



Maryland Association of Election Officials
Representing the Local Election Boards of the State of Maryland

Vendor Information **and** **Registration Packet**

2023 Annual Meeting and Conference

May 14, 2023 to May 19, 2023

**Ocean City Fontainebleau Resort
10100 Coastal Hwy (101st Street)
Ocean City, Maryland 21842**

MAEO, Make it Count

Memorandum

TO: Business Partners
FROM: Maryland Association of Election Officials
RE: 2023 MAEO Annual Conference

The Maryland Association of Election Officials (MAEO) will hold their annual conference from May 14, 2023 to May 19, 2023 in Ocean City, Maryland at the Ocean City Fontainebleau Resort.

We are excited to offer your organization an opportunity to attend and display your products and/or services. Attending our conference is a perfect opportunity to market your products and services to the entire Maryland election community.

There will be approximately 350 attendees at the conference including state and local election office Directors, Deputy Directors, Board Members and key staff who responsible for purchasing supplies and services. Attendees are representatives from all 24 jurisdictions in Maryland and the State Board of Elections. We would be delighted to have your company showcase your products and services to us ***every day of the conference.*** **The Welcome Reception and Vendor Trade Show that provides an opportunity to address all attendees will be held on May 15th.**

Please review this packet and register today! To reserve a vendor space and/or sponsor an event, please complete the registration form located on the last page of this packet. Submit the completed registration with a check payable to MAEO to at the address listed on the registration form.

If you require any exhibit services including delivery, storage or electric, please complete an exhibitor service order form and send directly to the Hotel. **Vendor space will be assigned and prioritized on a level of sponsorship and first come/first serve basis. Space is limited.** Take a moment to register today! We hope to see you in May!

Vendor Sponsorship Opportunities

Each level includes the listed number of registrations and meal packages for that level of sponsorship. For additional person(s), add \$500.00 per person. For example, if you select the Platinum level with 5 attendees, your total cost will be \$5,500.00.

Platinum Level - Best Buy!

\$5,000 due before COB March 24, 2023

Sponsorship includes:

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

Gold Level - Great Buy!

\$4,000 due before COB March 24, 2023

Sponsorship includes:

- 3 conference registrations with 3 meal packages
- 1 six foot table and 3 chairs
- Premium booth selection and location during the Welcome Reception, 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 Level

\$3,000 due before COB April 3, 2023

Sponsorship includes:

- 2 conference registrations with 3 meal packages
- 1 six foot table and 2 chairs
- Participation in the Welcome Reception, Tradeshow and entire conference. Booth location may be on the lower level.
- Listing with logo in the conference book
- Opportunity to promote product or service to conference attendees

Bronze Level

\$2,000 due before COB April 3, 2023

Sponsorship includes:

- 1 conference registration with 1 meal package
- 1 six foot table and 1 chair
- Participation in the Welcome Reception, Tradeshow and entire conference. Booth location may be on the lower level.
- Listing in the conference book

- Opportunity to promote product or service to conference attendees

Additional Sponsorship Opportunities

A Sponsorship is in addition to vendor level registration. All sponsors will be permitted to place signage during the event. Sponsor name will be listed on attendee agenda for sponsoring the event. Partial sponsorships are also available. Contact the Conference Planner at rlavoie@baltimorecountymd.gov if interested in a partial sponsorship or with questions regarding the events.

Booth Assignment

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 May 15, 2023 after 10:00 am. Conference attendees are arriving Sunday evening and Monday morning. The Welcome Reception and Trade Show starts at 6:30 pm on Monday, May 15, 2023.

Breakdown of booths, etc. will occur after 5:00 pm on Thursday, May 18, 2023. All equipment must be removed by Friday, May 19, 2023 at 10:00 am.

Advertising

Can't make it in person this year? You can still have your company name and logo advertised by sponsoring an event or securing an ad in our conference book. There are many advertising opportunities. Contact Abigail at Abigail.goldman@baltimorecity.gov for more information or questions regarding advertisement.

Important Dates

- **March 24, 2023** **Registration Deadline – Platinum and Gold**
- **April 3, 2023** **Registration Deadline – Silver and Bronze**

Contact Information

Vendor Coordinator - Gail Hatfield
gail.hatfield@maryland.gov
Office: 410.535.2214
Cell: 410.808.1520

Advertisement - Abigail Goldman
Abigail.goldman@baltimorecity.gov
Office: 410.396.5570

Registration and Payment - Danna Archie-Williams, Treasurer
dewilliams@baltimorecountymd.gov
Office: 410.887.1065

Hotel Information

Ocean City Fontainebleau Resort
10100 Coastal Hwy (101st Street)
Ocean City, Maryland 21842

Room Reservations: 410.524.3535 or 800.638.2100

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



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VENDOR/SPONSOR REGISTRATION

Print or type clearly

Company Name: _____

Address: _____

Email: _____

Phone Number: _____

Attendee Names: _____

LEVEL OF SPONSORSHIP

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

ADDITIONAL ATTENDEES _____ **@ \$500.00 EACH =** _____

OPTIONAL ADDITIONAL SPONSORSHIP

Does not include meal packages, tables and chair

- _____ \$5000 RECEPTION – Networking or Welcome
- _____ \$4000 AWARDS BANQUET
- _____ \$3000 AFTERNOON BREAK
- _____ \$2000 ENTERTAINMENT
- _____ \$1000 MORNING BREAK

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