

2018 Southern Maryland Wedding and Party Expo

When It is Time to Say I do..

HOSTED BY



CALVERT COUNTY MINORITY BUSINESS ALLIANCE
SMALL BUSINESS IN A BIG WAY

Expo Information

Expo Purpose:

The Southern Maryland Wedding and Party Expo is a single source of information about local wedding and party services, featuring over 40 exhibitors and the latest wedding and party fashions and trends, products and services, home decor, gifts and much more - everything needed to plan a wonderful event!

Attendees will be treated to an afternoon of tastings as well as glamorous fashion and hair shows and new this year – ***the Man Cave and Nordstrom Beauty Consultants!!***

The Southern Maryland Wedding and Party Expo is a perfect opportunity to meet your target audience and introduce new products and services, gain valuable feedback, and generate instant or post-show sales.

Targeted Attendees and Marketing:

The Southern Maryland Wedding and Party Expo is marketed towards a targeted and motivated audience of newly engaged couples, their wedding parties and families, and those planning cherished event such as Sweet 16 Parties, Baby Showers, Anniversary Celebration, and all other special occasions and events. Pre registrations will be accepted and encouraged prior to the event in order to obtain information for marketing purposes for the host, sponsors and exhibitors. **This is the 3rd Extravaganza and attendance has exceeded 350 brides, grooms, party seekers, and guest!!**

The Calvert County Minority Business Alliance will include the Wedding and Party Sponsor and Exhibitor information on its website for the entire program year and market throughout the year. **Please contact Gwen James on 410-610-7369 or at JonesandJamesCompany@gmail.com or info@calvertcountymba.org with questions or feedback.**

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CONTRACT FOR EXHIBIT SPACE

This CONTRACT FOR EXHIBIT SPACE is made this **Sunday of November 18, 2018**, by and between the undersigned exhibiting organization (the "Exhibitor") and the Calvert County Minority Business Alliance (the "Manager").

1. The Manager will host Southern Maryland Wedding & Party Expo (the "Bridal Show") on November 18, 2018 at the Calvert County Fairgrounds, located at 140 Calvert Fair Drive, Prince Frederick, MD 20678.
2. The Exhibitor hereby desires to use exhibit space (the "Exhibit Space") at the Bridal Show, subject to the terms and conditions agreed upon by both parties.
3. The Exhibitor's contact information is as follows:

Company Name _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Business Phone _____ Fax _____

E-Mail _____

4. The Exhibitor will provide the following goods/services as a Door Prize at the Wedding and Party Expo, as required by Section 6 of the Agreements contained herein:

5. The Exhibitor requests electrical outlets. Yes No
6. The Exhibitor requests additional Space if available at the rate of \$50 for each additional 2 ft.
 Yes
How many additional feet are being requested? _____

AGREEMENTS

In consideration of the foregoing and of the mutual covenants and agreements herein after contained, the parties do hereby agree as follows:

1. CONTRACT FOR EXHIBIT SPACE: The undersigned Exhibitor hereby makes application for the Exhibit Space which, when accepted by the Manager, as evidenced by the signature of its duly authorized representative, becomes a contract (the “Contract”) subject to the terms and conditions contained herein. The Exhibitor agrees to abide by all rules, requirements, restrictions and regulations as set forth in the Contract or as may be designated by the Manager. Failure to abide by such rules and regulations shall result in forfeiture of all monies paid to the Manager under the terms of this Contract.

2. EXHIBIT SPACE AND EXHIBITOR BENEFITS: Each Exhibitor shall receive Exhibit Space to include an 8’ foot table, a database of attendees, a standard listing and business card ad (**3 ½” w x 2” h – Camera Ready Artwork includes .pdf, .jpg, or vector high resolution files due by no later than September 30, 2018**) in the Manager’s Wedding and Party Expo Program Guide (\$150), and complimentary listing on the Calvert County Minority Business Alliance Website. Extra Space will be available on a case by case basis (\$50 for 2ft. of extra space). All measurements provided by the Manager relating to the Exhibit Space are approximate and the Manager reserves the right to make such modifications as may be deemed necessary to meet the needs of the Wedding and Party Expo.

3. PAYMENT TERMS: Full non-refundable payment of **\$100.00** (the “Rental Fee”) must be submitted to the Manager along with this Contract. Checks shall be made payable to Calvert County Minority Business Alliance (CCMBA). Exhibitor’s executed Contract and full payment of the Rental Fee are due to the Manager no later than **September 30, 2018** (the “Due Date”) in order to include on the CCMBA Website or any other marketing material. The Manager may, at its own discretion, refuse to accept the Contract for any reason, including, but not limited to, receiving the Contract after the Due Date or without full payment of the Rental Fee. In the event the Manager refuses to accept the Contract, the Manager shall return any payment submitted with the Contract to the Exhibitor within fifteen (15) days of the Manager’s receipt of the Contract.

4. ASSIGNMENT: No Exhibitor shall share, assign or apportion the whole or any part of the Exhibit Space without the prior written authorization of the Manager. If so, the Exhibitor shall include in this request. Exhibitors failing to occupy space are not relieved of any of their obligations herein.

5. OCCUPANCY AND SPACE: Set up may take place from 9:00am to 11:00am on **November 18, 2018**. The Wedding and Party Expo will officially open at 12 noon and close by 3:00pm (the “Closing Time”). Exhibitor **MUST** maintain exhibit space until the Closing Time. All materials and displays must be removed by 5:00pm on the day of the Expo. Any Exhibitor vacating their space prior to the Closing Time shall forfeit all monies, goods and/or services paid or donated to the Manager under the terms of this Contract, and may forfeit their eligibility to participate in future events hosted by the Manager.

6. DOOR PRIZE: Exhibitor shall provide one (1) door prize, **with at least \$50 value**, to be given away from the Exhibitor’s assigned Exhibit Space or at the Event Stage at a designated time during the Wedding and Party Show. Prizes must be “no purchase necessary” to win, and must be able to be carried home by the winner directly from the Wedding and Party Show. The selected winner must be present at the Wedding and Party Expo at the designated time to win. Exhibitor shall identify the door prize it intends to distribute at the Wedding and Party Expo in Number 4 in the introduction section above of the Recitals contained herein.

7. CANCELLATION:

A. Exhibitor may cancel by notifying the Manager in writing on or before **September 30, 2018** (the "Cancellation Deadline"). The Exhibitor will be refunded 50% of the Rental Fee if the request to cancel is received by the Cancellation Deadline. If the request to cancel is received after the Cancellation Deadline, no refund will be issued and the Exhibitor will be libel for any unpaid portion of the Rental Fee.

B. If any of the following events shall occur, the Manager may unilaterally cancel this contract, and Exhibitor shall forfeit all payments made to the Manager for the Exhibit Space:

- The Exhibitor fails to deliver goods and/or services identified in Section 2 of the Agreements contained in this Contract, or
- The Exhibitor fails to comply with any of its obligations set forth herein.

C. In the event that the Bridal Show is cancelled, delayed or relocated, in whole or in part, as a result of civil disorder, acts of God, terrorist acts, or any other reason beyond the control of the Manager, the event will be rescheduled, and the Exhibitor will still be responsible for the full payment of the Rental Fee.

8. EXHIBITOR'S REPRESENTATIVES: Each Exhibitor shall name one person to be its official representative, with authorization to enter into such service contracts necessary for the installation and removal of exhibits and provisions of service for which the Exhibitor will be responsible. All personnel working the Exhibit Space are required to be registered with the Manager and wear an identification badge.

9. SPACE AND POSTING RESTRICTIONS: Exhibits must be confined to the exact space allocated. Circulars, publications, advertising matter, and all kinds of promotional giveaways may be distributed only within the table space. Nothing shall be posted, nailed, tacked, screwed or otherwise attached to the walls, floors or other parts of the building or furniture, signs, etc. Nothing will be allowed to intrude into or over aisles. All electrical equipment must be approved by the Manager in advance. No microphones or loudspeakers are permitted in the Exhibit Space without prior permission from the Manager. Low music that will not disturb any other Exhibitor is permitted. Exhibitor must supply any adaptations or extension cords necessary to plug into a standard outlet if electrical outlets are needed.

10. INDEMNIFICATION AND RELEASE: Exhibitor shall pay for all costs and expenses arising from, and hereby expressly releases the Manager from any liability from injury, or loss to any person or property, which may arise from Exhibitor's rental and occupancy of Exhibit Space at the Bridal Show. Exhibitor further agrees to indemnify and hold and save the Manager, its respective employees, officers and agents, harmless from any loss or damage arising out of a connection from the Exhibitor's use of the Exhibit Space, including without limitation, any damage or defacement of items or theft at the Exhibit Space. Exhibitor shall pay to the Manager any amount necessary to replace or repair any damage to the Exhibit Space and its amenities (6' table skirted with 2 chairs.). Exhibitor shall, at its own cost and expense, obtain all necessary insurance coverage to enable it to meet its foregoing obligations.

11. NON-WAIVER: The failure of the Manager to enforce at any time any of the provisions of this Contract or to pursue any of its rights hereunder shall not be construed as a waiver of any such provisions or the relinquishment of such rights.

12. AMENDMENTS: The Manager reserves the right to make changes, amendments, and/or additions to the rules and regulations of the Bridal Show as it deems necessary. The Manager shall inform the Exhibitor in writing of any such changes, amendments and/or additions.

13. PARTIAL INVALIDITY: In the event any provision of this Contract, or any part of any provision, is held by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such illegality, invalidity or unenforceability shall not affect any other provision of this Contract.

IN WITNESS WHEREOF, this Contract has been duly executed on the date first above written.

EXHIBITOR:

MANAGER AUTHORIZED REPRESENTATIVE:

**COMPANY NAME:
(CCMBA)**

Calvert County Minority Business Alliance

By: _____ (SIGNATURE)

By: _____ (SIGNATURE)

Name: _____

Name: _____

Title: _____

Title: _____