



Northeast Business to Business Expo  
April 8, 2016 Exhibitor Agreement Form

**Date:** Friday, April 8, 2015

**Time:** 8 am- 12:30 pm

**Place:** Hilton Garden Inn Baltimore/White Marsh

5015 Campbell Boulevard, Baltimore, Maryland, USA 21236

[www.hiltongardeninn.com](http://www.hiltongardeninn.com)

**Cost: Non Members: \$200.00**

**Members Only: \$150.00**

**Checks Payable to:** OFBPA c/o Donna Bethke 7406 Brookwood Avenue, Nottingham, MD 21236

**Other Payment Options:** <http://conta.cc/1PMPqax> located at [www.ofbpa.com](http://www.ofbpa.com)

**Event Contact:** Donna Bethke 410-665-6551 or [ptavon@comcast.net](mailto:ptavon@comcast.net)

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

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

Type of Business: \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Website \_\_\_\_\_

**# of Exhibitor Spaces needed:** \_\_\_\_\_

**Type of Payment** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name & Email of all Attendees:**

1) \_\_\_\_\_ 2) \_\_\_\_\_

\_\_\_\_\_ I need an electrical outlet (please bring an extension cord in case needed)

\_\_\_\_\_ I would like to be near this exhibitor: \_\_\_\_\_

\_\_\_\_\_ I have read event guidelines and agree to all terms (Scan or fax to 410-882-5194)

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Northeast Business to Business Expo April 8, 2016 Exhibitor Agreement Form

### *Northeast Business to Business Expo Guidelines*

**Our event success depends on YOU! Please let your clients know where you will be; post on your website, Facebook and all social media pages prior to and during the event. Don't forget to post on your events calendar, and to send photos of your table while at the event!**

#### **POLICY: (Please Read)**

- ❖ The Overlea Fullerton Business & Professional Association (OFBPA) maintains a strict policy of no refunds.
- ❖ You may represent only one company.

#### **Event FYI:**

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**Place:** Hilton Garden Inn Baltimore/White Marsh 5015 Campbell Boulevard, Baltimore, Maryland, USA 21236

**Cost:** \$200.00 **Members Only:** \$150.00 all spaces will be reserved on a first come, first pay basis

**Payment Options:** OFBPA EIN # 13-4250260

**Checks Payable to:** OFBPA mailed to Donna Bethke 7406 Brookwood Avenue, Nottingham, MD 21236  
or <http://conta.cc/1PMPqax> located at [www.ofpa.com](http://www.ofpa.com)

#### **EXHIBITOR BENEFITS:**

- ❖ 1 – 6' Table covered with black linen with 2 Chairs (please feel free to bring your own covering)
- ❖ Website Exhibitor listing on our websites at [www.ofbpa.com](http://www.ofbpa.com).
- ❖ Event promoted on OFBPA social media sites
- ❖ Ads in local papers- Business Listing mention in ads as they roll out.
- ❖ Website Link
- ❖ **Networking Breakfast Reception (7:15 am – 8:00 am)**
- ❖ Free gift bag for all exhibitors
- ❖ Free Wi-Fi—password available with sign-in.
- ❖ Nametags for all of your booth staff available at the check in table.
- ❖ Sample press release to send to your existing and potential clients
- ❖ Online free admission ticket link to share with your existing and potential clients
- ❖ Door Prize Drawing at 2 pm—“must be present to win”
- ❖ Follow-up listing of all exhibitors and event attendees

**Set up Time: 7:00 am- 7:45 am. All exhibitors must be ready no later than 8:00 am.**

#### **Staffing/Booth:**

- ❖ Booths and/or Spaces must be staffed at all times. If you have no one to cover your booth, please let us know. There will be staff available that can assist in covering your booth so that it will not be left unattended. The staff is not responsible for sales or merchandise during your absence.
- ❖ Please do not place purses and coats on chairs. These items should be out of view
- ❖ Outlets are limited and will be provided only if requested on contract. All electrical cords and wiring are to be supplied by the exhibitor.
- ❖ All exhibit material must conform to fire and electrical codes of the facility
- ❖ Audio - Please keep audio devices at a “tolerable” level. If your devices are disturbing to a neighboring exhibit you may be asked to lower sound levels or to turn off.
- ❖ **Breakdown:** No early breakdowns. At the *conclusion* of the Expo, exhibitors are expected to dismantle their booths and remove all materials. Materials left behind will be removed and placed in trash receptacles.

#### **Disclaimer:**

*The Overlea Fullerton Business & Professional Association and the hosting facility shall not be responsible for any loss, damage, or injury that may occur to the exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by the exhibit application. The exhibitor, in signing the exhibit contract, expressly releases the OFBPA, PCBA and/or the hosting facility from and agrees to indemnify same against any and all claims for such loss, damages or injury.*