



# Family Business Conference

November 6, 2017

8:00 a.m. - 1:45 p.m.

Mt. Saint Mary's University Frederick Campus

CHAMBER  
**FREDERICK**  
*Making connections since 1912*

## Tabletop Vendor Form

Frederick County's first opportunity to meet face-to-face with family business owners and managers who will gather to learn from their peers, hear from experts, study a variety of best practices and network. This family business forum focuses on multi-generational family enterprises, with a strong emphasis on: strategic orientation; board relationships; intergenerational communication; and succession planning.

If Frederick's Family Business owners are our target market, then you don't want to miss this opportunity!

Space is **EXTREMELY** limited with a maximum of two vendors per industry allotted. Vendor spaces will be allocated in order received until space is no longer available. **RESERVE YOUR SPACE TODAY!**

### Tabletop Display \$350

If family owned businesses is your target audience, than this is the event for you! Tabletop vendor spaces offers in-person interaction with those who could benefit from your services, and include:

- One 6' skirted table
- One small trash can
- One full conference registration
- One piece of collateral in conference swag bag

### Vendor Raffle

To further promote member vendor interaction conference participants can submit their business cards in vendor "raffle boxes" in the tabletop display area.

If your company would like to participate as a raffle sponsor, please indicate this on page 2 along with what you will be offering as a prize\*.

*Retail value of prize must be more than \$100.*

## Vendor Agreement

### Indicate Participation

#### Early Rate *(before September 15<sup>th</sup>)*

**Tabletop Display \$300**

#### **Additional Staff**

Meals Only \$30 x \_\_\_\_\_

Full Conference \$50 x \_\_\_\_\_

#### Regular Rate *(after September 15<sup>th</sup>)*

**Tabletop Display \$350**

#### **Additional Staff Late Rate**

Meals Only \$40 x \_\_\_\_\_

Full Conference \$60 x \_\_\_\_\_

#### **Raffle Vendor**

### Indicate Industry

Accounting  
Attorneys at law  
Consulting  
Financial-Advisors  
Financial-Banking  
HR/Staffing  
Insurance  
Other

*The absolute deadline to submit  
your marketing profile to appear  
in the program is October 1, 2017.*

### Basic Information

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

### Payment Information

**Amount Due: \$** \_\_\_\_\_

Visa

MC

AmEx

Check enclosed

Card Number: \_\_\_\_\_

Security Code: \_\_\_\_\_ Exp: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Signature below represents agreement to all sponsorship terms, policies, and procedures as dictated by the Frederick County Chamber of Commerce. I have authority to execute this agreement on behalf of the company listed above. See terms & Conditions below.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Please send form and payment by October 1, 2017 by**

**EMAIL: [kbeach@frederickchamber.org](mailto:kbeach@frederickchamber.org)**

**FAX: (301) 846-0429**

**MAIL: PO Box 488, Frederick MD 21705**

**Questions must be sent to email above.**

MAILING: P.O. BOX 488, FREDERICK, MD 21705

O: 301.662.4164

OFFICE: 118 N. MARKET ST, 2nd Flr, FREDERICK MD 21701

F: 301.846.4427

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## Terms & Conditions

- Please note that the Family-Owned Business Conference is primarily intended for principals of family-owned businesses. For this reason, we reserve the right to limit registration for vendors to ensure that family-owned businesses can register. However, vendors sponsoring this event are guaranteed registration through event sponsor packages.
- All vendor space requests must be paid in full with this form. Space will not be "held" if payment is not received with form.
- A confirmation of approved vendor table top space will be sent to you via email. Please provide a valid **e-mail address for the primary contact person coordinating** your display. If you do not receive a response within two weeks after submission, please call (301) 662-4164. Approved vendors must provide services that fit the conference topic.
- The vendor space fee includes one full conference registration. Tabletop spaces may not be shared. Additional vendor personnel who are present to staff the tabletop display may participate conference meals only for an additional \$30 per person, or the full conference for an additional \$50 per person.
- One full conference registration is included with a tabletop display. Additional staff may share in the meals offered (continental breakfast, lunch, and refreshment breaks) for \$30 per person, which must be paid in advance. They may attend the full conference for \$50 per person which must be paid for in advance. After October 1, 2017, rates per person for meals only is \$40 and full conference is \$60.
- Tabletop displays will be open on November 6th during registration, lunch, and all breaks. It will be noted in the event program book that access to the tabletop displays is available during the presentations, but that the displays may not necessarily be staffed during that time.
- The conference organizers reserve the right to change or cancel the program at any time. In the event the program is canceled, refunds will be given. No refunds will be given to vendors who cancel their participation after October 1, 2017.
- The host venue, Mt. Saint Mary's University Frederick Campus, and the conference organizer (Frederick County Chamber of Commerce) are not responsible for damage or loss of vendor tabletop displays, materials, personal property, or any items left at your table, in the venue's function rooms and/or in public spaces.
- Display material is limited to what will fit on the top of the table and may not exceed 4 feet in height. No equipment, banners, or other items may be displayed on the floor surrounding the table. Signage is limited to that which is freestanding on the table. The tables can support 60 pounds maximum weight. No signage may be adhered to the venue's walls.
- No shipments are allowed directly to the venue.
- **Vendors may begin set up at 7:00 a.m. on November 6th and must be set by 7:45 a.m. Set up is not allowed after 7:45 a.m.**
- Vendors may unload their materials at the front entrance then immediately move their vehicles to the designated vendor parking area.
- **Vendor parking will be designated to a specific area.** A parking pass will be provided and must be displayed in your vehicle window. We ask that vendors refrain from parking close to the entrance of the venue to allow conference participants more convenient parking.
- **The primary contact name provided will be responsible for distributing necessary vendor materials and information to other company personnel staffing the tabletop display.**
- Spaces not utilized by vendor the day of the event may not be traded for other benefits nor refunded. Use of any participants benefits are the sole responsibility of the vendor.
- **A marketing profile link will be sent to you with confirmation. Marketing profiles must be complete by October 1st in order to be included in the program. No exceptions will be granted.**
- **If applicable, current logos, hyperlink URLs, and ads must be received no later than October 1, 2017 in EPS (vector-based graphics) format to editor@frederickchamber.org. No exceptions will be granted.**
- The venue and conference organizer (including vendors/exhibitors and all participants in the tabletop show) each agree to defend, indemnify and hold harmless the other party from and against all claims, actions or causes of action, liabilities, including reasonable attorneys' fees, and costs arising from the defense of any claim, action, cause of action, or liabilities arising out of or resulting from any act taken or committed by (including vendors/exhibitors and all participants in the tabletop show) pursuant to the performance of each party's obligation for the event on November 6th described herein.
- **Submission of this form indicates agreement of terms.**