

**MAEO 2021 Annual Conference  
and  
State Board of Elections Biennial**

**VENDOR INFORMATION PACKET**



**August 23, 2021 to August 26, 2021**

**Clarion Resort Fontainebleau Hotel – Oceanfront  
10100 Coastal Hwy (101<sup>st</sup> Street)  
Ocean City, Maryland 21842**

[www.maeo.net](http://www.maeo.net)



## Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

**TO:** Business Partners  
**FROM:** Gail Hatfield, Vendor Coordinator  
**RE:** 2021 MAEO Annual Conference Registration

The Maryland Association of Election Officials (MAEO) is currently planning to hold an in-person conference. The CDC guidelines, the Governor's Executive mandates and all safety protocols will be followed.

We are excited to offer your organization an opportunity to attend the MAEO Conference and State Board of Elections Biennial! The conference will be held from Monday, August 23, 2021 through Thursday, August 26, 2021 at the Clarion Resort Fontainebleau Hotel in Ocean City, Maryland. This opportunity will provide an excellent opportunity to market your products and services to the entire Maryland election community. We would be delighted to have you showcase your products and services to us.

Attendees of the conference include the Maryland State Board of Elections and local election Board Members, Directors, and key staff responsible for purchasing supplies and services. The attendees are representatives from all 24 jurisdictions in Maryland.

The Sponsor and Vendor Information Packet is included in this packet. **Please read carefully as the registration process has changed.** To reserve your space, please complete the attached registration form including the **level of sponsorship** and any additional activities you are willing to sponsor. Submit the completed registration with a check payable to MAEO to our Treasurer, Danna Williams, at the address listed.

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.**

**Don't miss out** on the opportunity to promote and discuss your products and services with the MAEO membership and the State Board of Elections during our Welcome Reception and Trade show, scheduled breaks, between seminars, and before and after each day of the conference. We hope to see you in August!

[www.maeo.net](http://www.maeo.net)

## **Sponsorship Opportunities**

All vendors will be listed as a sponsor. **Increase your visibility and profile by selecting a Platinum and Gold sponsorship and/or by sponsoring the Welcome Reception and Tradeshow, a break, meal or entertainment!**

- Gold and Platinum sponsorships will attract everyone's attention with a high profile sponsorship listed in our conference book (full page ad), on the agenda and also allow you to display 3 large signs with YOUR logo and advertisement.
- All vendors will receive acknowledgement from the President of MAEO and your logo will appear on the "Thank you" page in our conference booklet.
- All vendors will have the right to post signs at the designated vendor table, participate in giveaways, and gain more face-time in front of the assembled conference.
- All vendors have the opportunity to sponsor a break, entertainment, meal, or giveaways for an even higher recognition.
- All vendors will be showcased during the vendor reception on August 23, 2021.
- Sponsors of the Welcome Reception and Tradeshow event will be placed in a prime location and have the opportunity to speak to the general membership at 5:00 pm
- Additional Meal Package is \$500. Please include on registration form if needed.

## **Platinum Sponsorship - Best Buy!**

\$5,000 due before July 1, 2021

Sponsorship includes:

- 4 conference registrations with 4 meal packages
- 2 six foot tables and 4 chairs
- VIP booth selection in prime location during Reception and Trade Show, and the entire conference
- Full page advertisement with company logo in the conference book
- Advertisement provided by company included in attendee folders
- Opportunity to promote product or service to conference attendees

## **Gold Sponsorship - Great Buy!**

\$4,000 due before July 1, 2021

Sponsorship includes:

- 3 conference registrations with 3 meal packages
- 1 six foot table and 3 chairs
- Premium booth selection and location during the Reception and Trade Show and entire conference
- Half page advertisement with company logo in the conference book
- Opportunity to promote product or service to conference attendees

## **Silver Sponsorship**

\$3,000 due before July 1, 2021

Sponsorship includes:

- 2 conference registrations with 3 meal packages
- 1 six foot table and 2 chairs
- Participation in the Welcome Reception and Tradeshow
- Opportunity to promote product or service to conference attendees
- Listing in the conference book

## **Bronze Sponsorship**

\$2,000 due before July 1, 2021

Sponsorship includes:

- 1 conference registration with 1 meal package
- 1 six foot table and 1 chair
- Participation in the Welcome Reception and Tradeshow
- Opportunity to promote product or service to conference attendees
- Listing in the conference book

Location may be on the lower level **Additional Sponsorship Opportunities**

Does not include conference registration and booths

**Full Bar or Welcome Reception and Tradeshow Sponsorship:** \$5,000. Sponsorship pays for up to two drinks for every conference attendee and host the reception on opening night in the tradeshow area. Signage is permitted. Company name will be listed on agenda for sponsoring the event. Partial sponsorship of this event is also available.

**Theme Party Sponsorship:** \$4000. Sponsorship provides music, photo booth, snacks and decorations for our themed night of entertainment. Vendor may provide signage and products in the area during the entertainment. Company name will be listed on agenda for sponsoring the event.

**Break Sponsorship:** \$3,000. Sponsorship provides snacks and drinks for one break during the conference. Vendor may provide signage and products in break area. Company name will be listed on agenda for sponsoring the event.

**Attendee Gift Sponsor:** \$2000. Sponsorship is put towards conference promotional items such as bags etc. Vendor may add their logo to the product. Company name will be listed on agenda for sponsoring the event.

### **Booth Assignment for TRADESHOW**

Vendor booths will be assigned and **prioritized by level of sponsorship** and on a **first come/first serve basis**.

No assignments will be made until after payment has been received.

Vendors may set up booths and equipment on August 23, 2021 after 12:00 pm. Conference attendees are arriving Sunday evening and Monday afternoon. Welcome Reception and Trade Show starts at 6:00 pm on Monday, August 23, 2021.

Breakdown of booths, etc. will occur after 5:00 pm on Thursday, August 26, 2021. Must be removed by Friday, August 27, 2021 at 10:00 am.

Contact Gail Hatfield at [gail.hatfield@maryland.gov](mailto:gail.hatfield@maryland.gov) or call 410.535.2214 with questions about our many sponsorship opportunities.

### **Advertising**

Can't make it in person this year? You can still have your name and logo advertised by sponsoring an event or securing an ad in our conference book. 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 and the State Board of Elections.

Contact Abigail Goldman at [Abigail.goldman@baltimorecity.gov](mailto:Abigail.goldman@baltimorecity.gov) for more information or questions regarding advertisement.

### **Important Dates**

- **July 1, 2021**                      **Registration & Conference Fee Deadline**
- **August 1, 2021**                **No refunds after this date**

### **Contact Information**

#### **Vendor Coordinator**

Gail Hatfield  
[gail.hatfield@maryland.gov](mailto:gail.hatfield@maryland.gov)  
Office: 410.535.2214  
Cell: 410.808.1520

#### **Advertisement**

Abigail Goldman  
[Abigail.goldman@baltimorecity.gov](mailto:Abigail.goldman@baltimorecity.gov)  
Office: 410.396.5570

#### **Registration and Payment**

Danna Archie-Williams, Treasurer  
[dewilliams@baltimorecountymd.gov](mailto:dewilliams@baltimorecountymd.gov)  
Office: 410.887.5700

### **Hotel Information**

Clarion Resort Fontainebleau Hotel – Oceanfront  
10100 Coastal Hwy (101<sup>st</sup> Street)  
Ocean City, Maryland 21842

Room 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>.

**Maryland Association of Election Officials**  
**2021 Annual Meeting and Conference and State Board Biennial**  
Clarion Resort Fontainebleau Hotel  
10100 Coastal Highway | Ocean City, Maryland 21842  
**Monday August 23, 2021 thru Friday, August 27, 2021**

# VENDOR/SPONSOR REGISTRATION

Print or type clearly

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Attendee Names:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## LEVEL OF SPONSORSHIP

- \_\_\_\_\_ \$5000 PLATINUM SPONSOR (Includes 4 attendees)
- \_\_\_\_\_ \$4000 GOLD SPONSOR (Includes 3 attendees)
- \_\_\_\_\_ \$3000 SILVER SPONSOR (Includes 2 attendees)
- \_\_\_\_\_ \$2000 BRONZE SPONSOR (Includes 1 attendee)

**ADDITIONAL MEAL PACKAGES** \_\_\_\_\_ @ **\$500.00 EACH** = \_\_\_\_\_

## OPTIONAL ADDITIONAL SPONSORSHIP

Does not include meal packages, tables and chair

- \_\_\_\_\_ \$5000 FULL BAR, RECEPTION SPONSOR
- \_\_\_\_\_ \$4000 THEME PARTY/DINNER SPONSOR
- \_\_\_\_\_ \$3000 BREAK SPONSOR
- \_\_\_\_\_ \$2000 PROMOTIONAL SPONSOR

**TOTAL ENCLOSED** \_\_\_\_\_

### **Submit registration and payment to:**

Danna Archie-Williams, MAEO Treasurer  
c/o Baltimore County Board of Elections  
11112 Gilroy Road, Suite 104  
Hunt Valley, MD 21031

