ocean City Convention Center

**CONTACT INFO** - enter how you'd like to appear on website, print materials and booth sign

**Company Name** \_\_\_\_\_  
**Key Contact Name** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_  
**Website:** (linked online for free!) \_\_\_\_\_

## BOOTH INFORMATION

**Exhibit Hall Booth Info:** 10 X 10 Exhibit Booth Includes: back & side drapes, (1) 6' x 30" high **UN**draped table, (1) 110-volt electrical outlet, (1) 8" x 40" sign, (1) trashcan, and (2) chairs.

**Standard Booth - OCHMRA Member Rate \$690, Non-member Rate \$790**  
**Corner Booth - OCHMRA Member Rate \$850, Non-member Rate \$950**  
**Dockside Standard Booth - OCHMRA Member Rate \$400, Non-member Rate \$500**  
**Dockside Corner Booth - OCHMRA Member Rate \$450, Non-member Rate \$550**

**2024 Booth # Requested:** 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_

Please place me near alcohol booths: Yes \_\_\_ No \_\_\_ No Preference \_\_\_

(Previous year exhibitors have until September 30, 2023 to reclaim space by deposit).

## PAYMENT AUTHORIZATION

Checks: payable to OCHMRA      Credit Cards: A 2.5% service charge will be added if paying with credit card

Enclosed is a check for \$ \_\_\_\_\_, in total payment for booth space selected.

Enclosed is a check for \$ \_\_\_\_\_, which is 50% of the total cost of booth. *Full balance due on or before 1/5/24.*

**Charge my** (circle one): MC   Visa   Amex   Discover   **for** (circle one) 50% deposit **or** full amount + 2.5% processing  
 Card # \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_ V-Code \_\_\_\_\_

Signature \_\_\_\_\_

**Return to: OC Hotel-Motel-Restaurant Association, 5700 Coastal Hwy. #302, Ocean City, MD 21842**  
**or fax to: 410-289-5645 or email: susanjones@ocvisitor.com**

## Please circle the categories in which you want to be listed:

- |  |   |   |   |
|--|---|---|---|
| Accounting & Financial Planners            | Computer Software / POS / PMS Systems     | Ice Products                            | Property Maintenance Items & Services     |
| Advertising, Marketing & Promo Products    | Concrete Decks                            | Insurance                               | Real Estate                               |
| Air Conditioning & Heating Systems         | CPR / AED Training                        | Interior Design                         | Roofing & Sheet Metal Contracting         |
| Air Purification Systems                   | Desserts                                  | Internet Computer Networking            | Screen Printing & Embroidered Merch       |
| Amenities                                  | Dishwashing                               | Janitorial / Chemicals                  | Seafood                                   |
| Appliances & TV's                          | Donut Equipment                           | Kitchen Equipment & Repair / Cleaning   | Security & Video Surveillance             |
| Arcade Amusements / Games                  | Drink Mixes                               | Landscaping                             | Signs                                     |
| Architectural Engineering & Design         | Education / Organizations                 | Laundry Equipment                       | Staffing & Training                       |
| ATM Machines                               | Electrical Contractor                     | Legal Services                          | Storm & Security Shutters                 |
| Audio-Video Systems                        | Electronic Locks & Key Cards              | Lighting Maintenance & Installation     | Tabletop China & Glassware                |
| Automatic Doors                            | Elevator Sales & Service                  | Line Stripping                          | Technology Ordering                       |
| Bakery Products                            | Energy & Utilities                        | Linens & Linen Service                  | Telecom. Equip. & Services / 2-way Radios |
| Banking / Financing / Credit Card          | EV Charging / EV Installation             | Luggage Carts                           | Tourism & Economic Development            |
| Processing                                 | Exterior Railings                         | Mattresses & Frames / Bedding & Pillows | Towels & Bathrobes                        |
| Banners                                    | Facility Maintenance & Management         | Marketing                               | Transportation                            |
| Bathroom Fixtures, Renovation / Repair     | Fiberglass Products                       | Menus & Menu Signs                      | Uniforms & Tee Shirts                     |
| Beverages, Beverage Equipment & Distrib.   | Fire Systems / Services                   | Office Products                         | Vacuums                                   |
| Boilers, Compressors, Pumps & Filtration   | Fire, Wind, & Water Restoration           | Paging Systems                          | Vending                                   |
| Breweries & Distilleries                   | Fitness & Healthcare                      | Paper Products                          | Waste & Recycling                         |
| Builders / Construction / General Contr.   | Flooring Products & Tile / Grout Cleaning | Party Supplies                          | Water Service & Treatment                 |
| Business Equipment & Office Supplies       | Food Products & Gourmet Specialties       | Payroll Services                        | Web Design                                |
| Cabinetry & Countertops                    | Foot Products                             | Pest Control                            | Windows & Wallcoverings                   |
| Candy / Snacks / Convenience Items         | Fryer Management                          | Photography                             | Wine & Spirits                            |
| Carpet, Restoration, & Upholstery Cleaning | Furniture & Furnishings, Art & Mirrors    | Plumbing                                |   |
| Ceilings                                   | Guest Room Accessories                    | Pool Equipment & Furniture              | Other: _____                              |
| Coatings Contractor                        | Gutter Systems                            | Pressure Washing                        |   |
| Coffee, Espresso, & Related Products       | Hotel Data & Technology                   | Printers & Graphic Design               |   |

# EXPOSITION RULES AND REGULATIONS

## 1. ASSIGNMENT OF DISPLAY SPACE

Space will be assigned by the Management in accordance with the policy announced at the time display space is offered for reservation. The Management reserves the right to relocate display areas for the benefit of the exhibitor, or for the betterment of the exposition. No contract shall be in force until signed by the Management.

## 2. PAYMENT FOR DISPLAY SPACE

Partial or the entire payment may be made when the display space is requested. All space must be paid for in full ninety (90) days before the opening date of the exposition. Space not paid for by this date will be subject to cancellation and resale by the Management. Space reserved within ninety (90) days of the opening date must be paid for in full at the time application is made.

## 3. CANCELLATION OF DISPLAY SPACE

Display space may be canceled up to ninety (90) days prior to the opening date of the exposition and will be charged a \$50 processing fee; a cancellation charge equal to one half the price of the space will be made by the Management for space canceled forty five (45) to ninety (90) days prior to the opening date of the exposition, and, a cancellation charge equal to the full price of the space if canceled within forty five (45) working days of the opening date of the exposition. In case the exposition shall not be held, for any reason whatsoever, the rental and lease of space to the exhibitor shall be terminated, in which case the limit of claim for damage and/or compensation by the exhibitor shall be the prorated amount paid.

## 4. USE OF DISPLAY SPACE

- In the event the exhibitor fails to install his display within the time limit set for opening the exposition, or fails to pay the space rental at the time specified or fails to comply with any provisions concerning his use of display space, the Management shall have the right possession of said space and resell same, or any part thereof.
- All demonstrations, sales activities and distribution of circulars and promotion material must be confined to the limits of exhibitors booth. (No exhibitor shall assign, sublet, or share the space assigned without consent of the Management). Exhibitors must display goods manufactured or dealt in by them in their regular course of business, unless otherwise approved by the Management.
- Exhibits, which include the operation of musical instruments, radios, sound, motion picture equipment, public address systems, or any noise making machines must be operated so that the noise resulting from there will not annoy or disturb adjacent exhibitors and their patrons, and must be approved by the Management. Annoying flashing lights are prohibited.
- ALL AWNINGS & TENTS MUST BE FLAME RETARDANT AND APPROVED BY SHOW MANAGEMENT.**

## 5. HEIGHT RESTRICTIONS

- The standard booth equipment has a back wall 8 feet high and division side walls 33 inches high. The back half of the side walls of the booth may extend to the height of the back wall. The upper front half of the side wall must be open to permit side viewing through the booth.
- A piece of equipment or a product that is an integral part of the display but not part of the booth, may extend above the back wall, as approved by the Management.
- In no instance will the exhibitor be permitted to install a sign descriptive placard above the back wall.
- The above and any other special or unusual exhibit construction or installation must be approved, in advance, by the Management.

## 6. INSTALLATION AND REMOVAL OF DISPLAYS

- All displays must be erected and completely arranged for viewing by the date and hour officially announced for the opening of the exhibition, or for official inspection by the Management.
- Noisy or unsightly work in any exhibitor's booth area after the above deadline is prohibited during exhibit hours.
- Goods received after the opening of the exhibition must be delivered to the booth and arranged at times other than official exhibit hours.
- Goods and materials used in any display (except bona fide samples) may not be removed from the exhibit hall or any outdoor exposition area until the exposition has been officially closed without the approval of the Management.
- The deadline for clearance of all materials from the exhibit hall will be enforced. It is the sole responsibility of each to have materials packed, identified and cleared for shipment by such time.
- The Management reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle dispose of, store and clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the previous requirement, or to order such work to be done at the sole expense of the exhibitor.

## 7. OPERATING RESTRICTIONS

- The Management reserves the right to restrict displays which because of noise, methods of operation, materials, or for any reason, become objectionable; and, to prohibit or remove any displays, which, in the opinion of the Management, detracts from the general character or appearance of the exposition.
- No firm or organization not assigned space in the exposition will be permitted to solicit business within the exhibit area.
- Trade publications are prohibited from soliciting subscriptions or advertising, except in their respective booths. Promotional activities will not be permitted outside assigned areas.
- The serving and distribution of alcoholic beverages is subject to the shows regulations.
- The use of live models, performers, and similar persons within the exhibit area for demonstrations, explanations, etc., shall be subject to the approval of the Management.

## 8. STORAGE OF PACKING CRATES AND BOXES

Exhibitors will not be permitted to store packing crates and boxes in their booths during the show period. But these, when properly marked, will be stored and returned to the booth by show employees. It is the exhibitor's responsibility to mark and identify his crates. Crates not properly marked or identified may be destroyed.

## 9. CARE OF BUILDING AND EQUIPMENT

Exhibitors and their agents shall not injure or deface walls, floors, or any part of the exhibit building, or booth materials and equipment of another exhibitor. When such damage appears, the exhibitor causing such damage is liable to the owner of the property so damaged.

## 10. PUBLIC POLICY

- Each exhibitor is charged with knowledge of and compliance with all laws, ordinances and regulations pertaining to health, fire prevention and public safety.
- All booth decorations must be flame proofed and all hangings must clear the floor. Electrical wiring must conform with National Electrical Code Safety Rules. If inspection indicates neglect in complying with these regulations, or otherwise presents a fire hazard or danger, the Management may cancel all or such part of a display as may be irregular, and effect the removal of same at the exhibitor's expense (A fire extinguisher must be provided.)

## 11. EXHIBITOR'S AUTHORIZED REPRESENTATIVES

Each exhibitor shall provide Management, in advance, the name and title of the person who will be in attendance at the exposition and responsible for the installation, operation and removal of the exhibit. Said representative shall be authorized to enter into such service contracts as may be necessary, for which the exhibitor shall be responsible. Badges must be worn on show floor at all times.

## 12. LIABILITY AND INSURANCE

- Every reasonable precaution will be taken by the Management to protect property during installation show period and removal. However, neither the sponsor of the exposition, the Management, service contractors, building or ground officials, nor any officers, staff members, or directors of any of the same, are responsible for the safety of the property of exhibitors from theft or damage by fire, accident, vandalism, or other causes. Security will be on the premises as required.
- All property of the exhibitor will remain under his custody and control in transit to, from, and within the confines of the exhibit hall, subject to the rules and regulations of the exposition. Exhibitors must carry appropriate insurance to cover display materials against damage and loss, and public liability insurance against injury to the person and property of others.

## 13. AGREEMENT

By signing the space application on the other side of this page, the exhibitor agrees to abide by these Rules and Regulations and the decisions of the Management.

## 14. LIABILITY

Exhibitor agrees to make no claim against the Ocean City Hotel-Motel-Restaurant Association nor its members, agents, employees, nor against the Ocean City Convention Center for loss, theft, damage or destruction of goods, nor for any injury to himself or employees while in the exposition quarters, nor for any damage of any nature or character whatsoever, including any damage to his business by reason of the failure to provide space for the exhibit, or the removal of the exhibit, nor for any action of any nature of the Association or its members, committees, employees or agents, nor for failure to hold the Show as scheduled.