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

Company _____

Booth # _____

The Roland E. Powell Convention Center

4001 Coastal Highway • Ocean City, MD 21842
410-289-2800 • 410-289-0058 (Fax)

Exhibitor Service and Rental Order Form

for

MARYLAND STATE FIREFIGHTERS ASSOCIATION

Move-in day(s) and times: **Booth Vendors - Saturday, June 19, 2027: 8am-7pm**
Apparatus - Saturday, June 19, 2027: 11am-7pm
Late Move- in - Sunday, June 20, 2027: 8am-12pm
Move-out day(s) and times: **Tuesday, June 22, 2027: 12pm**

Booths will be **10'x10'** with **Red/White/Gold/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 $_____ **(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 1 208 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 3 208 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 Total $_____

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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 Total s_____

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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.

Event: MSFA 2027 Booth Number: _____

Please email entire form and payment to:

Matt Mansfield – mmansfield@oceancitymd.gov
Shianne Martin – smartin@oceancitymd.gov
Jennifer Karwecki – jkarwecki@oceancitymd.gov

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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

7/2025