

THE FREDERICK COUNTY CHAMBER  
OF COMMERCE PRESENTS:

# 21<sup>ST</sup> ANNUAL Business EXPO

OCT 26, 2016  
FREDERICK INDOOR SPORTS CENTER  
9:00AM-4:00PM

The Chamber Expo is Frederick County's largest tradeshow and the year's biggest opportunity to connect, promote, and amplify your business. This year will welcome more than 130 exhibitors and more than 1,000 attendees looking to learn about your organization.

Showcase your products, services, or cuisine during this one-day business community event and gain exposure for your organization:

- Online, in print, and on air
- Via social media
- Through marketing with Frederick Indoor Sports Center
- With signage and program book at the event

## JOIN THE EXPERIENCE

To join the Expo, return this registration form to the Chamber by August 31, 2016.

Exhibits are assigned on a first-come, first-placed basis. Now is the time to take advantage of priority placement and secure your exhibit.

## ~ 2016 EXHIBITOR REGISTRATION ~

GENERAL REGISTRATION AVAILABLE THROUGH AUGUST 31

EXHIBIT BOOTH	MEMBER	NON-MEMBER
<b>STANDARD BOOTH</b> Need more space? Ask about a double or triple booth.	\$700	\$900
<b>NONPROFIT BOOTH</b> This special rate is only available to nonprofits (501c3), educational institutions, and government organizations.	\$600	\$800
<b>SHARED BOOTH</b> No more than two small businesses (<10 employees at each company) may share the same space. Chamber approval is required.	\$1000 (total)	Not available

EXHIBIT TABLE	MEMBER	NON-MEMBER
<b>STANDARD TABLE</b> Exclusively available to 501c3 nonprofits, and small businesses with less than 10 employees.	\$400	\$600

## PARTNERS IN TRUST

### MISSION & PLATINUM – FREE

Complimentary premium placement of an oversized booth. Registration is still required.

### GOLD

\$350 premium placed booth

### SILVER

\$525 premium placed booth

### COPPER

\$630 premium placed booth

## TASTE OF THE EXPO

### TASTE OF THE EXPO BOOTH SPACE

Taste of the Expo is free for restaurants and caterers. Showcase your culinary talents during breakfast, lunch, or happy hour appetizers and receive lots of positive exposure and promotion.

Call 301.662.8493 to learn more about participating in Taste of the Expo.

**CHAMBER  
FREDERICK**  
Making connections since 1912

8420-B GAS HOUSE PIKE, FREDERICK, MD 21701 | FREDERICKCHAMBER.ORG | P: 301.662.4164 F: 301.846.4427

## CONTACT INFORMATION

PLEASE PRINT

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## EXHIBIT SELECTION

- ☐ Partner in Trust - Mission (free)
- ☐ Partner in Trust - Platinum (free)
- ☐ Partner in Trust - Gold (\$350)
- ☐ Partner in Trust - Silver (\$525)
- ☐ Partner in Trust - Copper (\$630)
- ☐ Taste of The Expo (free)

- Standard Booth: ☐ Member (\$700) ☐ Nonmember (\$900)  
Nonprofit Booth: ☐ Member (\$600) ☐ Nonmember (\$800)  
Shared Booth: ☐ Member Exclusive (\$1000 per table space, max 2 companies)  
Table Space: ☐ Member (\$400) ☐ Nonmember (\$600)  
☐ Breakfast: 9:00-10:30 a.m. ☐ Lunch 11:45-1:15 p.m. ☐ Appetizers 2:30-4:00 p.m.

- ☐ Electricity \$30 per exhibit space number. Check this box if your booth or table requires access to an electric outlet.  
(Electricity is included with all Partners in Trust booths.)

Exhibit # Preference: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

## PAYMENT INFORMATION

PLEASE CHARGE MY: ☐ Visa ☐ MC ☐ Amex CARD FOR: BOOTH \$ \_\_\_\_\_ + ELECTRIC: \_\_\_\_\_ = \$ \_\_\_\_\_

CC #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CARDHOLDER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please review the terms and conditions. Submission of registration and payment for an exhibit space indicates your agreement to observe and abide by all Terms, Conditions, and Rules specified in the exhibitor contract and accept all provisions.  
Return this completed form and full payment to the Frederick County Chamber of Commerce.  
8420-B Gas House Pike, Frederick, MD 21701 • fax: 301.846.4427 • email: info@frederickchamber.org



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## ADDITIONAL INFORMATION

Show management will place each organization in the best location available at the time the registration form and full payment is received. Placement occurs on a first-received, first-assigned basis. Industry balance on the tradeshow floor, reasonable distances between competitors, and your preferences will be considered. Please indicate your top four location preferences, and every effort will be made to accommodate you.

Once payment is processed, you'll receive an email with instructions to complete your marketing profile. Your company's exhibit space is not confirmed until this profile is completed. This is essential to promoting your organization at the expo. Call 301.662.4164 if you do not receive a link to the online form by August 31, 2016.

Exhibitors will receive a packet and space assignment via email by September 9, 2016. All exhibitors must abide by Expo terms, conditions, and rules.

## DATES & DEADLINES

- 8/31/16 DEADLINE FOR GENERAL REGISTRATION
- 9/16/16 DEADLINE TO SUBMIT ONLINE PROFILE FORM
- 9/16/16 DEADLINE FOR CANCELLATION
- 9/26/16 DEADLINE FOR CERTIFICATE OF INSURANCE
- 10/25/16 MANDATORY EXHIBIT SETUP 1:00-6:00 PM
- 10/26/16 EXPO 2016 AT FREDERICK INDOOR SPORTS CENTER

## HAVE QUESTIONS?

Contact the Chamber. We'll help you decide which exhibit is right for you and how to connect, promote, and amplify your organization at the 21st Annual Business Expo.

# TERMS AND CONDITIONS

- 1. EXHIBIT SPACE ASSIGNMENT PROCEDURE** - Space is reserved on a first-received, first-assigned basis. Full payment must accompany the exhibitor registration form. Exhibitors will be placed in the best location available at the time the registration form is received, taking into account the Exhibitor's preferred location. All assignments are subject to change at the discretion of the Frederick County Chamber of Commerce to achieve trade show floor balance.
- 2. EXHIBIT SPACE RENTAL** - Payment is due in full prior to confirmation. Failure to submit payment by deadline may result in cancellation.
- 3. EXHIBIT SCHEDULE** - Set-up is on Tuesday, October 25, 2016 beginning at 1:00 pm, and no later than 6:00 pm. Exhibitor is not allowed to set up the day of the show. Tear down may begin at 4:01 pm on October 26. Exhibitors dismantling prior to 4:01 may receive a \$250 fine and be disqualified from future expos.
- 4. BOOTH DIMENSIONS & DESIGN** - Unless otherwise indicated on exhibit hall floor plan, booth size is a minimum of 8 feet deep x 10 feet wide. All booths have pipe & drape back and side walls. A sign with company name and booth number, 6-foot draped table, 2 chairs, and trash can will be provided. Show regulations require that exhibits and exhibit materials exceeding 3 feet in height must be confined to the rear of the booth, extending no more than 3 feet from the back wall. Overall height of display exhibit should not exceed 7 feet. Exhibitors who wish to deviate from these guidelines must contact the Chamber at 301.662.8493 for approval prior to the show. Access to an electric outlet is available, and must be requested and paid for in advance. Exhibitor must supply extension cord and/or power strip.
- 5. TABLE SPACE DIMENSIONS & DESIGN** - Table space area is approximately 8 feet wide x 5 feet deep, and includes a 6-foot draped table, 1 chair, and trash can. Table space does not include side rail pipe & drape. Access to electric is available, and must be requested and paid for in advance. Exhibitor must supply extension cord and/or power strip. Surrounding floor space is limited, and exhibits are restricted to tabletop displays not to exceed 6 feet in height.
- 6. TASTE OF BOOTH:** The space is ONLY available during the time slot assigned. Timely set-up/tear-down is the responsibility of vendor. Two 6' tables, one large trash can, two chairs, and an 11" x 17" full color logo table-top sign are included. Vendor must supply extension cord and/or power strip. Signs, decor, flyers, cards, and any other promotional materials are permitted, but must be removed when booth is vacated. No display items are allowed in the aisles, adhered to walls, or hung from the pipe & drape. Vendor must provide table linens, disposable plates/napkins/utensils/cups, and anything else necessary for serving food samples. Vendor is responsible for following health codes including hand

washing station. Space is assigned two weeks prior to the Expo.

- 7. USE OF EXHIBIT** - Exhibit must be staffed at all times during the show. Merchandise, signs, decorations or display fixtures shall not be posted, taped, nailed, tacked or otherwise attached to walls, columns, floors or other parts of the exhibit site. Names or advertisements of non-exhibiting companies are not permitted on displays. Exhibitors may not sublet or permit other companies to use their space or any part thereof, without express written permission of the Chamber. Only contracted companies that submit the booth application, payment, and complete the online profile by the deadline, will receive a listing in the program.
- 8. SMOKING** - Smoking is prohibited in the exhibit hall and on the grounds. Additional parameters may be specified by the venue.
- 9. EXHIBITOR CONDUCT** - Exhibitor shall not block safe passage through the aisles. All promotional material must be distributed from within the confines of the contracted exhibit space. All such material is subject to approval by show management. Exhibitor shall not conduct itself in a manner offensive to standards of decency or good taste.
- 10. AMERICANS WITH DISABILITIES ACT (ADA)** - Exhibitor is required to construct displays that are accessible by people with disabilities and to comply with the Americans with Disabilities Act (ADA).
- 11. COPYRIGHT INFRINGEMENT** - Exhibitor shall be responsible for securing any and all necessary licenses and consents for any (a) performances, displays, or other uses of copyright works or patented inventions and (b) use of any image, name, likeness, or signature, voice or other impression, or other intellectual property owned by any third party which is used directly or indirectly by Exhibitor. Playing of copyrighted music at events is prohibited by the copyright laws of the USA unless you have written and signed permission from the author or composer of the material, or have an agreement with music licensing organizations.
- 12. AUDIO / VIDEO EQUIPMENT** - Audio and video equipment must be self-contained, fireproof, certified by Underwriters Laboratories, and compliant with all local regulations. Equipment must be operated so as not to disturb or infringe upon other exhibitors. Sound must be kept at a volume not to exceed that of normal conversation. The Chamber reserves the right to determine the acceptable sound level in all instances.
- 13. LIABILITY AND INSURANCE** - Exhibitor must submit Certificate of Insurance (COI) by September 26, 2016. Exhibitors are responsible for insurance coverage, and are advised to be sure that their insurance coverage includes extra territorial coverage, theft, public liability, and property damage insurance. Neither the Chamber, nor its sponsors,

nor its employees and representatives will be responsible for injury, loss, or damage that may occur to the Exhibitor or the Exhibitor's employees or property prior, during, or subsequent to the period covered by the contract. By submitting registration and payment, the Exhibitor expressly releases the Chamber, its sponsors, and its employees and representatives from and agrees to indemnify same against any and all claims for such loss, damages, or injury that solely results from Exhibitor's actions/inactions. The Expo venue proprietors/management/partners are not responsible for damage to or loss of any item left prior to or following any function.

- 14. SHIPPING AND RECEIVING** - Advance shipment of materials is not available. See items 3, 4, and 5 for exhibit specifications.

- 15. UNFORESEEABLE CIRCUMSTANCES** - In the event of fire, strike, inclement weather, civil strife or other circumstances beyond the control of the Chamber which causes the show to be canceled in whole or part, Exhibitor waives any claim for damages or compensation except for the pro-rata return of the space rental paid for that period of time which was not available for use, less expenses incurred by the Chamber in connection with the show.

- 16. UNOCCUPIED SPACE** - If the Exhibitor fails to occupy the contracted space by the end of scheduled set-up, or fails to comply in any other respect with the terms of this agreement, the Chamber shall have the right to use such space in any manner, and Exhibitor forfeits any monies paid for space.

- 17. AMENDMENTS** - The Chamber shall have full power to interpret or amend these rules. Wherever these rules do not appear to cover specific situations, the Chamber reserves the right to make such rulings as may appear to be in the best interest of the show and the Exhibitor agrees to abide by such rulings.

- 18. CANCELLATION OR TERMINATION OF EXHIBIT** - Upon acceptance of exhibit registration by the Chamber, this shall be a legally binding contract between the Exhibitor and the Frederick County Chamber of Commerce. Cancellation by the Exhibitor after September 16, 2016, obligates the Exhibitor to full payment of the rental. No refunds will be made after this date. If written cancellation is received prior to September 16, 2016 full refund will be issued less a 25% processing fee.

*Receipt of this Registration Form does not constitute acceptance, or grant of permission to exhibit until it is approved by an authorized Chamber representative and confirmation is provided to the Exhibitor.*