

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

HFAM and LifeSpan 2017 Joint Conference

Move-in day(s) and times: Monday, 10/23: 1:30pm-5:30pm & Tuesday, 10/24: 7:30am-10:30am

Move-out day(s) and times: Wednesday, 10/25: 1pm-5pm

Booths will be 10'x8' red,white,black,yellow (MD Colors) 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: \$29.00 per each CWT (100 pounds of weight), or fraction thereof, per shipment.

Event Rate: \$42.00 per each CWT (100 pounds of weight), or fraction thereof, per shipment.

Total weight of all shipments _____ lbs. Early rate \$29.00 x _____ CWT = \$ _____
Total weight of all shipments _____ lbs. Event rate \$42.00 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 \$32.00)	+	(hours x \$32.00)	=	\$ _____
Event rate	(hours x \$48.00)	+	(hours x \$48.00)	=	\$ _____

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 \$50.00)	+	(hours x \$50.00)	=	\$ _____
Event rate	(hours x \$74.00)	+	(hours x \$74.00)	=	\$ _____

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

Page 1 Totals _____ (no tax)

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

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

Event rate goes into effect 72 hours prior to move-in for all services that are provided by the 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		\$56.00	\$84.00	\$
1000 watts		\$70.00	\$104.00	\$
20 amps		\$84.00	\$126.00	\$
30 amps		\$98.00	\$147.00	\$
150 watt floodlights		\$42.00	\$63.00	\$

Total \$ _____

Phase 1 208 Volt Service	Number of Services	Early Rate	Event Rate	Total
20 amps		\$98.00	\$147.00	\$
30 amps		\$112.00	\$168.00	\$
60 amps		\$139.00	\$208.00	\$
80 amps		\$165.00	\$248.00	\$
100 amps		\$192.00	\$287.00	\$

Total \$ _____

Phase 3 208 Volt Service	Number of Services	Early Rate	Event Rate	Total
20 amps		\$112.00	\$168.00	\$
30 amps		\$126.00	\$188.00	\$
60 amps		\$154.00	\$229.00	\$
80 amps		\$181.00	\$271.00	\$
100 amps		\$252.00	\$378.00	\$

Total \$ _____

Other voltages and amps available – rates upon request

List equipment and wattage below

Page 2 Totals _____

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Tables

Draped Tables

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

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'		\$63.00	\$94.00			\$
18"x6'		\$66.00	\$98.00			\$
24"x6'		\$69.00	\$101.00			\$
30"x6'		\$71.00	\$105.00			\$

Undraped Tables

Size	Quantity	Early Rate	Event Rate	42" High Add \$2.00	Total
24"x4'		\$11.00	\$16.00		\$
18"x6'		\$11.00	\$16.00		\$
24"x6'		\$11.00	\$16.00		\$
30"x6'		\$11.00	\$16.00		\$

Total \$ _____

Miscellaneous Items

Item	Quantity	Early Rate	Event Rate	Total
Easel		\$15.00	\$21.00	\$
Flip chart		\$42.00	\$63.00	\$
Assorted Color Fabric		\$3.00/ft.	\$4.00/ft.	\$

Total \$ _____

Telephone Service

Service	Quantity	Early Rate	Event Rate	Total
Phone Line		\$174.00	\$261.00	\$
Phone Line with telephone for incoming and outgoing calls		\$208.00	\$312.00	\$

Total \$ _____

Internet Service

Service	Quantity	Early Rate	Event Rate	Total
High Speed Internet Connection – Ethernet (Hall A/B only)		\$395.00	\$593.00	\$

Total \$ _____

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.

Page 3 Totals _____

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