

Maryland Municipal League Summer Conference
June 14-17, 2026
Roland E. Powell Convention Center
Ocean City, Maryland

Rules and Regulations 2026

MANAGEMENT: “Management” is the Maryland Municipal League (MML), the MML Chief Executive Officer, or agents and employees acting in the Management of the MML Summer Conference.

ELIGIBLE EXHIBITORS: The exhibit hall is for products, equipment, or professional services that are related to the interests of local city and town governments and is subject to limited space. MML is a non-partisan and non-religious organization, and exhibitors, including conference sponsors, must refrain from promoting religious or partisan interests. Management reserves the right in its sole discretion to determine the eligibility of any applicant to be an Exhibitor or Sponsor. Management further reserves the right to decline, prohibit, deny access, or remove any exhibit which in its sole judgment is contrary to the character, objectives, and best interests of the Expo or Management.

EXHIBIT SPACE RESERVATIONS: Applicants shall complete the online exhibit application in its entirety. Management will consider allocation of exhibit space in the order that fully paid applications are received. A real-time exhibit floor plan and exhibit spaces, sold, available, or reserved may be found on the floor plan at <https://www.mdmunicipal.org/>. Display equipment and vehicles will be located in Hall C and must fit easily within your booth space(s) along with your display and staff. Once your online booth registration is complete and payment received, a confirmation e-mail will immediately be sent to the e-mail address provided. If you do not receive confirmation, please contact MML.

REGISTRATION: Each exhibitor is entitled to register two representatives from its company or agency as part of each booth fee. Up to three additional exhibit personnel may be added per booth at \$350 each (includes meals/most receptions). Booth staff and other included booth items may differ for exhibiting MML Partners and Summer Conference sponsors based on their level of involvement. Staff names must be provided online via the Exhibitor Service Center (ESC) prior to May 22 to ensure credentials will be available upon arrival. Details and login information to the Exhibitor Service Center will be emailed after the booth reservation is complete. Booth personnel must wear MML’s current year conference name badge at all times. All exhibitors must have at least one person staffing their booth during the hours the Expo halls are open. Additional personnel and registration changes may be completed up to May 22 via the ESC. Additional registrations or changes requested after May 22 will not be accepted. Expo halls will set up June 14 and be open for business on June 15-16, 2026 (tentative).

STAFF ACCESS: Registered booth staff may attend conference lunches, breaks, and general sessions but not educational workshops. To attend conference educational workshops, one must register as a full conference attendee. Booth staff are encouraged to participate in MML’s conference receptions designed to provide exhibitors with multiple networking opportunities to build upon engagement in the Expo halls. These normally include the Sunday evening Welcome reception and the Tuesday afternoon MML Main Street event immediately after the Expo closes. Tickets to the MML 90th anniversary dinner must be purchased separately and are not included in the booth staff registrations.

PAYMENT OF FEES: Exhibitors and advertisers must pay the full amount due when reserving a booth. Booth reservations will not be secured until full payment is received by the League.

Advertising and additional staff/event fees are not refundable. Payment may be made by ACH/wire transfer, American Express, Discover, MasterCard or VISA. ACH payments must be made within ten business days of submitting your booth application. Hardcopy checks will not be accepted. Credit card payments will incur a 3% non-refundable processing fee. If booth space is not fully paid by May 1, the booth will be released to other exhibitors.

TERMS: All exhibit contracts must be received by May 1, 2026, to ensure you are included in the promotional materials and have a booth sign. If applicable, advertising fees must be paid in full at the time of submission of the booth contract. Ads not meeting required specs will not be accepted. The deadline for advertising contracts is May 22 in order to receive the discounted exhibitor ad rate promotion. By submitting a booth application, you agree to abide by the rules and regulations of the League and also of the Roland E. Powell Convention Center.

CANCELLATION: Applications and payments to reserve booth space are subject to Management's cancellation policy. Requests to cancel an exhibit booth application must be submitted in writing to exhibits@mdmunicipal.org by May 1, 2026. 50% of the booth payment is non-refundable. Requests received by this date will be issued a 50% refund of the booth fee. No refunds will be issued for cancellation requests submitted after May 1, 2026.

INSTALLATION/BREAKDOWN:

INSTALLATION AND DISMANTLING: The expo set-up hours are 11 a.m. to 3:30 p.m. on Sunday June 14 (tentative). Exhibitors will be allowed to enter the expo area on Sunday, June 14 *only* during set-up hours. No exceptions will be made to this policy. Conference badges are not required during installation or breakdown.

NEW:

All exhibits arriving Sunday must be set up by 3:30 p.m.. This will time to prepare for the evening's Welcome Reception 4:30 – 7 p.m. to be held inside the Expo Hall. All registered exhibitors are welcome to attend this popular networking event. The Expo hall will not be officially open for business during this reception. You are not required to staff your booth and it is suggested you do not set out give away or valuable items until Monday morning.

Last minute, non-vehicle, set up may occur on Monday between 8:45 – 9:30 a.m.(tentative). You must notify MML in advance if you plan to move in Monday morning. The exhibition opens at 10:00 a.m. on June 15 (tentative).

The Expo hall will be open for business on Monday and Tuesday between 10 and 3 p.m..

Breaking down the booth before 3:00 p.m. (tentative) on Tuesday, June 16, 2026, is not allowed. Exhibitors understand that doing so will be noted and will result in a letter to the exhibiting company informing them that they will not be invited back next year. Booths must be completely dismantled by 5:00 p.m. on June 16 (tentative).

VEHICLE/EQUIPMENT: Exhibitors with vehicles/equipment displays will move in June 14 between 9 a.m. and 12 p.m.(tentative) If the vehicle/equipment is not ready to drive into the hall during this time, entrance to the hall is at the discretion of the Convention Center staff. Vehicles/equipment along with your display and staff must easily fit within the purchased booth space or you will not be allowed into the hall. All large display vehicles and equipment will be located inside Hall C. Contact MML for earlier vehicle move in options.

FREIGHT/RENTALS/SERVICES: All shipping and booth related services and rentals will be handled by Arata Expositions.

EXHIBITOR RESPONSIBILITY. Exhibitor shall be liable for all storage and handling charges resulting from Exhibitor's failure to remove exhibit materials before conclusion of the dismantling period. Exhibitors requesting the scrapping of any exhibit material shall pay any expenses involved.

ADDITIONAL RULES:

CONSENT TO USE OF IMAGES: Registration and attendance at, or participation in this Conference constitutes an irrevocable agreement by the exhibitor to Management to use and distribute their image, logo, and marks in photographs, videotapes, and electronic reproductions of such events and activities for advertising, commercial promotion, or other purposes, without limitation and for no additional compensation.

FOOD AND BEVERAGE: Exhibitors shall not sell, give away, use, or distribute food or beverage without the express prior written consent and authorization of the Convention Center and Convention Center's food service concessionaire (410.723.8619). Exhibitors are subject to food and beverage related costs from convention center's concessionaire.

ATTENDANCE: Management shall have sole control over admission policies.

SECURITY: Uniformed security personnel will control the traffic flow during expo move-in and move-out periods. Uniformed security personnel will also be at the entrance to the expo areas and will patrol the expo areas during expo hours. Expo areas will be locked during the hours when the expo is not open. However, neither the Maryland Municipal League nor the Roland E. Powell Convention Center is responsible for any material, articles, or equipment in the expo. Small or easily portable articles of value should be properly secured or removed for safekeeping outside expo hours.

FLAMMABLE MATERIALS. Exhibitors shall use no flammable fluids, substances, or materials of any nature that are prohibited by national, state, or municipal regulations.

SAFETY DEVICES. Exhibitors shall comply with national, state, and municipal regulations in the provision and maintenance of adequate safety devices. Exhibitor shall comply with national, state, and municipal requirements for the operation of any equipment. Exhibitors shall obtain approval from Management for the use or display of any electrical, mechanical, or chemical device, which might be hazardous in a place of public assembly.

USE OF MML NAME. Exhibitor understands that acceptance by Management for exhibitor to participate in the Expo Hall in no way implies endorsement by Management of exhibitor's products, equipment, or professional services. Exhibitor agrees not to use MML's name in correspondence or other written materials without the advance written approval of MML, except to identify Exhibitor's participation in the Expo Hall.

INDEMNIFICATION AND LIMITATION OF LIABILITY. Exhibitor shall release, defend, indemnify, and hold harmless Management from any claims for property damage, personal injury, or death brought against Management as a result of acts, errors, or omissions of Exhibitor, its agents, or employees. Exhibitor shall release and hold harmless Management from loss, theft, damage,

or destruction of Exhibitor's goods and from any claim for injury to Exhibitor, its representatives, or employees while on the premises of the MML Summer Conference, unless such claims are solely caused by Management. Exhibitor shall release and hold harmless Management from any claim for damage to Exhibitor's business by reason of the failure to provide space for the exhibit or the removal of the exhibit or for failure to hold the summer conference as scheduled.

DAMAGE TO PROPERTY. Exhibitors shall be liable for any damage caused to building floors, walls, columns, standard booth equipment, or to other Exhibitor property. Exhibitors shall not apply paint, lacquer, adhesive, or any other coating to building columns, floors, or standard booth equipment. No nails, bracing wires, tacks, hooks, screws, staples, or tape may be attached to walls, floors, or Convention Center furnishings or equipment. All property destroyed or damaged by exhibitors must be replaced to its original condition by the exhibitor at their expense.

CONFERENCE CANCELLATION: In the event of cancellation of the Summer Conference due to causes beyond Management's control, Management may retain such part of the Exhibitor's rental as shall be required to recompense Management for expenses incurred up to the time such contingency shall have occurred.

EXHIBIT BOOTH RELATED:

DISPLAYS: Exhibitors' displays may not obstruct the aisles or other exhibit booths. Booth displays must not exceed the 10' x10' booth space or exceed 8' in height. MML and the Convention Center reserve the right to alter or remove exhibit displays that obstruct an adjoining booth or interferes with the general view" down the aisle". Displays along exterior walls may extend to a height of 15' provided the display does not block or hide the view of other booths. Exhibitors are not allowed to: sublet booth space, share booth space with another company or agency, or sell their booth space to another company or agency. Hospitality rooms may not be open during scheduled conference activities.

RELOCATION OF EXHIBITS: Management reserves the right, in its sole discretion, to alter locations of Exhibitors or of booths as shown on the official floor plan if deemed advisable in the best interest of the Conference. The Expo Hall floor plan is subject to change. MML reserves the right to assign/re-assign exhibit space at any time to best meet the needs of this event.

ADDITIONAL RULES/RESTRICTIONS: Exhibitors shall not distribute advertising matter outside of the Exhibitor's rented space. Exhibitor's furnishings shall be contained within the confines of its booth. MML reserves the right to at its own discretion, restrict, remove, redress, or eliminate at the exhibitor's expense, any objectionable exhibits, persons, advertisements, souvenirs, or any other feature or activity that might harm or impair the high standard of MML's conference. Exhibitor representatives wearing distinctive costumes or uniforms, or carrying banners or signs separately or as a part of their apparel, shall not appear at the Conference other than in their own booths. Exhibitors will comply with MML's Anti-Harassment Policy or other conduct standards applicable to conference attendees. Exhibitors shall take no payment for products or services of any kind in the Expo hall. Any outside events (hospitality rooms, receptions, etc.) planned by exhibitors are not allowed to conflict with Management's conference schedule. Management reserves the right to prohibit exhibitors from exhibiting at future conferences should they fail to comply with these rules.

DEFAULT OF OCCUPANCY. An exhibitor failing to occupy contracted-for space is not relieved of the obligation of paying the full rental of such space as provided for in this contract. If Exhibitor fails to occupy contracted-for space at the time set for completion of installation of exhibits, 3:30 p.m. on Sunday June 14 (tentative), space may be forfeited to Management, in which case the Exhibitor shall pay the full rental for such space. No refunds. Management reserves the right to re-let such space. Original Exhibitor in such cases shall be liable in the amount and to the extent of the loss incurred by Management in re-letting.

AMENDMENTS:

AMENDMENT TO RULES. Management may, in its sole discretion, make reasonable changes, amendments, or additions to Exhibit Rules, provided that such changes, amendments, or additions shall not operate to substantially diminish rights reserved to the Exhibitor and shall not operate to substantially increase the liability of the Exhibitor.

AGREEMENT TO RULES: Each Exhibitor, for its company and its employees, agrees to abide by the foregoing rules and by any amendments or additions that may be established or put into effect by Management.

MML reserves the right to modify these regulations at any time to ensure the quality of our conference and the safety of our attendees.