

Mid Atlantic Expositions EXHIBITOR CONTRACT

Spring 2020 JOB FAIR

Spring Job Fair 2020

Monday Feb. 24, 2020 4PM-7:30PM

The Byzantium Event Center
2747 Riva Road Annapolis, MD 21401

Current Home Owners Expo Customers

_____ Standard booth @ \$250 (10' wide x 8' deep)

Non-Home Owners Expo Customers

_____ Standard Booth @ \$300 (10' wide x 8' deep)

_____ Total # of Booths

_____ Add Electric for \$50.00

Total Booth Fees _____

Venue protection: DO NOT TAPE ANYTHING TO THE FLOOR UNLESS YOU USE REMOVABLE PAINTERS TAPE. 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.

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.

Location, Move In/Move Out:

The Byzantium 2747 Riva Road, Annapolis, MD 21401. Move in Monday Feb. 24, 1PM-3:30PM, Move Out Monday 7:30PM-9PM.

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. **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.**

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 at exhibitor's expense where exhibitor will be responsible for all associated costs for moving and storage.

Show Badges: We will provide ID badges for **up to 6** people per booth when you check in. These will not have names printed on them.

Parking: Please leave parking 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.

Initial _____ Date _____

Mid Atlantic Expositions EXHIBITOR CONTRACT

Contact: _____

Company: _____

Services/Products: _____

Address: _____

City: _____ St. _____ Zip _____

Office Phone: _____ Cell Phone: _____

Fax: _____ E-Mail: _____

Please return with booth fee to confirm space.

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

Scan and email: office@midatlanticexpos.com

Mail: PO Box 3331, Annapolis, MD 21403

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: _____ Security Code _____

Mid Atlantic Expos will add a 3% bank service charge on all credit card charges in excess of \$2500 per year.

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