

**Application & Contract for Exhibit Space & Sponsorship**  
**Business & Tech Expo 2004 ❖ The Greater Bethesda-Chevy Chase Chamber of Commerce**  
**Thursday, March 18, 2004 ❖ Holiday Inn Select - Bethesda, Bethesda, MD ❖ 9:00am-3:00pm**  
**8120 Wisconsin Avenue, Bethesda, MD 20814**

**CONTACT INFO – Please print or type**

**Registration Deadline: February 18, 2004**

Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**EXHIBIT, PROMOTION & AUDIO VISUAL – Please check appropriate box(es)**

**I. SPONSORSHIP OPPORTUNITIES**

- Presenting Sponsor** .....\$2,500  
*Includes premiere booth, logo/name on all promotional materials including in The Business Gazette and in Comcast TV ads, 5 tickets to the Executive Luncheon, extra booth or 5 additional tickets to the luncheon, back cover ad in the Special Edition March ChamberNews/Business & Tech Expo 2004 Program, your banner hung at primary location in the hotel, list of all attendees.*
- Executive Luncheon Sponsor** .....\$2,000  
*Includes logo/name on all promotional materials, prime booth, 1/2 page ad in the Business & Tech Expo 2004 Program, your banner hung in primary location in luncheon room, 5 tickets to the Executive Luncheon, list of all attendees.*
- Corporate Sponsor** .....\$1,250  
*Includes premiere booth, logo/name on all promotional materials including in The Business Gazette and in Comcast TV ads, 1/4 ad in the Special Edition March ChamberNews/Business & Tech Expo 2004 Program, your banner hung at primary location in hotel, 2 tickets to the Executive Luncheon, list of all attendees.*

**SOLD**

**II. ADVERTISEMENT in the Special Edition March ChamberNews/Business & Tech Expo 2004 Program BY 02/18/04**

- Back Cover ad (7.5"(w) x 7"(t)) ..... Presenting Sponsor
- Full inside front cover ad (7.5"(w) x 9"(t)) ..... \$725
- Full inside back cover ad (7.5"(w) x 9"(t)) ..... \$725
- Full page ad (7.5"(w) x 9"(t)) ..... \$500
- 1/2 page ad (7.5"(w) x 4.25"(t)) ..... \$300
- 1/4 page ad (3.5"(w) x 4.25"(t)) ..... \$225
- Business card ad (3.5"(w) x 2"(t) actual business card) ..... \$80

*All advertisements are the print color*

**III. BOOTH (1 6ft table and 1 chair) BY 02/18/04**

- Premiere Booth Space (8'x10' booth) .....\$695
- Regular Booth Space (8'x10' booth) .....\$595
- Premiere Tabletop (3' x 6' table) .....\$595
- Regular Tabletop (3' x 6' table) .....\$495
- Extra Box Lunches must be pre-ordered .....\$25

**NOTE: All tables and booths include ONE BOX LUNCH, extra box lunches must be pre-ordered**

**IV. FURNISHING, AUDIO VISUAL & CONNECTIVITY REQUESTS BY 02/18/04**

- Table(s)** Additional skirted 6 ft table(s) .....\$45
- Electrical** Quad box extension cord(s) .....\$50  
*(standard power at hotel is 120v, 20 amp, single phase, 60 cycle.)*
- Audio Visual** TV/VCR Combo 25" w/stand .....\$250
- Internet Connectivity** DSL Access (MUST be pre-ordered).....\$550

**TOTAL Sections I-IV (FULL payment must be received with application) \$ \_\_\_\_\_**

*Included in all contracts: one six foot table, one chair, one service sign, one box lunch*

**PAYMENT & SPACE SELECTION – Please indicate payment & space preference**

- Check enclosed payable to "Greater Bethesda-Chevy Chase Chamber" Charge to my  Visa  MasterCard  Am Ex

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature X \_\_\_\_\_

**All exhibit spaces are on a first come- first serve basis**

Booth/Tabletop Preference: 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ 3<sup>rd</sup> Choice: \_\_\_\_\_ 4<sup>th</sup> Choice: \_\_\_\_\_

We hereby apply for space in the **Business & Tech Expo 2004**. It is understood that by signature and payment this will become a contract upon acceptance by the Greater B-CC Chamber. We agree to abide by all exposition rules and regulations, incorporated herein by reference, and all other general regulations provided to us by the Chamber in advance of the exposition.

SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

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

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

Complete this form. Return with your full payment to: The Greater Bethesda-Chevy Chase Chamber of Commerce, 7910 Woodmont Ave., Suite 1204, Bethesda, MD 20814. A copy will be returned to you. Any questions, please contact the Chamber at 301-652-4900 ext. 202 or sscholz@bccchamber.org.

**Office Use Only**

Date Received \_\_\_\_\_ Amount Due \_\_\_\_\_ Amount Paid \_\_\_\_\_ Mbr Status \_\_\_\_\_ Approved By \_\_\_\_\_ Approved Date \_\_\_\_\_ Space # \_\_\_\_\_

## **Business & Tech Expo 2004 Exhibit Rules & Regulations—March 18, 2004**

**Presented by the Greater Bethesda-Chevy Chase Chamber of Commerce—Holiday Inn Select - Bethesda, Bethesda, MD**

The Exhibitor hereby applies for exhibit space at the Business & Tech Expo 2004 (Exposition) presented by the Greater Bethesda-Chevy Chase Chamber of Commerce (Chamber) to be held at the Holiday Inn Select Bethesda (Holiday Inn), Bethesda, Maryland for the presentation of products and services subject to the conditions, rules, regulations and requirements hereinafter set forth.

**Eligible Exhibits:** The Chamber has the sole right to determine the eligibility of any company or product for inclusion in the Exposition. Booth space is open exclusively for members of the Chamber. Nonmembers must first become members before completing an exhibitor contract.

**Space Assignments:** All measurements and booth layouts shown on the floor plan are as accurate as possible, but the Chamber reserves the right to make necessary modifications and change booth assignments as may be necessary to adjust the floor plan at any time. Space will be assigned on a first-come, first served basis consistent with Exhibitor floor design and availability. Booth space will include an 8-ft backdrape with 3-ft high siderails, one skirted table and one chair, and one service sign with the company name and booth number. Tabletops will include one skirted table and one chair, and one service sign with the company name and booth number. The Chamber has the right to release space when space payments have not been made in accordance with the fee schedule contained herein.

**Fee Schedule:** All Exhibitor fees must be paid in full by February 18, 2004 or a late fee will be incurred.

**Cancellations:** In the event the Exhibitor cancels all or part of the exhibit space contracted herein, the following provisions apply:

1. If written notice of cancellation is received by the Chamber on or before February 18, 2004, the Exhibitor shall pay a cancellation fee equal to \$100.
2. If written notice of cancellation is received by the Chamber after February 18, 2004, the Exhibitor shall pay a cancellation fee equal to the space rental (100%).
3. Whenever the cancellation fee payable exceeds the total of payments made to the Chamber, the Exhibitor shall promptly pay to the Chamber the balance of such fee. Whenever the payment already made by Exhibitor to Chamber exceeds that cancellation fee payable, the Chamber shall refund such excess to the Exhibitor. Except for such excess, all payments made to the Chamber under this space rental contract shall be deemed fully earned and non-refundable when made in consideration for expenses incurred by the Chamber and the Chamber's loss or deferred opportunity to provide space to others.
4. Exhibit space must be paid in full with the application.

**Subleasing:** Exhibitors cannot share, sublet or apportion all or any part of their space without prior written permission from the Chamber.

**Set-Up/Show/Dismantle:** Hours for set-up, show and dismantle shall be those specified by the Chamber. Exhibitor shall be liable for storage and handling charges resulting from failure to remove exhibit material from the Exposition at the conclusion of the dismantling period as specified by the Chamber. All exhibits must be set-up within the time established for set-up and dismantled and removed from the premises within the time established for dismantling. All Exhibitors must keep exhibits open during all show hours from 9:00 am to 3:00 pm; there can be no late set-up or early dismantling. Any Exhibitor failing to occupy contracted space is not relieved of the obligation of paying the full rental of such space. If not occupied by final set-up time as specified by the Chamber, such space may be possessed by the Chamber for such purposes as it may see fit.

**Limit of Liability/Exhibitor Insurance:** Exhibitor agrees to release, defend and hold harmless the Chamber and the Holiday Inn Corporation and their Bethesda associates and their agents & employees from and against any and all losses, costs, damages, liability, or expense (including attorneys' fees) arising out of or resulting from any accident, bodily injury, property loss or damage or other occurrences to any other person or persons including the Exhibitor, its agents, employees and invitees, arising out of or resulting from Exhibitor's use and occupancy of the exhibit area at the Holiday Inn or any part thereof.

The Exhibitor understands that neither the Chamber nor the Holiday Inn maintains insurance covering Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain and to furnish, upon request, Comprehensive General Liability Insurance, Contractual Liability Insurance in an amount no less than \$500,000 (combined single limit for personal injury and property damage) and Worker's Compensation Coverage, if applicable.

**Damage:** The Exhibitor is liable for any damage caused by fastening display fixtures to floor, walls or columns and for any damage to equipment or furnishing of the Holiday Inn, the decorator or the Chamber. Nothing may be pasted, tacked, nailed, screwed or fixed to any part of the building or its furnishings. Expenses incurred or damages to the physical property in the exhibit area assigned to the Exhibitor will be charged to the Exhibitor.

**Force Majeure:** The Chamber shall not be responsible or liable in any manner for cancellation of Exposition due to unavailability of space because of fire, earthquake, storm, ice or snow, riot, terrorism, civic insurrection, strikes or other cause beyond its control.

**Arbitration:** Any claim or controversy that arises out of or relates to this contract, or breach of it will be settled by arbitration in Montgomery County, Maryland in accordance with the rules then obtaining of the American Arbitration Association. Judgement upon the award rendered may be entered in any court possessing jurisdiction of arbitration awards.

**The Greater Bethesda-Chevy Chase Chamber of Commerce**

7910 Woodmont Avenue, Suite 1204

Bethesda, Maryland 20814

Telephone: 301-652-4900 Fax: 301-657-1973

sscholz@bccchamber.org