CHARTING THE COURSE
MACo Winter Conference
www.mdcounties.org/MACoCon

JANUARY 2-4, 2019
HYATT REGENCY CHESAPEAKE BAY HOTEL | CAMBRIDGE, MARYLAND

600+ INFLUENTIAL ATTENDEES
60+ INNOVATIVE EXHIBITORS

EXHIBITOR BROCHURE
Why Exhibit?

- **NETWORK:** Gain one-on-one access to more than 500 of Maryland's county decision-makers, legislators, state government officials, and private sector reps

- **FEATURE:** Increased visibility for each exhibitor due to the limited and exclusive number of tabletop exhibits available (only 60 available)

- **CONNECT:** Exhibiting creates rapport-building opportunities with potential customers

- **BE SEEN:** Exhibits are in the conference center main foyer and enclosed coffee break area—ensuring your display will be seen frequently!

- **SAVE MONEY:** Cost-effective way to reach county government officials from all 24 Maryland jurisdictions

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**Exhibit Schedule**

**Wednesday, January 2, 2019**

9:00 am – 11:00 am – Set-up

11:00 am – 6:30 pm – Exhibiting Hours

**Thursday, January 3, 2019**

7:30 am – 3:30 pm – Exhibiting Hours

3:30 pm - 5:00 pm - Break-down

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**About MACo**

The Maryland Association of Counties (MACo) is a non-profit and non-partisan organization that serves Maryland’s counties by articulating the needs of local government to the Maryland General Assembly. The Association’s membership consists of county elected officials and representatives from Maryland’s 23 counties and Baltimore City.

MACo is the only organization serving the needs of county elected officials and governments across the state of Maryland.
### Solutions Showcase
An exclusive opportunity for MACo Winter Conference Sponsors!
See page 4 in the Sponsor Brochure for more details!
**MACo’s Newly Elected Officials Orientation**

Every four years the Winter Conference following the county elections is held in January. MACo does this to give new officials the chance to get sworn in, settled in, and have some time to plan to attend this event.

As part of this Winter Conference, MACo will be hosting its Newly Elected Officials Orientation on January 2, 2019—a full day of “county government basics” to help new officials hit the ground running. At our 2015 Orientation, we had 99% of the new county officials in attendance. We expect the same this year, which means *if your company wants the BEST opportunity to meet Maryland’s new county officials (and new legislators, and new state officials), you should exhibit at MACo’s Winter Conference.*

Interested in sponsoring MACo’s Newly Elected Officials Orientation? Contact Nicolette at 410.269.0043.

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**Exhibit Display Changes**

MACo has made a few new and exciting changes to the Winter Conference Tradeshow. They include:

**EXPANDED EXHIBIT SPACE**—60 booth spaces available in the main foyer and Choptank Ballroom

**SPECIAL BREAKS & RECEPTIONS**—Our sponsored breaks and receptions drive traffic throughout the booths

**ADDITIONAL EXHIBIT LEVELS**—Choose the exhibit level that best suits your visibility needs and budget

**Levels:**
- **Premium:** Main foyer booths near the registration desk. Reserved for MACo’s Platinum Corporate Partners only
- **Highlight:** Main foyer booths. Reserved for MACo’s Gold Corporate Partners only
- **Feature:** Main foyer booths and select high-visibility booths in the Choptank Ballroom. Reserved for MACo’s Silver Corporate Partners, but available for sale if booths remain available after Partners have made their selections.
- **VIP:** Select Choptank Ballroom booths. Reserved for MACo’s Bronze Corporate Partners, but available for sale if booths remain available after Partners have made their selections.
- **Standard:** Choptank Ballroom booths available for sale to any exhibitor.

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**Want to attend, sponsor, and exhibit for FREE?**

**Become a Corporate Partner TODAY to receive these great benefits and MORE:**

**Winter Conference** - More than 500 leaders from across the state attend to discuss upcoming issues for the General Assembly session. Traditionally, the Governor gives his address to the attendees and installs MACo’s new Board of Directors at the Inaugural Banquet.
- **All Partners receive complimentary booth space in either the foyer or prime spaces in Choptank**
- **All Partners receive complimentary registrations depending on partnership level**
- **All Partners have the opportunity to choose their own sponsorship within their partnership level**

**Summer Conference benefits, along with year-round communication and visibility benefits are listed in MACo’s Corporate Partner Brochure**

Contact our Outreach Coordinator, Nicolette Querry, at 410.269.0043 or at nquerry@mdcounties.org.

*Sign up today and you can receive the Winter Conference benefits listed above in time for the January 2019 event!*
APPLICATION & CONTRACT FOR EXHIBIT SPACE

Complete & return by December 5, 2018 (to be listed in the Printed Program)

Company Name (as it will be listed in program) ____________________________________________

PRINT Name of Contact ______________________________________________________________ 

Title ____________________________________________________________

Mailing Address ________________________________________________________________

City ___________________________ State _______ Zip ____________________________

Phone __________________ Fax ______________ Email _______________________________

Web Address ________________________________________________________________

Business Description (for the printed program - and mobile app) - email to lvelasco@mdcounties.org

Each booth includes a six (6) foot x two (2) foot skirted table and two chairs, name badges for two (2) booth personnel (meal tickets not included), a mention in the printed program, a business listing in the mobile app, and a post-event spreadsheet of all conference attendees.

Please indicate your choice of exhibit opportunities below:

- Premium .......................................................... $1,400 RESERVED for Platinum Partners
- Feature .......................................................... $1,200 RESERVED for Gold Partners
- Highlight ....................................................... $1,000 PRIORITY for Silver Partners
- VIP .......................................................... $ 800 PRIORITY for Bronze Partners
- Standard .......................................................... $ 600

Premium and Feature booths are for Platinum and Gold Corporate Partners only. Highlight and VIP booths are saved for Silver and Bronze Corporate Partners. If available after Partners have chosen their booths, then Highlight and VIP booths can be purchased by general exhibitors. If you’d like a Highlight or VIP booth, indicate that above—MACo will notify you about booth status, or you can contact Leslie at lvelasco@mdcounties.org or 410.269.0043 with questions.

Interested in learning more about MACo’s Corporate Partner Program?
Contact Nicolette at nquerry@mdcounties.org or 410.269.0043.

For your application to be accepted, you must read and sign MACo’s Terms, Conditions, and Rules (attached).

PAYMENT: Check or Money Order payable to MACo. Your confirmation/receipt will be emailed to the email address on this form.

Please check appropriate box: ☐ Check ☐ Visa ☐ MasterCard

Card Number _____________________________ Exp. Date __________________________

Name on Card ___________________________ Signature __________________________

Billing Address __________________________________________________ Zip ____________

MAIL or FAX completed form with payment to:
MACo—Attn: Leslie Velasco, 169 Conduit Street, Annapolis, MD 21401-Fax: 410.268.1775

Payment must accompany this form to be processed.

Questions? lvelasco@mdcounties.org

MACo USE ONLY:

Date Paid _______________ Check or PO Number __________________________ Amount ___________________________

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Tabletop Exhibits - The cost for the tabletop exhibits are listed on the application. Tabletop exhibits include a six (6) foot x two (2) foot skirted table and two chairs. Also included are name badges for two (2) booth personnel (meal tickets not included), a mention in the printed program, a business listing in the mobile app, and a post-event spreadsheet of all conference attendees.

- **Electrical power and any audio-visual/internet connections must be ordered from PSAV. Audio-visual aids or equipment volume may not be played at a level to interfere with adjacent displays.**
- Meal tickets and attendee registration may be purchased through MACo.
- Tabletops will be located in the public area outside the session rooms and in the Choptank Ballroom. Table assignments will be made in the order that contracts were received, with priority placement going to MACo's Corporate Partners. The rental fee must accompany applications for space. Firm table assignments will not be made until payment is received. **MACo, in its sole discretion, reserves the right to make changes in space assignment that it deems to be in the overall best interest of the Exhibits.**
- If a waitlist is needed, it will be on a first-come first-served basis and notification of waitlist status will be made in mid-November.

Payment and Cancellation - The full rental fee must accompany the contract before space is assigned. Vendors may cancel this agreement by written notice to MACo. Cancellations made prior to November 30, 2018 will be subject to a 50% cancellation fee. **No refunds** will be made on cancellations after November 30, 2018.

Limitation of Liability - The vendor shall indemnify the organizers against all claims, demands, actions, expenses, damages penalties or proceedings arising out of or in any way connected with the exhibitor's occupancy and use of the exhibition premises or any part thereof. Vendors will be required to meet the cost of making good any damage to floors, walls, structures and accessories.

Security and Insurance - The exhibition areas will not be secured. During exhibit hours, MACo will take reasonable care to ensure security in the exhibition area. Outside of the exhibit hours, materials and equipment should be removed and secured. MACo will not be liable for damage or loss to exhibitor's property, nor shall MACo be liable for any injury that may occur in the exhibition area. Vendors are responsible for making their own insurance and material storage arrangements.

Protection of Display Area - Nothing shall be posted on or tacked, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the hotel, conference or exhibit area without permission from the proper building authority and MACo.

Installation and Dismantling - All tabletop displays must be in place and set up by the time of the official opening to the show. Space not occupied or set up by that time may be reassigned for other purposes.

Default Occupancy - Any vendor failing to occupy space which has been contracted is not relieved of the obligation of paying for such space at the full rental price, and the Exhibition Management shall have the right to use such space as it sees fit.

Distribution of Printed Matter, etc. - Vendors shall not distribute to conference attendees printed matter, samples, souvenirs and the like, except from within rented spaces. Special distribution of such matter elsewhere must be approved by MACo.

Agreement to Conditions - Each vendor for himself/herself and his/her employees agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibits rests with MACo.

Amendments - MACo shall have sole authority to interpret and enforce all rules and regulations contained herein, and to make any amendments thereto and to make such further rules and regulations as shall be necessary for the orderly conduct of the exhibits.

Acoustical and decorative material including, but not limited to, cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame-retardant treated to the satisfaction of the authority having jurisdiction. Materials that cannot be treated for flame retardancy shall not be used. Written certification of flame retardancy treatment may be required.

**You must sign the next page and include it with your application.**
Read and Sign
As an official company representative, I hereby certify that I have read and understand the rules and regulations set forth in this complete document. I understand that this document is an official contract. I understand that space is available on a first-come, first-served basis and that completion of this form does not guarantee that space will be available. I understand that my payment will not be deposited unless booth space is assigned. I agree to turn in my complete and FINAL booth staff list of names by November 30, 2018. I understand that the exhibit must be set up by 11:00 am on Wednesday, January 2, 2019 and that failure to do so may result in space forfeiture and no refund on any fees paid. I also understand that there will be a $150 penalty for dismantling the exhibit before 3:30 pm on Thursday, January 2, 2019. I understand and agree to the following refund policy:

Refund Policy: 50% of the exhibit fees will be refunded if request is received in writing (FAX, email, mail) at MACo prior to November 30, 2018. No refunds for space after November 30, 2018. There are no refunds on extra meal tickets or badges after November 30, 2018.

BY: ___________________________________________   [Print Name]
[Authorized Signature]

TITLE: ___________________________________________   DATE ________________________________
[Please Print]

Instructions
Please read all pages of this contract carefully, print or type all information requested and sign and date this page. Remit pages 6 & 8 with payment of total Exhibit Space Rental to:

MD Association of Counties, Attention: Leslie Velasco: 169 Conduit Street, Annapolis, MD 21401
Fax: 410.268.1775 or lvelasco@mdcounties.org

Exhibit hours: Wednesday, January 2, 2019 from 11:00 am—6:30 pm, and Thursday, January 3, 2019 from 7:30 am—3:30 pm.
Exhibit set-up: Wednesday, January 2, 2019 from 9:00 am—11:00 am and break-down is on Thursday, January 3, 2019 from 3:30 pm—5:00 pm.

Hyatt Regency Chesapeake Bay Hotel
100 Heron Blvd, Cambridge, Maryland 21613

Discounted Hotel Room Rates
(per room, per night, 13.5% tax additional if applicable)
Single/Double Occupancy: $141.00
Triple Occupancy: $166.00
Quadruple Occupancy: $191.00
Water-view: $40.00 additional

Reservations
By Phone: 888.421.1442
(be sure to ask for the Maryland Association of Counties Winter Conference discounted rate)

Online: Reserve our discounted rate through the Hyatt’s online reservation portal

Hotel Policies
Room Block Deadline: December 10, 2018
Please reserve your room before this date. Reservations made after this date will be subject to availability & prevailing rates.
The MACo Group Rate is valid for 2 days before and 2 days after the Conference, with limited availability.
MACo Guests do not pay the $20 Daily Resort Fee.
Hotel Room Cancellation Policy: Cancellations must be made 72 hours prior to arrival date to receive a full refund.
Register your booth staff online at [www.mdcounties.org/WCJ19BoothStaffForm](http://www.mdcounties.org/WCJ19BoothStaffForm)

Or return to MACo by fax, mail, or email

MAIL: 169 Conduit Street, Annapolis, MD 21401 | FAX 1.410.268.1775 | EMAIL: lvelasco@mdcounties.org

COMPANY NAME ____________________________________________________________________________

ON-SITE PERSON RESPONSIBLE FOR EXHIBIT ____________________________________________________________________________

TITLE _______________________________________________________________________________________

MAILING ADDRESS ____________________________________________________________________________

TELEPHONE (______) _________________________ FAX (______) _________________________

EMAIL ______________________________________________________________________________________

Badges provided: Two (2) badges included in booth fee. Additional badges available for $150 per person, limit 2 additional badges. Other personnel must register as attendees for the conference. Register online: [www.mdcounties.org](http://www.mdcounties.org)

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>EMAIL ADDRESS (REQUIRED*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
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</tbody>
</table>

*Individual and unique email addresses are required for booth personnel to be included in our conference mobile app. If no email address is provided, or if the email address is shared by another employee, the booth personnel will not be included in the app.

**MEAL TICKETS**

_Tickets are NOT included in exhibit booth price._

_Tickets are required for: Wednesday Lunch, Wednesday Banquet, Thursday Lunch, Thursday Banquet, Friday Boxed Lunch. Spouse/Family Guest Tour/Lunch includes just the Thursday off-site tour and lunch._

<table>
<thead>
<tr>
<th>TICKETS (on-site may not be available)</th>
<th>Quantity</th>
<th>Cost Each</th>
<th>TOTAL $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Badge</td>
<td></td>
<td>$150 (limit: 2)</td>
<td></td>
</tr>
<tr>
<td>Wednesday Lunch</td>
<td></td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Wednesday Inaugural Banquet</td>
<td></td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>Thursday Spouse/Guest Tour &amp; Lunch</td>
<td></td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>Thursday Lunch</td>
<td></td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>Thursday Awards Banquet</td>
<td></td>
<td>$85.00</td>
<td></td>
</tr>
<tr>
<td>Friday Box Lunch</td>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Due: _______________________

**PAYMENT METHOD:** Check or Money Order payable to MACo.

Please check appropriate box: ☐ Check ☐ VISA ☐ MasterCard

Credit Card Number: ___________________________________________ Expiration Date: _______________________

Billing Address ___________________________________________ Billing Zip _______________________

Signature: ____________________________ Print Cardholder Name: ____________________________

Mail, email, or FAX completed registration form with payment to: MACo, 169 Conduit St. Annapolis, MD 21401

PHONE: 410.269.0043 FAX: 410.268.1775 Questions? lvelasco@mdcounties.org

MACo USE ONLY:

Date Paid ______________________ Check or PO Number ______________________ Amount ______________________
SPONSORSHIP OPPORTUNITIES

Looking for additional visibility opportunities? Sponsor the MACo Winter Conference!
Sponsorship options include signage, listings in our mobile app, and more ways to get
your company name in front of our 500+ attendees!

Options include:

- Breakfasts, Lunches & Banquets
- Coffee Breaks
- Special Breaks—Popcorn & Chocolate!
- Registration
- Neckwallets
- Mobile Device Charging Station
- Attendee Lounge
- Hotel Key Cards
- Giveaways: Tote Bags, Pens & More!
- Dueling Piano Reception
- Conference Email Blast
- MACo Affiliate Meetings & Sessions
- General & Custom Sponsorships

View the sponsor brochure at www.mdcounties.org/WC19SponsorBrochure
Or contact Nicolette Querry at nquerry@mdcounties.org or 410.269.0043 for more information!

PROGRAM BOOKLET ADVERTISEMENTS

<table>
<thead>
<tr>
<th>Option</th>
<th>Size</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ Back Cover</td>
<td>5.5&quot; wide x 8.5&quot; tall (color)</td>
<td>$1,000</td>
</tr>
<tr>
<td>___ Inside Front Cover</td>
<td>5.5&quot; wide x 8.5&quot; tall (color)</td>
<td>$750</td>
</tr>
<tr>
<td>___ Inside Back Cover</td>
<td>5.5&quot; wide x 8.5&quot; tall (color)</td>
<td>$750</td>
</tr>
<tr>
<td>___ Full Page</td>
<td>5.5&quot; wide x 8.5&quot; tall (b/w)</td>
<td>$300</td>
</tr>
<tr>
<td>___ Half Page</td>
<td>5.5&quot; wide x 4.25&quot; tall (b/w)</td>
<td>$150</td>
</tr>
<tr>
<td>___ Center 2-Pages</td>
<td>11&quot; wide x 8.5&quot; tall (b/w)</td>
<td>$1,250</td>
</tr>
<tr>
<td>___ At-a-Glance Card</td>
<td>3&quot; wide x 2&quot; tall (b/w)</td>
<td>$500</td>
</tr>
</tbody>
</table>

PAYMENT: Check or Money Order payable to MACo. Confirmation/receipt will be emailed to the email address on this form.
Please check appropriate box: ☐ Check/Money Order  ☐ Visa  ☐ MasterCard

Card Number ____________________________________________ Exp. Date ___________ Billing Zip ___________
Billing Street Address and City ________________________________
Name on Card ___________________________________________ Signature _______________________

MAIL or FAX completed form with payment to: MACo—Attn: Nicolette Querry, 169 Conduit Street, Annapolis, MD 21401
Fax: 410.268.1775 Phones: 410.269.0043 or 301.261.1140 Payment must accompany this form to be processed.
Questions? Email Nicolette at nquerry@mdcounties.org

MACo reserves the right to reject any application which, in the opinion of the Association, is not in keeping with its mission and
goals. Sponsorships and advertising from partisan and political groups and individuals are specifically prohibited. All options are on
a first-come, first-served basis and ANY promotional material, text, signage, and advertisements provided by sponsors must be
approved by MACo.
“At Nationwide Retirement Solutions, we strive to have partners who share our enthusiasm for and understanding of the importance of helping Public Sector employees be prepared for retirement. Over the last 25 years we’ve had the opportunity to share those ideas with the members of MACo.

Throughout the year we attend many conferences, and we are always certain the MACo Summer and Winter Conferences are first on our calendar because they allow us to maintain existing relationships and provide excellent opportunities to develop new ones.”

~ Scott Wamboldt, Nationwide Retirement Solutions

"There is no better way to learn, grow, and connect with Maryland county officials and staff than at the MACo Winter Conference! This conference is a ‘must attend’ for our organization every year!"
Andrew Goldschmidt, National Association of Counties

“What a great time. We were talking about the people who do such a good job in safety and health for their counties. We’re honored to be able to answer questions about workers’ compensation and benefits of being part of a great organization. The new relationships we build within MACo are priceless. Thank you for your support.”
Mario Melfa, Chesapeake Employers’ Insurance Company

“MACo provides an excellent opportunity to have quality time with our long-time customers in a terrific setting. It also gives us a chance to meet new County and City members and network with our peers.”
Dee Freeman, Motorola Solutions, Inc.

“As a Corporate Partner and exhibitor at the MACo conferences, Cigna has enjoyed working with the MACo team and counts these conferences as a key opportunity to meet and connect with county officials and staff.”
Beth W. Truffer, Cigna
Exhibiting at the MACo Winter Conference offers:

- The opportunity for companies to market their products and services to hundreds of local government officials, staff members, Senators, Delegates, and others involved in Maryland’s government.

- Networking and partnership-building events affording face-to-face interaction with Maryland’s county decision-makers

- Access to educational forums and sessions that are shaping public policy in Maryland—join in the conversation!

For more information on how your organization can take advantage of this unique opportunity, please contact one of the MACo staff members listed below:

EXHIBITS:
Leslie Velasco
Administration & Finance Director/Exhibits Manager
Ph: 410.269.0043
Email: lvelasco@mdcounties.org

SPONSORSHIPS & CORPORATE PARTNERSHIPS:
Nicolette Querry
Outreach Coordinator
Ph: 410.269.0043
Email: nquerry@mdcounties.org

OTHER CONFERENCE QUESTIONS:
Virginia White
Events & Member Services Director
Ph: 410.269.0043
Email: vwhite@mdcounties.org

WEB: www.mdcounities.org/MACoCon

SAVE THE DATE
MACo Summer Conference
August 14 - 17, 2019
Roland Powell Convention Center
Ocean City, Maryland

ABOUT MACO

The Maryland Association of Counties (MACo) is a non-profit and non-partisan organization that serves Maryland’s counties by articulating the needs of local government to the Maryland General Assembly. The Association’s membership consists of county elected officials and representatives from Maryland’s 23 counties and Baltimore City.

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