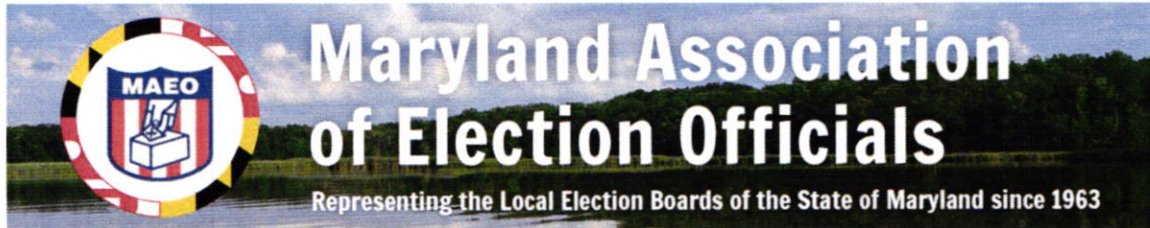


2017 ANNUAL CONFERENCE VENDOR INFORMATION PACKET



www.maeo.net

June 6 to June 9, 2017

**Clarion Resort Fontainebleau Hotel – Oceanfront
10100 Costal Hwy (101st Street)
Ocean City, MD 21842**

TO: Vendors

FROM: Christine Jones, Vendor Coordinator

RE: 2017 Annual Conference Registration

DATE: January 25th, 2017

We are excited to offer you and your organization the chance to attend the Annual Maryland Association of Election Officials Conference (MAEO)! This year, MAEO is holding its annual conference from June 6 through June 9 at the Clarion Resort Fontainebleau Hotel in Ocean City, MD. This conference provides an excellent opportunity for vendors to market their products and solutions to the entire Maryland election community.

The conference will be attended by the State Board of Elections, Board Members, Directors and other staff responsible for purchasing supplies and services for the 2018 Gubernatorial Election. Representatives from all 24 local Boards of Elections in Maryland will be present. There are many excellent reasons for a vendor to be interested in attending, including:

- The 2016 elections were the first elections in Maryland using the new paper-based voting system. This means that all 24 local boards will need products, solutions and resources for the unique issues that come with managing elections using paper ballots.
- The Local Boards of Elections are always looking for innovative products and solutions that will improve their business process and efficiency.
- There will be over 250 members and guests in attendance that will have the opportunity to visit your booth for personal products and solutions.

Below is the Vendor Information Packet. To reserve your space please submit the attached registration form and fee to the MAEO address provided on the form. If you require any exhibit services including delivery, storage and electric please complete the attached exhibitor service order form and send directly to the Clarion. Vendor space will be assigned on a first come/first serve basis and space is limited.

Conference Benefits

- The opportunity to promote and discuss your products and solutions with the MAEO membership and guests during scheduled breaks, between seminars and before and after each day of the conference.
- The opportunity to present your goods or services to the assembled MAEO membership at the Vendor Presentation during lunch on June 7th.
- Vendor fee to include:
 - One six foot draped table and two chairs
 - Two registrations that include:
 - Meals for Wednesday and Thursday
 - Attendance to all seminars and events
 - Meeting Packet

Booth Assignment

- Vendor booths will be assigned on a first come/first serve basis.
- No assignments will be made without full vendor registration fee.
- Vendors may set up booths and equipment Tuesday, June 6th from 4pm-7pm and Wednesday, June 7th from 6am-7:30am.
- Breakdown of booths and equipment begins Thursday, June 8th at 5pm.

Sponsorships

Increase your visibility and profile by purchasing a sponsorship!

- Grab everyone's attention with a high profile sponsorship
- Your company will receive acknowledgement from the President of MAEO at the conference and your logo will appear on the "Thank you" page in our conference booklet.
- Your company will have the right to post signs, participate in giveaways, and gain more face-time in front of the assembled conference.

Contact Christine Jones at christine.jones@maryland.gov or call 410-758-0832 to discuss our many sponsorship opportunities.

Advertising

Can't make it in person this year?

You can still gain exposure by securing advertising space at the conference. There are many advertising opportunities that MAEO would be happy to discuss with you so you can feature your products and solutions to the MAEO membership.

Contact Christine Jones at christine.jones@maryland.gov or call 410-758-0832 to discuss our many sponsorship opportunities.

Important Dates to Remember

- April 28, 2017 Registration & Conference Fee Deadline
- May 24, 2017 Refund Deadline
- June 6, 2017 Setup 4pm-7pm
- June 7, 2017 Setup 6am-7:30am.
Presentation to the assembled MAEO
membership during lunch at 12:45pm.
- June 8, 2017 Breakdown starts at 5pm.
Vendor giveaways at 7:30pm during
dinner

Hotel Information

Clarion Resort Fontainebleau Hotel – Oceanfront
10100 Coastal Hwy (101st street)
Ocean City, MD 21842

Reservations: 410-524-3535

Access the conference schedule, hotel information and a printable
registration form at <http://www.maeo.net/>

MAEO CONTACT INFORMATION

Christine Jones

MAEO Vendor Coordinator

Email: christine.jones@maryland.gov

Work: (410) 758-0832

Cell: (443) 623-5635

**President**

David Garreis

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Gail Hatfield
Armstead B. Jones Sr.
Mary-Frances Alcoser
Gilberto Zelaya**Maryland Association of Election Officials**

2017 Annual Conference

Tuesday, June 6, 2017 thru Friday, June 9, 2017

Clarion Resort Fontainebleau Hotel

10100 Coastal Highway | Ocean City, MD 21842

Reservations: (800) 638-2100

PLEASE PRINT CLEARLY!

First Name

Last Name

Street Address

City

State

Zip

Email

Phone

☐ Check here for special dietary needs:*Please Specify*

Registration Fee (Members):	Fee
Full Registration (Tuesday-Friday)	<input type="checkbox"/> \$225
One Day Registration- Wed. (meals included: breakfast and lunch only)	<input type="checkbox"/> \$140
One Day Registration- Tues. (meals included: breakfast and lunch only)	<input type="checkbox"/> \$140
Member Registration Total \$	

Spouse/Guest Registration:	Fee
1.	<input type="checkbox"/> \$210
2.	<input type="checkbox"/> \$210
Guest Registration Total \$	

Vendor Registration:	Fee
Includes one 6' table for display and full registration for 2*	
Name:	<input type="checkbox"/> \$500
Brief Discription:	
Vendor Registration Total \$	

Make check payable to MAEO and mail payment

with registration form to:

MAEO, Danna Archie-Williams, Treasurer

Baltimore County Board of Elections

11112 Gilroy Road, Suite 104

Hunt Valley, MD 21031

(410) 887-5700

dewilliams@baltimorecountymd.gov

GRAND TOTAL

\$

Due by 04/28/2017

****Registrations postmarked after
05/06/2017 will be subject to a 5%
surcharge****

Cancellation Policy- NO REFUNDS AFTER 05/24/2017

Registration forms must be accompanied by payment. No registrations will be processed without
payment. Faxed forms will be held pending payment.Access the Agenda, Hotel Information and a Printable Registration Form at www.maeo.net



Please check if NO services are needed



EXHIBITOR SERVICE ORDER FORM

Exhibits MAEO – XE0607

June 7 - 8, 2017

Please complete and forward directly to the Clarion Resort Fontainebleau Hotel

Please Print:

Exhibitor Company Name:

Contact Person:

Address:

City/State/Zip:

Phone Number:

AUTHORIZATION SIGNATURE:
(Please reserve the services indicated)

Exhibit Material Storage:

The hotel does not accept Exhibit materials delivered sooner than **one week prior** to the convention date.

NO freight deliveries accepted to or from hotel unless there is a lift gate on the truck and appropriate manpower is sent to remove/replace deliveries on the truck.

Other Requirements:

If there are any unique requirements for exhibit space, please contact the Catering Department.

Special Notice:

No nails, bracing wires, staples or tape used in constructing displays may be attached to walls, floor or ceiling. All property damage by exhibitor's expense. All large exhibit items must use the freight elevator only. Permits for selling must be obtained prior to exhibit show and must be on hand during show hours.

Shipping Labels – REQUIRE Name of Recipient & Name of CO.

Exhibit items sent by trucking co. require complete Bill of Lading with the names of shipper and receipt MUST include address. (PO Box numbers are NOT acceptable for shipping via truck, UPS or FedEx)

Return Shipping via FedEx and UPS require full name, address and telephone number. Prepayment is required for return shipping. There will be no direct billing extended for exhibit items.

PREPAYMENT MUST BE SENT FOR SERVICE AND
MAILED DIRECTLY TO: **Jacque Bradbury**

IF PAYING BY CREDIT CARD:
CREDIT CARD NUMBER:

CCV: _____ EXP: _____

NAME OF CARDHOLDER:

SIGNATURE:

CARDHOLDER PHONE NUMBER:

EMAIL ADDRESS FOR RECEIPT:

MAKE CHECKS PAYABLE TO:

Clarion Resort Fontainebleau Hotel
10100 Coastal Hwy
Ocean City, MD 21842
(410)524-3535 or FAX (410) 524-4907
EMAIL: jbradbury@ClarionOC.com

EXHIBIT SERVICE CHARGES:

110V Outlets, Single Phase \$50.00 x _____
(Charged once per booth, per convention)

Extension Cord \$30.00 x _____
(Per cord)

Hardwired Internet Access \$60.00 x _____
(\$60.00 per day/ per computer)

Storage/ Delivery Charges-
(Includes storage & handling to & from exhibitor booth from freight dock.)

Box (Each) \$10.00 x _____

Pallet (Each) \$40.00 x _____
TOTAL AMOUNT DUE: \$ _____

Catering Office Use Only:

Date Paid: _____ Initials: _____