



2019 ANNUAL CONFERENCE VENDOR INFORMATION PACKET

Tuesday, May 21st to Friday, May 24, 2019

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

www.maeo.net

TO: Vendors

FROM: Gail Hatfield, Vendor Coordinator

RE: 2019 Annual Conference Registration

DATE: August 23, 2018

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 Tuesday, May 21st through Friday, May 24, 2019 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. We would be delighted to have you showcase your products and services to us.

The conference will be attended by the Maryland State Board of Elections, as well as Board Members, Directors, attorneys and other key staff responsible for purchasing supplies and services for the 2020 Presidential Elections. Representatives from all 24 jurisdictions in Maryland will be present. There are many excellent reasons for a vendor to be interested in attending, including:

- Exposure of your products! New this year! We are adding a TRADE SHOW to our agenda! This will give you more time to share your products with our attendees!
- 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.
- RFPs will be going out this year for new Poll Books and Local Boards of Elections are always looking for innovative products and solutions that will improve their business process and efficiency.
- Security is a prime concern for all Maryland Elections. With the new Law passing, Same Day Registration is coming to Maryland
- 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. **Please read carefully as the registration process has changed!** To reserve your space, please complete the attached registration form along with the **level of sponsorship** you have chosen and any add-ons you may have chosen with a check to the MAEO address provided on the form. If you require any exhibit services including delivery, storage or 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 our conference.
- Opportunity to participate in our new **TRADE SHOW** about your product

Sponsorships

This year all vendors will participate in a sponsorship opportunity. Increase your visibility and profile by purchasing a higher sponsorship!

- Grab everyone's attention with a high profile sponsorship as these will be listed in our conference book, agenda and also include 3 large signs with YOUR logo.
- Sponsor a break, entertainment, meal, or giveaways for an even higher recognition.
- 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.

- **Platinum Sponsorship-(Best buy for large companies!) \$6000** if payment is posted on or prior to April 15th, 2019. If postmarked after that date price increases to \$6500. Sponsorship includes VIP Conference Booth Selection and prime location in the TRADE SHOW. Logo to appear in conference handouts and on **3 large signs with your logo placed around the conference areas**. Includes **5 conference registrations with meal packages**. Head of line for vendor presentations during conference. 2 six foot tables and 5 chairs. New this year! Includes a prime location in the trade show to promote your product to the conference participants
- **Gold Sponsorship-(Great Buy!) \$4500** if payment is posted on or prior to April 15th, 2019. If postmarked after that date price increases to \$5000. Sponsorship includes Premium conference booth selection and better location in the TRADE SHOW. Logo to appear in conference handouts and **2 large signs with your logo placed around the conference areas**. Includes **3 conference registrations with meal packages**. Next in line for vendor presentation during conference. 1 six foot table and 2 chairs. New this year to include a good location in the trade show for promoting your products to the conference participants
- **Silver Sponsorship-(Good Buy) \$3000** if payment is posted on or prior to April 15th, 2019. If postmarked after that date price increases to \$3500. Sponsorship includes good conference booth selection and good location in our new TRADE SHOW. Logo to appear in conference handouts. Includes **2 conference registration with meal packages**. Participate in vendor presentations during conference. 1 six foot table and 2 chairs. Opportunity to promote product to conference participants in trade show.
- **Bronze Sponsorship- \$2000** if payment is posted on or prior to April 15th, 2019. If postmarked after that date price increases to \$2500. Sponsorship includes conference booth in TRADE SHOW. Logo to appear in conference handouts. Include **1 conference registration with meal package**. 1 six foot table and 1 chair.
- **Basic -Vendor fee of \$1500 to include:** One six foot draped table and one chair (**no conference registration and no meal package. Meal package must purchase separately of \$500 per person attending**)

Add Ons- (Do not include conference registration and booths)

Full Bar Sponsorship: \$5,000. Sponsorship pays for up to two drinks for every member at conference. Vendor may provide signage and products and place them in the bar area.

Theme Party Sponsorship: \$4000. Sponsorship provides for the snacks and decorations for our themed night of entertainment. Vendor may provide signage and products in the dining area during the entertainment.

Break Sponsorship: \$3,000. Sponsorship provides snacks and drinks for one break during the conference for all members. Vendor may provide signage and products in break area.

Promotional Sponsor: \$2000. Sponsorship is put towards conference promotional items such as bags etc. Vendor may add their logo to the product.

Booth Assignment for TRADE SHOW

- Vendor booths will be assigned on a first come/first serve basis and will be **prioritized by level of sponsorship.**
- No assignments will be made without full vendor registration fee.
- Vendors may set up booths and equipment Tuesday, May 21st from 9am-3pm and Wednesday, May 22nd from 6am-7:30am. Trade Show will open at 3 pm when registration opens
- Breakdown of booths and equipment begins Thursday, May 23rd at 5pm.

Contact Gail Hatfield at gail.hatfield@maryland.gov or call 410-535-2214 with any questions about our many sponsorship opportunities.

Advertising

Can't make it in person this year? You can still get your name out there by doing a sponsorship or paid advertisement in our conference materials.

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 Gail Hatfield at gail.hatfield@maryland.gov or call 410-535-2214 to discuss our many advertising opportunities.

Important Dates to Remember

- April 30, 2019 Registration & Conference Fee Deadline
- May 10, 2019 Refund Deadline
- May 21, 2019 Setup 9am-3pm Trade Show opens at 3
- May 22, 2019 Setup 6am-7:30am.
Presentation to the assembled MAEO membership during lunch at 12:45pm.
- May 23, 2019 Breakdown starts at 5pm.
Vendor giveaways at 7:30 pm during dinner

Hotel Information

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

Reservations: 410-524-3535 or 1-800-638-2100

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

MAEO CONTACT INFORMATION

Gail Hatfield

MAEO Vendor Coordinator

Email: gail.hatfield@maryland.gov

Work: (410) 535-2214

Cell: (410) 808-1520

Registration and payment to be submitted to:

Danna Archie-Williams, Treasurer
Baltimore County Board of Elections
11112 Gilroy Rd. Suite 104
Hunt Valley, MD 21031
410-887-5700

Maryland Association of Election Officials
2019 Annual Meeting and Conference
Tuesday, May 21, 2019 thru Friday, May 24, 2019
Clarion Resort Fontainebleau Hotel
10100 Coastal Highway | Ocean City, MD 21842
VENDOR REGISTRATION

Company Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email: _____

Attendee Names: _____

**** Type or clearly print contents in column above. Then select options below ****

LEVEL OF SPONSORSHIP

_____ \$6000 PLATINUM SPONSOR

_____ \$4500 GOLD SPONSOR

_____ \$3000 SILVER SPONSOR

_____ \$2000 BRONZE SPONSOR

_____ \$1500 BASIC REGISTRATION

(With no Meal Packages and 1 table)

_____ \$500 MEAL PACKAGE

OPTIONAL ADD-ONS (Do not include meal packages and tables)

_____ \$5000 FULL BAR SPONSOR

_____ \$4000 THEME PARTY SPONSOR

_____ \$3000 BREAK SPONSOR

_____ \$2000 PROMOTIONAL SPONSOR

***** See enclosed descriptions for each Vendor sponsorship*****

Make checks payable to MAEO

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