



**Ocean  
City<sub>MD</sub>**

**ROLAND E.  
POWELL  
CONVENTION  
CENTER**

# **Roland E Powell Convention Center Exhibitor & Facility Guidelines**

Welcome and thank you for participating at the Ocean City Convention Center. To accommodate other exhibitors, plan to drop off your equipment and/or merchandise at the loading dock, then move your vehicle immediately to the parking lot and return to set up the rest of your exhibit.

At the close of the show we may begin removing aisle carpet (if necessary). We will then begin the process of returning the empty containers or crates for move-out. Exhibitors must have their display material(s) packed and ready to go before moving their vehicle to the loading areas. In addition to loading and unloading please find listed a few reminders and facility guidelines:

## **1. Inbound and Outbound Shipments will be charged a service fee referred to as the Freight and Handling Charge.**

All inbound shipments must be paid in full to have the shipment delivered to the booth. If not paid in full, the Convention Center will hold the item until payment is made in full. There is an increase in the charge when not paid 72 hours prior to the show move-in time. This fee is listed on the Exhibitor Service Form. We offer a significant discount as encouragement to prepay for this service.

## **2. Shipping is not an automatic process**

- All outbound shipments must be checked in with the Exhibitor Services Desk. We keep a detailed list of everything leaving our facility. It is the responsibility of the vendor to make all of the pick-up arrangements for their outbound shipment. Please securely attach the bill of lading to your freight when your exhibit is packed, labeled and ready to be shipped.
- All Freight & Handling fees must be PAID In Full with a Credit Card ONLY
- Please provide the Convention Center and Freight Carrier with correct shipping information such as company name, destination, weight, and contact person and phone number. Make sure each and every crate/boxes is labeled with the company name, booth number and name of the show.

## **3. Service Orders**

- For your service order to be processed, full payment is required at the time the order is placed.
- Event rate goes into effect 72 hours prior to move-in day for all services that are provided by the Ocean City Convention Center.

## **4. Complimentary Wireless Internet Service in Common Areas**

- There is no guarantee that you will have access using the Wi-Fi connection in the common areas.
- It is the users sole responsibility to protect their information from all the risks associated with using the Internet, including and not limited to damage, loss, or theft which may occur as a result of use of the OCCC Wi-Fi.
- The Ocean City Convention Center is not responsible for insuring the privacy of information you transfer over our Wi-Fi. Virus and security protection is the user's responsibility. Information passing through the Wi-Fi network is not secured and could be monitored, captured, or altered by others.
- The Ocean City Convention Center assumes no responsibility for damage, theft, or loss of a customer's equipment, software, data files or other personal property brought into or used on the Wi-Fi network.



## 5. Facility Rules

- No tents, umbrellas and canopies are allowed to be set up anywhere inside the facility without permission from the Exhibitor and Event Service Department.
- All flammable materials must be fireproofed - written certification may be required.
- No bottled gas or open flame is permitted, unless approved by the Fire Marshall.
- Convention Center curtains are not to be used for covering or draping tables.
- No tacks, pins, nails, staples, tape/adhesives or static clings of any kind are permitted in or on
- Convention Center tables, chairs, curtains, walls, columns, steps, windows, floors, doors, etc...
- Posters and flyers are not permitted on walls, doors or glass windows.
- Any or all equipment remaining 7 days after move-out without prior arrangements with the Exhibitor and Event Service Department will become the property of the Convention Center and will be disposed of properly.
- Convention Center shall not be responsible for supplying exhibitors with carts and dollies. Exhibitors must supply their own carts and dollies.
- Convention Center will not be responsible for refunding any or all monies received for service orders should the request be revised or cancelled once services are provided.
- In consideration of others, please advise exhibitors to remove their vehicle from the loading areas once they have unloaded.
- Exhibitors must have their display materials packed and ready to go before bringing their vehicle to the loading areas.
- No heavy-duty four-wheel carts, dollies or forklifts are permitted on any carpeted areas.
- No banners or signage is permitted outside the Convention Center (premises).
- ABSOLUTELY no smoke/fog/haze producing devices are allowed.
- NO CONFETTI of any kind allowed in the Performing Arts Center (PAC)
- All entrance, exits, lobby areas and pull stations must stay clear. Please be advised there are designated areas for Registration in the lobby area.
- You must provide the Exhibitor and Event Service Department with a copy of your floor plan NO later than 4 weeks prior to your event for review and approval by the Fire Marshal.
- NO Smoking is allowed in the Convention Center.
- There is limited electric service in the lobby areas and all meeting rooms.
- There will be NO water type exhibits/displays on carpeted areas.
- Water Service Hook up is available in Hall A/B ONLY. — Exhibitors must supply their own water hose.
- Hot Tubs/Tanks — exhibitors are responsible for filling and draining their tubs and/or tanks.
- Penetrating the outside landscaping areas or asphalt is not permitted.
- It is illegal to occupy recreational vehicles on the Convention Center premises overnight.
- DO NOT attach anything to the light poles, signs or trees.
- No writing or markings of any kind are permitted on the Convention Center building or parking lot.
- Lessee shall not admit to said premises a larger number of persons than the seating capacity will accommodate, or can safely or freely move about in the said rented areas and the decision of the Convention Center Director in this respect shall be final.
- The Electronic Marquee is a courtesy for your event. Information must be provided 2 weeks prior to your event. Day of show changes and updates may not be available.



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# **Roland E Powell Convention Center Services Available to Lessee**

Telephone Service Registration/Show Office .....	\$17.00 - per phone/per day
Fax Machine .....	\$38.00 - per day
Communication Radios (9 Rental Radios)..... <i>Call for availability</i>	\$18.00 - per radio/per day
Registration Units (6 Table Top Units) .....	\$140.00 - per unit / \$700.00 - 6 units
Registration Units (6 Free Standing) .....	\$230.00 - per unit / \$1,200 - 6 units
Registration Signage .....	\$18.00 - per header sign 46" x 7 1/2" x 1/8" header sign size
Aisle Carpet .....	\$3.30 - per linear ft. 9' width / 7'6" width (Vacuum Service Included)
Manpower Service .....	\$33.00 - per hour/per man
Rigger Service - Hanging Signs/Banners .....	\$84.00 - per hour <i>Advance notice is required. All supplies must be delivered to us at least 1 week prior.</i>
Stage Set-Up .....	\$1,400.00
Stage Set-Up (1,280 sqft or less) .....	\$700.00
Handicapped Lift .....	\$350.00
Handicapped Ramp .....	\$500.00
Band Shell - Any part of Charole Risers (11 sections) .....	\$189.00 / \$32.00 - per section
Dance Floor Set Up .....	\$396.00
Dance Floor Set Up (945 sqft or less) .....	\$198.00
Flat Screen TV (2 - 40" Flat Screens) .....	\$300.00 - per TV
Removal of Orchestra Pit Chairs .....	\$1,200.00
PAC Projector .....	\$1,200.00 - per day

Electric:	
100 amps - Phase 1/Phase 3 .....	\$264.00
400 amps - Phase 1/Phase 3 .....	\$396.00
600 amps - Phase 1/Phase 3 .....	\$661.00
Spotlight - Exhibit Hall A Only.....	\$63.00 - per spotlight/per show
Spotlight PAC - Meeting Only .....	\$63.00 - per spotlight
Spotlight PAC - Performance (requires Tech Director) .....	\$63.00 - per spotlight
Table Skirting .....	\$35.00 - per table
(Blue, White Red, Black and Gold)	
Water Station .....	Contact Centerplate
Xerox Copies .....	\$.35 - per copy
Color Copies .....	\$1.00 - per page/per side
Scan or Email Document .....	\$1.00 - per page
Fax - Send/Receive .....	\$1.00 - per page
Hussey Risers (West wall or Exhibit Hall B) .....	\$730.00
These risers cannot be moved.	

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- The Ocean City Convention Center assumes no responsibility for damage, theft, or loss of a customer’s equipment, software,

We have information available on:  
\* AV Companies \* Florist \* Piano Rental \* Sign Lettering \* Security \* Production Companies

Prices Subject to Change

# Roland E Powell Convention Center

## Service Providers



**Ocean  
City<sup>MD</sup>**

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POWELL  
CONVENTION  
CENTER**

### AMBULANCE SERVICES

**Atlantic Medical Transport** | 410-352-5987 (Brochure)  
**Hart to Heart** | 443-573-2037

### AV

**King AV** | 410-208-4442 ofc/ 410-202-9435 (cell Bob OC)  
443-250-3669 Mike  
**Milford Music Center** | 302-422-2300 | Pat Arost  
**Total AV** (Annapolis) (Realtors) | 410-625-4700 | Michael Lee  
**Mid South Audio** | 302-856-6993 | Kevin Short  
**Visual Sound** | 800-523-7525  
**Piano Tuning & Service** | 410-543-1200/443-880-3539 (Salisbury) |  
Joel Smith

### COPY & COMPUTER SERVICES

**Beach Copy** (59th St) | 410-524-0588  
**Staples** (White Marlin Mall) | 410-213-1168  
**ABC Printers Inc** (Berlin) | 410-213-2022  
**NationSites** (Computer/Berlin) | 410-208-4400

### DECORATORS (EXHIBITS)

**Arata** (Gaithersburg) | 301-921-0800 | Christine  
**Uneek Expo** (Elkridge) | 410-796-7601  
**Freeman** | 703-823-6310

### ENTERTAINMENT

**DJ Wax** | 443-235-0011 | Robert Chandt  
**Zion Productions** | 410-845-3047 (Reggae) | Eddie Bratten  
**Mambo Combo** | 410-889-4228 | Robert Friedman  
**Bialek's** | 301-340-6206 | (DJ's, bands, jazz trios, etc.) | Jessica Lynn  
**Lollipop the Clown** | 410-641-4150 | Laura

### EQUIPMENT & LIFT RENTALS

**United Rentals** | 888-342-6406 (Lifts & Forks)  
**Tri Supply & Equipment** | 410-546-2900 (Lifts & Forks)

### FLORIST/BALLOON/DECORATORS (RECEPTION)

**Ocean City Florist** (129th St) | 410-250-1636 / 800-466-1636 / 410-  
250-4437 (fax)  
**Flowers by Alison** (OC) | 410-213-8330  
**Kitty's Florist** (Ocean Pines) | 410-289-6252

### FREIGHT CARRIERS

**UPS** | 800-742-5877  
**Federal Express** | 800-238-5355  
**ABF** | 800-610-5544/410-796-8800

### HELIUM TANKS AMBULANCE SERVICE

**Robert's Oxygen** | 410-749-9353  
**Air Gas** | 410-742-3800

### PHOTOGRAPHERS

**Paul Smith** | 410-250-1300  
**Landy Taylor** (146th St) | 410-250-1444

### REGISTRATION HELP

**Quality Staffing Services** | 410-742-2600  
**Bestemps** | 410-546-0250

### RIGGING & TRACK LIGHTS

**Team Productions** | 410-289-8230/410-289-3281 (fax) | Bob  
Rothermel  
**CPR Multi Media Solutions** | 800-825-4277/301-590-9400/301-  
252-3024 | Demitrios Ieromonah | dieromonahos@sprmmms.com  
**Atlantic Stage Lighting** | 410-525-2525 | Jamie Lite  
**Shore Audio** (Salisbury) | 410-845-1010 (cell)/410-546-1754 | Ed-  
gar W Causey "Buddy"  
**Illusions Sound & Lighting** | 717-721-6901/717-629-4278 | Brian  
Gilpin

### SECURITY

**ABCO Investigators** | 443-513-4198 | Timothy Keane  
**Thomas Security Services, LLC** | 410-548-5029 | John Thomas  
**Allied Universal** | 410-677-4700

### Stage Hands

**Team Productions** | 410-289-8230/410-289-3281 (fax) | Bob  
Rothermel  
**Samuel Brawner** (MML Uses) | 301-379-8410 (cell) | (valet, AV,  
stagehand, camera)  
**Dave Travis** | 410-749-9255/410-430-8269 (cell)/410-219-3487 (fax)

### SIGNAGE

**Sun Signs** | 410-641-9944 | Dave Lane  
**Sign by tomorrow** (Salisbury) | 410-860-0033 | Kara & Jerry  
McClymount  
**Severn Graphics** | 800-825-9134 | James Russell  
**Minuteman Press** (120th St) | 410-723-1292 | Andy

### WIRELESS INTERNET

**TR Group** | 410-208-4448 [www.trgroup1.com](http://www.trgroup1.com) / [afinney@trgroup1.com](mailto:afinney@trgroup1.com) | Aaron Finney

### MISCELLANEOUS

Booth Assistance – **Team Productions** (helps set up/break down  
both w/vendor present) | 410-289-8230/410-289-3281 (fax) | Bob  
Rothermel  
**Comcast** | 1-800-COMCAST / 410-749-1555  
**Delmarva Two-Way Radio** | 800-372-3461/410-213-1364 | Bryan  
Walton  
**Dial-A-Nanny** | 410-641-2977  
**ITT Mobility Products** | 800-576-4323 (electric/mobile wheel-  
chairs)  
**Barb's Buggy's** | 866-442-8449  
**Fantasy World Entertainment** | 800-757-6332 (inflatable balloons,  
Games, Arcade tables) | [www.fwworld.com](http://www.fwworld.com)  
**Maryland Food Bank** | 410-742-0050  
**MWP Transcripts** | 856-234-4226  
**OC Post Office** | 410-289-7819  
**Salisbury Used Furniture** | 410-543-8173

## Our Exclusive Provider for Wired and Wireless Data Network Services

Welcome to TRGroup Inc., the exclusive provider of IT services for the Roland E. Powell Ocean City Convention Center! Our company offers a comprehensive range of wired and wireless data network services to ensure that all aspects of the technology needs for your event are met. With our state-of-the-art technology and experienced professionals, our goal is to deliver top-quality services that range from customized planning, design, and implementation to ongoing maintenance and monitoring during your event. For more information or help planning your event, visit our website at [www.trgroup1.com](http://www.trgroup1.com), at (410) 208-4448, or email at [events@trgroup1.com](mailto:events@trgroup1.com).

### VENUE FEATURES:

- High-speed internet with fiber backbone
- Onsite technical support and sales teams available during events
- 24/7 monitoring of event network services
- High-density wireless network with connectivity throughout the facility
- Redundant network equipment and backup power systems onsite (coming soon)
- Complimentary Wi-Fi in the lobby and common areas

### SERVICES PROVIDED:

- Wired and wireless data and internet services
- Custom splash pages, buyout options, and sponsorships are available
- Network engineering and design services
- Connectivity options for VPN, Streaming, booth-to-booth, and Convention Center to Off-Premise Locations
- Hybrid event support
- Floorwork, switch rental, and patch cables are available

### Aaron Finney | CEO

p: (410) 208 4448 1101 | m: extension 2201

e: [afinney@trgroup1.com](mailto:afinney@trgroup1.com) | w: [www.trgroup1.com](http://www.trgroup1.com)



## Our Exclusive Provider for Rigging Services and Preferred Vendor for Sounds, Lights, Video & Labor

T.E.A.M. Productions is the Roland E. Powell Ocean City Convention Center's preferred vendor for sound, lights, video, and labor, as well as the exclusive provider for all rigging services. Our mission is to provide the venue's clients with the perspective that we are all on the same team, working collectively towards producing a successful event. Although we are based in Ocean City, MD, our full-service production company covers the entire East Coast and beyond.

### SERVICES PROVIDED:

- Comprehensive audio systems including Shure, Meyer, Nexo, QSC, Clair, EV, Yamaha and Midas
- Full-Service lighting systems, including Chavet, Martin, Elation and Avolite
- Concert quality video systems, including video screens, High def projection, and LED walls
- Professional event management, including logistics, registration, and event labor
- Talent and keynote speaker contract negotiation and handling
- Rigging services to include lift, up and down riggers, motors, cabling , and distribution

### Robert A. Rothermel, Jr. | Owner

Tours, Entertainment, Amusements, Management, LLC  
3 Dorchester Street  
Ocean City, Maryland 21842

[bob@team-productions.com](mailto:bob@team-productions.com)

443.497.1184 mobile | 410.289.8230 home office

410.289.3281 fax

[www.TEAM-Productions.com](http://www.TEAM-Productions.com)