

**POWER OF AGE EXPO 2018 - October 3-4, 2018**  
**APPLICATION AND AGREEMENT**



Company Name \_\_\_\_\_ Description of Services \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Email for 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 powerofageexpo@baltimorecountymd.gov to your safe sender list.

**Booths are 10X10 but space may vary. Includes draped table, two chairs and booth sign.**

**\*\*All contracts received after August 27, 2018 will NOT receive a booth sign.**

**BOOTH NUMBER(S) 1ST Choice \_\_\_\_\_ 2ND Choice \_\_\_\_\_**

- Exhibitor – Premier Booth (118, 122, 128, 217, 220, 225, 228, 233, 236, 241, 244, 503, 505, 511, 1000, 1003) (booth size minimum of 10 X 15 ft).....\$1,800
- Exhibitor – Prime Booth (100, 101, 107, 108, 109, 110, 120, 126, 127, 129, 136, 200, 206, 207, 209, 216 500, 501, 502, 600, 601, 602, 700, 709, 809, 826, 828) .....\$1,500
- Exhibitor – Grand Booth (102-106, 111-117, 121, 135, 201, 215, 249, 256, 257, 266, 300, 307, 308, 317, 318, 327, 603, 701, 708, 710, 717, 800 (7 X10), 810, 817, 818, 825, 832, 841).....\$1,100
- Exhibitor – Inside Booth or 7 X 10 booth from 801-807.....\$ 800
- Exhibitor Special Discount - TWO Inside Booths .....\$1,300

**OTHER OPTIONS TO EXPAND YOUR EXPOSURE:**

- Listing of your website on the EXPO website with no link upon receipt of your contract through 9/15/18.....\$ 50
- Link from EXPO website to your website upon receipt of your contract through 9/15/18..... \$ 50
- Bolded Entry in Program Guide..... \$ 50
- Booth Discount prior to April 1 with contract & full payment complete....** .....MINUS (\$150)

**EXPO Program Guide Ad Special For Exhibitors**

- Full Page Ad (\$1,220)     Half Page Ad (\$660)     Quarter Page Ad (\$340)

**Exhibitor Fee Total \$ \_\_\_\_\_**  
*Discounts cannot be combined.*

**Additional Marketing Opportunities**

I am interested in providing a  Door Prize,  Silent Auction Items and/or  Health Screenings \_\_\_\_\_ that will be highlighted in the EXPO Guide.

**ELECTRICITY NEEDED:**  Yes  No

Electric for your booth/display represents an additional exhibitor cost and must be arranged through the Maryland State Fairgrounds. The completed form and payment must be mailed directly to the Maryland State Fairgrounds. The electrical form will be e-mailed/mailed with your executed Expo contract.

**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:
- Invoice Me (Upon receipt of the signed contract, you will be invoiced by Baltimore County, MD.)  
**Full payment must be made by April 1, 2018 to qualify for early bird discount.**

**Send Your Contract Today:** Fax -410-887-2159    Email - powerofageexpo@baltimorecountymd.gov  
 Mail - Baltimore County Department of Aging, 611 Central Avenue, Room 302,  
 Towson, MD 21204

**APPLICATION & AGREEMENT with COMPANY NAME:** \_\_\_\_\_

Exhibit space contracted for herein may not be transferred, assigned, sublet or shared with others without written permission of BCDA. This agreement is exclusive between BCDA and the vendor. Vendor must be the sole booth occupant. Other occupants shall pay the full booth fee.

Exhibits must be set up by 6 p.m. on Tuesday, October 2, unless permission is otherwise received from BCDA two weeks prior to EXPO. All exhibitors must be present no later than 8:30 a.m. on October 3 and 4. Space must be occupied and attended during all hours of the EXPO. Exhibits must remain intact until the close of EXPO at 4 p.m. A \$200 fee will be charged for dismantling and departure prior to 4 p.m. Disassembling your booth must be completed by 6 p.m. on the day of the EXPO. Exhibitor is solely responsible for set-up and break-down of their display.

Each booth will be provided with and separated by dividing drapes at sides and rear. Eight-foot-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 provided, 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. BCDA reserves the right to modify booths based on need and display company recommendations.

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, a/v 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/drapery color will be determined by the BCDA and must be approved in writing from BCDA two weeks in advance. Sponsors are responsible for any carpet fees in their area.

BCDA reserves the right to deny space to any category of Exhibitor. Exhibitor warrants that he/she is legally authorized and entitled to advertise the business or product represented and asserts that the business is in good standing with the business and professional community and that there are no outstanding, sustained, unresolved complaints against it. If there are outstanding complaints, exhibitor will explain the details on a separate form. Upon review, BCDA may elect to void this agreement and money will be refunded. Exhibitor must display signage that clearly states if an attendee shares their contact information that it will result in future solicitation from said exhibitor.

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. No liability may inure to Baltimore County, the Baltimore County Department of Aging, its agents, employees or directors, as a result of goods or services provided by individuals, businesses or organizations at EXPO. 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. If the event is canceled for reasons beyond the control of BCDA, no monies will be refunded.

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 shall be reported and tax paid. The vendor shall hold harmless Baltimore County, the Baltimore County Department of Aging, its agents, employees and/or directors from 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 EXHIBITOR AGREEMENT.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Authorized Signature/Title Printed Signature Rev. 3/18