

Mid Atlantic Expositions EXHIBITOR CONTRACT Fall 2017 Spring 2018

Company: _____

Fall 2017

Clarksville, MD September 9-10, 2017

Howard County Home Expo

Ten Oaks Ballroom, Clarksville, MD

Sat. 10AM-6PM, Sunday 11 AM-5PM

_____ Standard booth @ \$1450 (10' wide x 8' deep)

_____ Double booth @ \$2800 (20' wide x 8' deep)

_____ Total # of Booths _____ Add Electric for \$50.00

Total Booth Fees _____ / _____ I'd like the same spot as last show.

Annapolis, MD Sept. 23-24, 2017

Annapolis Fall Home Expo

The Byzantium, 2747 RIVA ROAD

Sat. 10AM-6PM, Sunday 11 AM-5PM

_____ Standard booth @ \$1125 (10' wide x 8' deep)

_____ Double booth @ \$2225 (20' wide x 8' deep)

_____ Total # of Booths _____ Add Electric for \$50.00

_____ 1/2 page Magazine ad- 35,000 homes \$375

_____ full page Magazine Ad- 35,000 homes \$700

Total Booth Fees _____ / _____ I'd like the same spot as last show.

Clarksville, MD March 24-25, 2018

Howard County Home Expo

Ten Oaks Ballroom

Sat. 10AM-6PM, Sunday 11 AM-5PM

_____ Standard booth @ \$1450 (10' wide x 8' deep)

_____ Double booth @ \$2800 (20' wide x 8' deep)

_____ Total # of Booths _____ Add Electric for \$50.00

Total Booth Fees _____ / _____ I'd like the same spot as last show.

Mid Maryland Home Expo, April 7-8, 2018

Benfield Sports Center

1031 Benfield Blvd. Millersville, MD 21108

Sat. 10AM-5PM, Sunday 11 AM-4PM

_____ Standard booth @ \$975 (10' wide x 9' deep)

_____ Double booth @ \$1850 (20' wide x 9' deep)

_____ **Single booth-CRAFT RATE @ \$200 (10 wide x 9 deep)**

_____ Total # of Booths _____ Add Electric for \$50.00

Total Booth Fees _____ / _____ I'd like the same spot as last show.

The Harford EXPO April 14-15, 2018

Harford County Home Expo

APG Arena at Harford Community College

Sat. 10AM-6PM, Sunday 11AM-5PM

_____ premium booth @ \$1075(10' wide x 10' deep)

_____ premium double booth @ \$2100 (20' wide x 10' deep)

_____ Standard booth @ \$975(10' wide x 10' deep)

_____ Double booth @ \$1900 (20' wide x 10' deep)

_____ **Single booth-CRAFT RATE @ \$200 (10 wide x 9 deep)**

_____ Total # of Booths _____ Add Electric for \$50.00

Total Booth Fees _____ / _____ I'd like the same spot as last show.

CALVERT HOME SHOW, April 28-29, 2018

Calvert Fairgrounds, Prince Frederick, MD

Sat. 10AM-5PM, Sunday 11 AM-4PM

_____ Standard booth @ \$800 (10' wide x 8' deep)

_____ Double booth @ \$1550 (20' wide x 8' deep)

_____ Total # of Booths _____ Add Electric for \$50.00

_____ **Single booth-CRAFT RATE @ \$200 (10 wide x 9 deep)**

Total Booth Fees _____ / _____ I'd like the same spot as last show.

Spring 2018

Annapolis, MD Feb. 24-25, 2018

Annapolis Spring Home Expo

The Byzantium, 2747 RIVA ROAD- ONE WEEKEND

ONLY

Sat. 10AM-6PM, Sunday 11 AM-5PM

_____ Standard booth @ \$1450 (10' wide x 8' deep)

_____ Double booth @ \$2800(20' wide x 8' deep)

_____ Premium Double @3000(20 wide x 8 deep)

_____ 1/2 page Magazine ad- 40,000 homes \$400

_____ full page Magazine Ad- 40,000 homes \$800

_____ Total # of Booths _____ Add Electric for \$50.00

Total Booth Fees _____ / _____ I'd like the same spot as last show.

Locations and Move In/Move Out:

The Byzantium 2747 Riva Road, Annapolis, MD 21401. Move in Friday 10AM-6PM, Move Out Sunday 5PM-8PM, Monday 8AM-11AM. Floor varies by room. Carpeted ballroom, wooden gym basketball floor with tarp cover, concrete floor, tile floor. See floor plan for specifics. Door to gym is on ground level and is 6' wide x 7' 8" high. There is a loading dock, with large access doors.

Ten Oaks Ball Room, Clarksville: 5000 Signal Bell Lane, Clarksville, MD 21029. Move-In Friday 12 noon-6PM, Move-Out Sun. 5-8PM. Floor: Lobby Tile, Ballroom, Carpet and Hardwood. Doors: Standard Ballroom Doors.

Benfield Sports Center: 1031 Benfield Blvd, Millersville, MD 21108 Move-In Friday 12 noon-6PM. Move-Out Sunday 5-8PM. Floor: Gym is vinyl basketball court, Entry doors are 68" wide x 84" High plus a large roll up door.

APG Arena at Harford Community Center: 401 Thomas Run Road, Bel Air, MD 21015. Move In Friday 11AM-6PM, Move Out Sunday 5-8PM. Floor: Hardwood. Carpet needed for anything heavier than a table. Door Sizes: 92" x 63"

Calvert Home Show: Calvert Fairgrounds, 140 Calvert Fair Dr, Prince Frederick, MD 20610. Move In: Friday 12 noon-6PM, Move Out Sunday 5-8PM. Load In doors: 6' wide x 7' high Floor: Room A, tile, Room B Concrete.

PLEASE NOTE THE FOLLOWING:

Please check-in at the Exhibitors Check-In table on arrival for credentials and other important documents.

Booth Set up and operation: All booths are subject to the approval of the local fire marshal. Each booth will be set up with 3' high side curtains and an 8' high back curtain. If you have side walls in your booth, please make sure that they do not extend any further than 4 feet from the back of the booth. Carpet is not provided in the booth, and it is up to each vendor to provide carpet if they need it for their display. Tables and chairs are available for vendors and will be in your booth or on carts near your booth on arrival. **We do not provide linens or skirts for tables.** We ask that all booths be set and ready to go 30 minutes prior to the opening of the show on each day.

Venue protection: DO NOT TAPE ANYTHING TO THE FLOOR UNLESS YOU USE REMOVABLE PAINTERS TAPE. For landscapers, please put a plastic mat or tarp on the floor before pavers are set. Exhibitors are liable for any damage to the facility and /or property of other Exhibitors they may damage. Exhibitors are responsible for their own insurance to cover all contingencies including but not limited to fire, theft, property damage, public and private liabilities and worker's compensation.

Electric is available for \$50 for each booth. Please make advance arrangements with us if you need additional power. Please make sure to bring a 25' extension cord for power. If you have an electrical issue, please let the show managers know by Friday

afternoon during the move in so it can be resolved before the opening of the show.

Additional: Exhibitors should have at least one person in their booth during show hours. Loud sounds or flashing lights are not permitted. Any aerial displays must be anchored safely to the floor or booth, and must not exceed 12' in height. Displays cannot block adjacent booths. Exhibitors must not sell food or beverages from their booths. Exhibitors are responsible for the maintenance and cleaning of their booths. All displays are subject to the approval of local officials. Exhibitors will refrain from soliciting guests that are currently engaged in conversations with other vendors or in other vendors booth space. Vendors will solicit and distribute materials only from their own booth space. Please remove the trash from your booth at the end of the day. Please turn off all power from your booth at the end of the day.

DO NOT BREAK DOWN YOUR BOOTH PRIOR to the end of the show as advertised or directly communicated by the on-site event/show manager.

Vendors tearing down their booth prior to closing will not be invited back to the show and will be subject to an immediate \$150 charge. Exhibitor agrees to remove booth and materials by the end of the move out period and return the space clean with all trash removed, floor swept broom clean. In the event booth and materials are not removed, show will remove and store and exhibitor will be responsible for all associated costs for moving and storage.

Name Badges: We will provide business card name badges for **up to 6** people per booth when you check in. Additional badges are available for \$5.00 each. We do not need the names of individual employees. Additional Tickets: If you need additional tickets for clients/friends/family, they may be purchased for \$5.00 each from our ticket sellers

Parking: Please leave parking room in the main lot for our patrons. A map will be provided on arrival.

Weather Issues: The Show is not liable for weather issues that impact the performance of the event. Our company does provide cancellation insurance for unusual weather events, but reimbursement is not guaranteed.

Additional Services: We will be using Complete Expo and Tradeshows for our show set up. They provide shipping and receiving services and they offer additional supplies and rental items that can enhance your booth as needed. They can be reached at 410 254 3074. Our contact is Randi Lozzi. For additional exhibitor services and resources, please visit our website.

Initial _____ Date _____

Mid Atlantic Expositions EXHIBITOR CONTRACT

Several categories are limited and we will only accept applications from a specific number of exhibitors.

Contact: _____

Company: _____

Services/Products: _____

Address: _____

City: _____ St. _____ Zip _____

Office Phone: _____ Cell Phone: _____

Fax: _____ E-Mail: _____

Please return with \$400 per space deposit to confirm space.

Complete this form and fax, mail or email to us. Make Checks payable to Mid Atlantic Expos. Fax 703 476 8423.

Scan and email: office@midatlanticexpos.com

Mail: 3325 Bitter Sweet Ct. Oak Hill, VA 20171

This agreement constitutes your contract with Mid Atlantic Expos, producers of the above Shows. Please return all pages with contract.

Cancellations received in writing 60 days prior to the event will be refunded in full, minus \$100 fee. No refunds will be issued within 60 days of the event. Exhibitor agrees to provide proof of event liability insurance. Final payments are due 30 days in advance of show. Failure to make payment as scheduled will result in cancellation of exhibit space. **Early break down of exhibit space will result in an immediate \$150 non-refundable penalty fee.**

Please Charge \$_____ to my Credit Card: VISA MC AMEX for my deposit. (circle one)

Credit Card # _____ Ex. Date: _____ CSV _____

Cardholder name _____

____ I authorize Mid Atlantic Expos to process the final payment on my credit card.

____ Please invoice me for the final payment.

Agreed by Exhibitor _____ Date _____

For additional information including directions and exhibitor services , please visit our website:

WWW.MIDATLANTICEXPOS.COM

Call us with questions at 703 476 8422