



On behalf of Baltimore Metropolitan Council, thank you very much for your interest in exhibiting at the Maryland Product Safety Expo 2025. The Conference is scheduled to take place on March 31st & April 1st, 2025, at The Hilton Baltimore BWI Airport hotel located at 1739 W. Nursery Road, Linthicum, MD 21090. Please review the information below carefully to ensure you understand key dates and deadlines.

Please indicate any additional contacts within your organization who should receive sponsor or exhibitor information on the registration form provided. The link for this registration form can be found at the end of this document.

Conference & Exhibit Information

Each exhibit booth will be 10' x 10' and come with one (1) 6' table, two (2) side chairs, one (1) recyclable wastebasket, and a booth ID sign with your company's name complimentary. Please ensure your display does not obstruct the view of other booths and can fit into your assigned booth space. Product samples, handouts and resources to display and distribute from your table are encouraged. Please note: backdrops, table covers and pipe & drape dividers are your responsibility if so desired.

Request for an additional exhibit table is not guaranteed and is based on availability due to space limitations. Please email sheri.davies@conferencedirect.com for confirmation and availability. There is an additional \$50.00 charge if an additional table and space are provided.

**** Break Out Rooms available for purchase ** See Page 3 for information.**

Important Dates & Times

- **Exhibitor Break Out Room purchase (pg.3)**
 - o **Monday, March 31st – 9:00 a.m. – 11:30 a.m.**
 - o **Tuesday, April 1st – 9:00 a.m. – 1:30 p.m.**

- **Boxed Lunch – Foyer outside Thurgood Marshall Ballroom**
 - o **Tuesday, April 1st from 12:30 p.m. – 1:30 p.m.**

- ***Networking Reception (*Not guaranteed. Sponsorship opportunity.) – Flight Deck – Lobby Level**
 - o **Monday, March 31st – 5:30 p.m. – 8:00 p.m.**

- **Exhibitor Move-in: Thurgood Marshall Ballroom**
 - o **Monday, March 31st from 5:30 p.m. to 7:00 p.m.**

All booths must be set up and ready for the exhibit's opening by 7:00 p.m. on Monday, March 31st, 2025 for Tuesday, April 1, 2025 show.



- **Exhibit Hall Hours:**

o **Tuesday, April 1, 2025**

- 9:00 a.m. (Breakfast in Foyer)
- 9:00 a.m. – 1:30 p.m. (Exhibits in Thurgood Marshall Ballroom)
- 12:30 p.m. – 1:30 p.m. (Boxed lunch in Thurgood Marshall Ballroom Foyer)

- **Exhibitor Move-out:**

- **Tuesday, April 1, 2025 – 1:30 p.m.**

Plan on remaining until the show officially closes. Early teardown is not permitted. All booth materials must be removed and/or consigned for shipment from the exhibit area by 3:00 p.m.

Hotel Reservations:

Baltimore Metro Council has negotiated with the Hilton Baltimore BWI Airport Hotel to offer a limited number of discounted rooms. The rate for the sleeping rooms is \$135.00 plus 14% tax. The cutoff date to secure your sleeping room is **Monday, March 10, 2025**.

[Book Your Hotel Room Here!](#)

We're glad you can join us for MARYLAND PRODUCT SAFETY.

We have a room block reserved at Hilton Baltimore BWI Airport for March 30, 2025 through April 1, 2025. Booking your room is simple. Just follow the "Book Your Hotel Room Here!" link above.

Guests can also call **443-577-2415** for reservations, Monday – Friday 10AM – 5PM and ask for the Maryland Product Safety at the Hilton BWI Airport.

For the hotel shuttle service to and from BWI Airport please call **410-694-0808** when you have arrived at the airport and retrieved all your luggage.

We're looking forward to seeing you in March!

Attendee List: You will receive the Maryland Product Safety Expo attendee list upon arrival at the registration desk.

The Conference has integrated the education program with the exhibition. As you plan your participation, please anticipate your staffing needs to take advantage of the educational component of the conference – participation in the session provides you with the opportunity to



interact with attendees in a more informal atmosphere and learn about challenges and opportunities.

ConferenceDirect is the exhibit manager for Maryland Product Safety Expo. If you have any questions regarding your sponsorship and exhibit participation, please contact Sheri Davies at sheri.davies@conferencedirect.com

Sponsorship Benefits & Deadlines

Included in your sponsorship are the following benefits:

Registration Deadline: Register by March 5, 2025

Two (2) conference registrations are included in your sponsorship/exhibit registration.

Break Out Rooms available for informative sessions – Cost \$300.00 (Room set in rounds, capacity is 50 people)

**Monday, March 31st – 9 am – 12 pm & Tuesday, April 1st, 2025 – 9 am – 1:30 pm
(Sign up via link below, along with registration to exhibit)**

- **Heathrow – Located 1st floor next to exhibits – Capacity = 50 people**
- **Coal Harbour – Located 1st floor next to exhibits – Capacity = 50 people**

Company Logo and Brief Overview -- Deadline: March 5, 2025

Please send your company logo via email to Sheri.davies@conferencedirect.com in an **EPS/high resolution** (.eps) format with at least 1MB file size, along with your company overview.

Link to Exhibitor Registration Form: <https://forms.gle/MLEyPx2CkmCjx4FK9>

Again, thank you for your partnership and I look forward to working with you to make this a very successful show.

Sincerely,
Sheri Davies
Vice President of Global Accounts
ConferenceDirect
Sheri.davies@conferencedirect.com