

OCEAN CITY RESORT GIFT EXPO

General Information

1. SHOW MANAGEMENT

The Ocean City Resort Gift Expo is managed by **Urban Expositions**.

Prior to the show please direct all inquiries to:

1690 Roberts Blvd. NW
Suite 111
Kennesaw, Ga. 30144
800-318-2238
678-285-3976
FAX: 678-285-7469
E-Fax: 678-831-4583

2. VENUE

The Ocean City Resort Gift Expo will be held November 17-19, 2019 at the:

Roland E. Powell Convention Center
4001 Coastal Highway
Ocean City, MD 21842
410-289-8311 / FAX 410-289-0058

3. SHOW OFFICE

The show office will be located upstairs, next to the ballroom, in room 210 at the Roland E. Powell Convention Center. Please see below schedule for days and times.

Show Office Hours:

Friday	November 15, 2019	8:00 AM – 6:00 PM
Saturday	November 16, 2019	8:00 AM – 6:00 PM
Sunday	November 17, 2019	8:00 AM – 5:30 PM
Monday	November 18, 2019	8:30 AM – 5:30 PM
Tuesday	November 19, 2019	8:30 AM – 3:00 PM

4. EXHIBITOR MOVE-IN

Exhibit Halls A/B and Upstairs Ballroom

Friday	November 15, 2019	8:00 AM – 6:00 PM
Saturday	November 16, 2019	8:00 AM – 6:00 PM

All set-up activities in these areas will be restricted to the confines of the booth space after 4:00 PM on Saturday, Nov. 16th 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 2:00 pm Saturday, Nov. 16th to prevent booths from being reassigned to another 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 fax back to 678-831-4582. This is important for us to have on file in case of emergencies or for some reason we need to contact you during the show.

5. SHOW DATES AND HOURS

Sunday	November 17, 2019	9:00 AM – 5:00 PM
Monday	November 18, 2019	9:00 AM – 5:00 PM
Tuesday	November 19, 2019	9:00 AM – 3:00 PM

Exhibitors will be allowed in the exhibit area one hour prior to the opening of the exhibition.

6. EXHIBITOR MOVE-OUT

Tuesday	November 19, 2019	3:01 PM – 11:00 PM
---------	-------------------	--------------------

NO DISASSEMBLING of exhibits will be allowed until after 3:00 PM on Tuesday, Nov. 19th. 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 7:00 PM Tuesday, November 19th. Any freight still left on the floor will be deferred to the official freight carrier.

7. SERVICES INCLUDED IN EXHIBIT COST

Included in the cost of each booth are the following:

- D One 500 Watt Electrical Outlet
- D Booth Pipe & Drape (**8' High Side Drape & 8' High Back Drape**) blue & White in Hall A/B (**10x10 booths**), Red & White in the upstairs ballroom (**8x10 booths**)
- D Booth Identification Sign
- D Buyer Invitations & Stickers
- D Listing in the Official Show Pocket Directory
- D Advertising and Promotion of Event
- D One 6' Undraped Table
- D Two Chairs per booth
- D One Wastebasket per booth

*Please note: the **upstairs ballroom** is carpeted exhibit space

8. EXHIBITOR REGISTRATION:

You may register your booth staff via the Online Directory. Please contact Urban Expositions if you need your User ID & Password to log into the Online Directory.

9. ATTENDANCE OF CHILDREN

In order to uphold the integrity and professionalism of the exhibition, no persons under 14 years of age shall be admitted to the exhibition.

EXHIBIT REGULATIONS

10. TERMS AND CONDITIONS

Please review all the terms and conditions associated with exhibiting in the Ocean City Resort Gift Expo. They are outlined on the backside of the "Official Show Contract."

11. 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, fire and theft, etc. Rainprotection is our preferred insurance carrier.

SHOW MANAGEMENT AND THE OFFICIAL SERVICE CONTRACTOR WILL NOT ACCEPT LIABILITY OR RESPONSIBILITY FOR ANY LOSS, DAMAGE OR INJURY OCCURRING TO EXHIBITOR PERSONNEL OR PROPERTY, OR ANY LOSS, DAMAGE OR INJURY CAUSED TO ANYONE OR ANYTHING BY THE EXHIBITORS.

12. SAMPLE SALES

In keeping with the wholesale nature and intent of the show, the sale of samples or merchandise for delivery at 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 show for the benefit of the buyers. Violations of the terms of this paragraph may result in immediate dismissal from the current show and exclusion from participation in future shows. No refund of exhibit fees will be made.

13. PHOTOGRAPHY

Photography of any kind is strictly prohibited unless you receive prior written approval from that exhibitor.

14. VIOLATIONS

As a condition for exhibiting, each exhibitor shall agree to observe the show policies. Urban Expositions reserves the right to restrict and/or expel at any time any exhibit, which it deems undesirable. Any exhibitor who fails to observe these conditions of the contract, or who, in the opinion of the management of Urban Expositions conducts themselves unethically, will be dismissed 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 Urban Expositions, whose decisions will be final.

15. ROLAND E. POWELL CONVENTION CENTER

The Roland E. Powell Convention Center is the official decorator for the 2019 Ocean City Resort Gift Expo. Please be sure to carefully review all R.E.P.C.C. information and order forms, located in this manual. To ensure cost efficient, timely service during move-in, please submit all forms to R.E.P.C.C. well in advance of the deadlines.

Please direct all display and freight inquiries to:

Roland E. Powell Convention Center
4001 Coastal Highway
Ocean City, MD 21842
410-289-2800
410-289-0058 (FAX)
Attn: Reatta Tate or Regina Brittingham

During the show, the Convention Center will operate a service desk, which will be conveniently located downstairs across from Halls A/B for your needs. All questions pertaining to freight, material handling, rental furnishing and accessories should be directed to the R.E.P.C.C.

SHIPPING, ADVANCED RECEIVING, & MATERIAL HANDLING

16. GENERAL INFORMATION

Please contact the Roland E. Powell Convention Center, if you have questions regarding shipments, please contact them at 410-289-2800.

For safety and insurance reasons, The Convention Center has jurisdiction over the operation of all material handling equipment and all unloading, reloading and handling of freight.

17. ADVANCED SHIPPING AND RECEIVING

Any questions regarding advanced shipping and receiving should be directed to: The Roland E. Powell Convention Center, 410-289-2800

18. SHIPPING 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 7 days prior to show. Those received prior to this time will not be accepted.

19. 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/Urban Expositions will provide, at no extra cost, porters and cart services. This will be on a first-come, first-served basis for all POV's.** We will do our best to have available manpower when you arrive, but 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 chose to bring their own freight into the 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

20. 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 to safeguard personal property and belongings. Management is not held responsible for any loss or damage to 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.

21. 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 making sure their directory information and line listings are up-to-date using the **E-Booth Portal**. If you have any questions concerning your listing or retrieving your login information, please contact Lisa Meyer, lisa.meyer@clarionevents.com, (678) 370-0346

Clarion Events/Urban Expositions offers a variety of marketing and promotional opportunities to Ocean City Resort Gift Expo exhibitors. Please visit www.oceancitygiftshow.com for information about how to list your **Show Specials, Pocket Directory Advertising**, and more! Deadlines vary, so make sure you don't miss out on any 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 to new exhibitors. Package details can be found in the Marketing Kit and on the website: www.oceancitygiftshow.com

HOTELS & TRAVEL INFORMATION

22. CONNECTIONS

Urban Expositions has retained the services of CONNECTIONS to secure discounted hotel rates in the Ocean City area and assist exhibitors and retailers with reservations at these properties. In order to take advantage of these discounts, please contact **CONNECTIONS** at **855-246-8722** and refer to the Ocean City Resort Gift Expo, or [click here to reserve your hotel room](#).

Please contact CONNECTIONS 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.

23. DIRECTIONS

If you are traveling by air, there are a few 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 note the following addresses and refer to www.mapquest.com for specific directions.
 - 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 Rd toward Airport Rd
- Turn Right onto Airport Rd
- Go 2.5 miles, and then turn Right onto Walston Switch Rd.
- Go 12.6 miles, then turn Right onto US-50 East/Ocean GTWY
- Merge onto MD-90 East toward Ocean City/North of 33rd St.
- Turn Right onto Coastal Hwy/MD-528 South
- The convention center will be on your Right
- Total Estimated Time: 45 Minutes

Quick Reference



<u>QUESTIONS</u>	<u>CONTACT</u>	<u>PHONE</u>
Booth Assignment & Status	Joseph Lee	678-831-4576
	Urban Expositions	678-285-3976 678-831-4582(fax)
Advanced Shipping to Warehouse	Convention Center	410-289-2800 410-289-0058(fax)
Booth Package (Tables, etc.)	Convention Center	410-289-2800
Labor	T.E.A.M. Productions	410-289-8230
Caravan Services	Legacy Logistics	484-637-9333 kmitchell@shiplegacy.com
Official Freight Carrier	Legacy Logistics	484-637-9333
Advertising in Show Directory	Lisa Meyer	678-370-0346
Marketing & Promotional Opportunities	Lisa Meyer	678-370-0346
Exhibitor Badges	Lisa Meyer	678-370-0346
Hotel Reservations	Connections	855-246-8722