



SENIOR EXPO/BABY BOOMER EXPO 2011 COW PALACE SPACE CONTRACT

Wednesday, October 5, 2011, 9 a.m. – 6 p.m.

Thursday, October 6, 2011, 9 a.m. – 4 p.m.

www.seniorexpoonline.com AND www.babyboomerexpoonline.com

Name of Company (as you wish it to appear on signage): _____

Description of services/products provided: _____

(Exhibitor shall not have the right to assign or grant to any other party the right to use the space to be utilized by Exhibitor or any party thereof. The Department of Aging reserves the right to deny space to any Exhibitor.)

Contact Name: _____

Phone Number: _____ Fax Number: _____

Street Address: _____

City, State, Zip: _____

E-mail address: _____

Web Site: _____

Exhibit spaces are 8' deep and 10' wide. Includes draped booth, draped table, two chairs, booth sign, and a listing on www.seniorexpoonline.com. All contracts received after August 15, 2011 will NOT have a booth sign.

Expo Sponsorship of \$5,000 or more will receive a free booth.

No. of Booths Requested: _____

Look at attached floor plan to select your Booth Number(s): _____ (first choice) _____ (second choice)

1. **Corner \$1,100** \$ _____

2. **Inside \$800** \$ _____

Two inside booths (10' deep by 20' wide space) are available for a total of \$1,300. This is a \$300 discount.

2. **Prime Booth \$1,500**

Prime Booths: (Booth Numbers 7-22, 100-102, 113-116, 118, 120, 125, 136, 138, 200, 212, 214) \$ _____

Electricity Needed: If you circle yes, information from the Timonium Fairgrounds will be sent to you. You will need to make arrangements, separate and independent of BCDA, with the Fairgrounds to receive an electrical hook-up. *Circle One*

Yes/No

Paying by Credit Card: Companies wishing to pay by credit card will be subject to an additional processing fee of \$25.

Circle One
Yes/No

BOLDED ENTRY in Expo Program Guide:

For an additional \$50, your company's name will be bolded in the program guide. The program guide is distributed in regional newspapers the week before Expo and to 10,000 attendees at Expo. If you would like your entry to be bolded to enhance visibility at the event, please check the box on the left. This opportunity is only available until August 15, 2011.

\$ _____

LINK TO YOUR COMPANY'S WEB SITE:

For an additional \$50, not only will your company's name appear on the Expo Web site, but we will also include a link that goes directly to your company's Web site until the date of Expo. If you would like the Expo Web site to link directly to your company's Web site, please check the box on the left.

\$ _____

BOOTH COST	\$ _____
PROCESSING FEE (for credit card charges \$30)	\$ _____
BOLDED ENTRY IN PROGRAM GUIDE (\$50)	\$ _____
LINK TO WEB SITE ON EXPO WEB SITE (\$50)	\$ _____
50% NON-REFUNDABLE DEPOSIT TO RESERVE SPACE	\$ _____
TOTAL DUE	\$ _____

WE HEREBY CONTRACT FOR EXHIBIT SPACE IN ACCORDANCE WITH THE FOREGOING AND EXHIBITOR AGREES TO COMPLY WITH SAID RULES AND REGULATIONS.

Signature _____

Date _____

NAME: _____

TITLE: _____

COMPANY: _____

I am interested in obtaining approval for sales at Expo. Yes No
Further, I have noted regulation #13 in this contract and attached my Sales Addendum Request.

ACKNOWLEDGED BY BALTIMORE COUNTY DEPARTMENT OF AGING (to be filled out by BCDA):

Signature _____

Date _____

Contract WILL NOT BE ACCEPTED WITHOUT 50% DEPOSIT.

Partial refunds may be given prior to June 30, 2011 at the discretion of the Baltimore County Department of Aging.

NO REFUNDS will be given after August 30, 2011.

MAKE CHECK PAYABLE TO: BALTIMORE COUNTY DEPARTMENT OF AGING

And send with **NON-REFUNDABLE** deposit to:

**Senior Expo/Baby Boomer Expo
Baltimore County Department of Aging
611 Central Avenue
Towson, MD 21204**

Or Fax contract to (410) 887-2159. Booth space will not be reserved until deposit is received.

Questions? Call (410) 887-2002 or e-mail seniorexpo@baltimorecountymd.gov.

RULES AND REGULATIONS

Please read carefully and keep for your records

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1. Space contracted for herein may not be transferred, assigned, sublet or shared with others without written permission of the Department of Aging.
2. The Department of Aging reserves the right to deny space to any category (i.e. financial, medical) when a certain number (decided by the Department of Aging) of booths in that category have been reached.
3. **Exhibits must be set up by 7 p.m., Tuesday, October 4** unless extenuating circumstances make this impossible and permission is received by the Department of Aging two weeks prior to Expo. All exhibitors must be present **no later than 8:30 a.m.**, Wednesday, October 5 and Thursday, October 6. Space must be occupied and attended during **all hours** of Senior Expo/Baby Boomer Expo. Exhibits must remain set up **until the close of Expo on Thursday**. Exhibitors dismantling early will not be offered any special consideration for booth space for the following Expo. Exhibits and all materials **must be removed by midnight Thursday**, unless given written permission by the Fairgrounds.
4. Each booth will be provided with and separated by dividing drapes at sides and rear. **Draperies 8 feet high** will be provided across the **back wall** of each booth and **3-foot high drapes** will be used at the **sides**. Exhibits shall be installed so that they will not extend beyond the space leased. **Any obstruction projected from the back wall of the booth or blocking the view of adjoining booths in any way will not be permitted without prior written approval** by the Department of Aging. **If an obstruction is found, the Department of Aging may ask that it be removed. Upon the request of the Department of Aging, exhibitors will be required to purchase sufficient space to accommodate their display's equipment, tables, etc., to avoid excessive congestion in the aisles or interference with the displays of other exhibitors.**
5. Exhibitors are asked to utilize the services of the display company for furniture, carpet and drapery. Carpet color and drapery will be determined by the Department of Aging. If you wish to use other carpet or drapery, you must make your request, with a description of the changes, **in writing**, to the Department of Aging for approval. **If prior approval is not received, the Department of Aging reserves the right to ask you to remove the carpet or drapery.**
6. Exhibitors must have prior written permission from the Department of Aging to make any structural changes to the booth space.
7. Exhibitor understands that it is Exhibitor's responsibility to set up the exhibition in the space leased. **If additional assistance (labor) is needed by Exhibitor to set up the display, including assistance with unloading and transporting materials, it must be contracted for directly from the display company. THE EXHIBITOR MAY BE CHARGED BY THE DISPLAY COMPANY FOR THEIR ASSISTANCE.**
8. The Exhibitor must put up an attractive, **visually interesting** display. You may not merely place literature on your table. The Department of Aging and/or the display company will be happy to offer suggestions/advice on ways to enhance your exhibit.
9. Exhibitors shall maintain their displays in a neat, quiet, and orderly manner. Exhibits that include the operation of musical instruments, audio video equipment, PA systems, etc., must be arranged so as not to disturb adjacent exhibitors and their patrons. Boxes and/or literature are not to be piled up at the booth in an untidy manner.
10. Exhibitors must have prior written permission from the Department of Aging to give out food or beverage items (other than candy).

RULES AND REGULATIONS

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11. All literature must be distributed and all business conducted from Exhibitor's booth(s) unless other arrangements have been made in advance in writing with the Baltimore County Department of Aging. **All persons, including Exhibitors, are prohibited from circulating throughout the Fairgrounds and the aisles of the buildings for solicitation or distributing literature.** Literature may not be placed on cars parked at the Fairgrounds.
12. If available, there will be a **\$500** charge for storage of items during the event. This will be on a space available basis. Two weeks advance notice to the Department of Aging is required.
13. **Goods or services to be offered for sale or contract at the event must have advance written permission of the Baltimore County Department of Aging.** The vendor agrees that if there are any sales of merchandise or services subject to Maryland sales tax, said sales should be reported and tax paid. The vendor shall hold harmless BCDA Director, Officers, Employees and any and all liability for failure to report and pay said tax. In order to request permission for sales, exhibitors must submit Addendum A with Contract. Baltimore County Department of Aging reserves the right to deny sales to any exhibitor.
14. Exhibitor is responsible for any damage to the building caused by its exhibit, employees or agents. Posting or fixing signs, banners or booths to any permanent wall, woodwork, floor or other permanent portion of the building is prohibited without the advance express written permission of the Baltimore County Department of Aging. **IF IT IS NECESSARY TO USE THE SERVICES OF THE DISPLAY COMPANY TO MOVE ANY OF YOUR BOXES OR OTHER HEAVY OBJECTS, YOU MAY BE BILLED BY THE DISPLAY COMPANY. YOU WILL BE RESPONSIBLE FOR ANY OF THE CHARGES YOU INCUR.**
15. Exhibitor agrees to indemnify Baltimore County and hold same harmless from any and all claims or causes of action, which arise out of or are proximately caused by Exhibitor's exhibits, employees or agents.
16. While security services are provided, **the Baltimore County Department of Aging does not guarantee or agree to protect Exhibitor against loss of any kind.** Exhibitor recognizes and agrees that, in entering into this Contract, it is not relying on or expecting Baltimore County Department of Aging to provide any type of security or protection against loss or damage of any kind and Exhibitor hereby waives any claims or causes of action relating to any such loss of damages.
17. It is understood that, in the event Exhibitor fails to comply with any of the terms of this Contract and Rules and Regulations of Senior Expo/Baby Boomer Expo applicable to Exhibitors, Baltimore County Department of Aging reserves the right to terminate this Contract, in which case Exhibitor shall immediately remove from Exhibit Hall, at Exhibitor's expense, Exhibitor's exhibit, employees and agents. Baltimore County Department of Aging has the right but not the obligation to remove or cause same to be removed at Exhibitor's expense if Exhibitor fails to do so immediately, and Exhibitor hereby waives and releases any and all causes of action or claims of any nature arising out of such removal and all payments previously made by Exhibitor to Senior Expo/Baby Boomer Expo 2011 shall be forfeited and retained by Baltimore County Department of Aging without further obligation to Exhibitor.
18. **CANCELLATION OR TERMINATION OF SENIOR EXPO/BABY BOOMER EXPO** - In case Baltimore County Department of Aging shall for any reason determine to cancel or terminate Senior Expo/Baby Boomer Expo, the Exhibitor waives all claims the Exhibitor might have against the Baltimore County Department of Aging for damages or expenses and agrees to accept in complete satisfaction and discharge of all claims against Baltimore County Department of Aging, the Exhibitor's pro-rate share of the total amount paid by all Exhibitors less all costs, and expenses incurred by the Baltimore County Department of Aging in connection with Senior Expo/Baby Boomer Expo including a reserve for future claims and expenses in connection therewith.