

BABY BOOMER/SENIOR EXPO 2012



NORTH HALL APPLICATION AND AGREEMENT

Company Name: _____ Description of Services _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____ Fax: _____

Contact for EXPO 2012: _____
(Will receive EXPO updates)

Company Name as it should appear in print: _____
(This is the name that will appear in all signage and the EXPO Guide)

Website Address: _____

E-Mail: _____ Alternate E-Mail: _____

To ensure that you receive all EXPO announcements, please add seniorexpo@baltimorecountymd.gov to your safe sender list.

EXHIBITOR FEES: *Exhibit spaces are nominal 10' deep and 10' wide. Includes draped table, two chairs and booth sign.*
**** All contracts received after August 15, 2012 will NOT receive a booth sign.**

BOOTH NUMBER (S) 1ST Choice _____ 2nd Choice _____

- Exhibitor – Prime Booth...(20-22, 68-70, 100-103, 114-118, 120, 133, 135, 136, 138, 200, 202, 214, 216, 231, 233)). \$1,500
- Exhibitor – Corner Booth .. (See floor plan)..... \$1,100
- Exhibitor – Inside Booth..... (See floor plan)..... \$ 800
- Exhibitor Special – Two (2) Inside Booths\$1,300

OTHER OPTIONS TO EXPAND YOUR EXPOSURE:

- Listing on the EXPO website to your website upon receipt of your contract through October 2..... \$ 50
- Link from EXPO website to your website upon receipt of your contract through October 2012 \$ 50
- Bolded Entry in Program Guide..... \$ 50
- Booth Discount** prior to April 1 with contract /deposit..... MINUS \$ (50)
- Multiple Event Package Discount** – I am eligible for 10% discount for attending a minimum of three events with BCDA

EXPO Program Guide Ad Special:

- 1/16 Page Ad B/W Business Card\$60

Exhibitor Fees Total \$ _____

ADDITIONAL MARKETING OPPORTUNITIES:

I would like to offer: Door Prize (valued at \$10 or more) Health Screening Silent Auction item
Door Prize, Silent Auction Items and/or Health Screenings will be highlighted in the EXPO Guide

ELECTRICITY NEEDED: **Yes** **No**

Timonium Fairgrounds electric form will be sent to you. You are required to make arrangements, separate and independent of BCDA, with the Fairgrounds to receive an electrical hook-up.

SALES AT EXPO: **Yes** **No**

I am interested in conducting sales at Expo and have completed the Sales Addendum for approval.

PAYMENT: I understand by providing the fax number and email address above, on behalf of the specified company, I am authorized and hereby give consent for the company to receive faxes and/or emails sent by or on behalf of BCDA and its affiliated services.

Authorized Signature: _____ Title: _____

Print Name: _____ Date: _____

- Credit Card via invoice from PayPal (\$35 fee for each transaction) Contact E-Mail: _____
- Check - Enclosed** (Completed Application and Agreement must accompany check)
Contract will not be accepted without 50% deposit.

Send Your Contract Today:
Fax - 410-887-2159
Email - sponsorBCDA@baltimorecountymd.gov
Mail - Baltimore County Department of Aging
611 Central Avenue, Room 304
Towson, MD 21204

APPLICATION & AGREEMENT

COMPANY NAME: _____

Exhibit Space:

Space contracted for herein may not be transferred, assigned, sublet or shared with others without written permission of BCDA.

Exhibits must be set up by 7:00 p.m. on Tuesday, October 9th, unless extenuating circumstances make this impossible and permission is received from BCDA two weeks prior to EXPO. All exhibitors must be **present no later than 8:30 a.m.** on October 10th and 11th. Space must be occupied and attended during all hours of the EXPO. *Exhibits must remain intact until the close of EXPO at 4:00 p.m. A \$200 fee will be charged for dismantling and departure prior to 4:00 p.m.* Disassembling your booth must be completed by 6:00 p.m. on the day of the EXPO.

Each booth will be provided with and separated by dividing drapes at sides and rear. Eight-feet-high draperies will be provided across the back wall of each booth and three-foot high drapes will be used at the sides. Exhibits shall be installed so they do not extend beyond the space leased, which includes the aisle. Upon the request of BCDA, exhibitors will be required to purchase sufficient space to accommodate their display equipment, tables, etc., to avoid excessive congestion in the aisles or interference with the displays of other exhibitors.

Exhibitor must put up an attractive, visually interesting display. BCDA and/or the display company will be happy to offer suggestions/advice on ways to enhance your exhibit. Exhibitors shall maintain their displays in a quiet and orderly manner. Exhibits, which include the operation of musical instruments, audio/video equipment, PA systems, etc., shall maintain their displays in a manner not to disturb other exhibitors in close proximity. Exhibitors are asked to utilize the services of the display company for booth furniture, carpet and drapery. Carpet and drapery color will be determined by the BCDA. You must request use of other carpet/drapery in writing from BCDA prior to EXPO.

The Department of Aging reserves the right to deny space to any category (i.e. financial, medical, etc) when a certain number (decided by the Department of Aging) of booths in that category have been reached.

Exhibitor must have prior written permission from BCDA to make any structural changes to the booth space. If additional assistance (labor) is needed by the Exhibitor to set up the display, including unloading and transporting materials, it must be contracted directly with the display company. The Exhibitor will be charged by the display company for their assistance.

Exhibitor is responsible for any damage to 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 express written permission of BCDA.

Exhibitor agrees to indemnify BCDA 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.

BCDA does not guarantee or agree to protect Exhibitor against loss of any kind. Exhibitor recognizes and agrees that in entering this Agreement, it is not relying on or expecting BCDA 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 or damages.

It is understood, in the event Exhibitor fails to comply with any of the terms of this Agreement, BCDA reserves the right to terminate this Agreement in which case Exhibitor shall immediately remove from Exhibit Hall, at Exhibitor's expense, its exhibit, employees and agents. BCDA 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 the EXPO shall be forfeited and retained by BCDA without further obligation to Exhibitor.

If for any reason BCDA determines to cancel or terminate the EXPO which you have contracted to participate in by this agreement, the Exhibitor waives all claims the Exhibitor might have against BCDA for damages or expenses and agrees to accept in complete satisfaction and discharge of all claims against BCDA, the Exhibitor's pro-rata share of the total amount paid by all Exhibitors less all costs and expenses incurred in connection with the EXPO, including a reserve for future claims and expenses in connection herewith.

The Exhibitor agrees the charge for Exhibitor space(s) reserved in advance has been made in consideration of Exhibitor using and paying for all space(s) reserved. The Exhibitor shall not be relieved from such payment by failure to use such reserved space for any cause whatsoever.

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 BCDA. **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.

Exhibitors must have prior written permission from the Department of aging to give out food or beverage items (other than candy.)

There is a **\$500** charge for storage at Expo. This will be provided on a space available basis. Two weeks advance notice to BCDA is required.

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.

WE HEREBY CONTRACT FOR EXHIBITOR SPACE AND AGREE TO COMPLY WITH THE <i>EXHIBITOR AGREEMENT</i> .	
BY: _____	DATE: _____
Authorized Signature/Title	Printed Signature