



Exhibitor Agreement

The Housing Authority of Prince George's County – 2023 Housing Expo Exhibitor/Sponsor Agreement, Policy & Procedures

The following terms and conditions serve as a written contract entered into by the contracted parties, hereby referred to as the Housing Authority of Prince George's County (HAPGC) or Exhibit Management and said Exhibiting party.

1. Exhibitor space reservations require full payment (without exception) with this signed agreement. With final payments due by June 1, 2023.
2. Upon receipt of full payment, booth number will be assigned. The HAPGC reserves the right to change location assignments at any time and at its sole discretion as it deems necessary.
3. All contracts and payments, including additional fees, must be received by June 1, 2023. All contracts thereafter are firm, non-refundable and non-changeable.
4. Exhibitor booths must be set-up Friday, June 16th, between the hours of 4 p.m. - 6 pm.; or Saturday, June 17th between the hours of 6 am - 8 am.
5. In the event that the 2023 Housing Expo is postponed due to any occurrence not caused by the conduct of the HAPGC or Exhibitor, whether such occurrence be an Act of God, result of war, riot, civil commotion sovereign conduct, or the act or conduct of any person or persons not party or privy to this Agreement, then the performance of the parties under this Agreement shall be excused for such period of time as reasonably necessary to remedy the effects thereof. In the event that such occurrence results in the cancellation of the 2023 Homeownership Expo, the obligations of the parties under this Agreement shall be automatically terminated and all rental payments under this Lease shall be refunded to Exhibitor/Sponsor.
6. The 2023 Housing Expo will provide a 10 x 10 booth, or size as per selection, one (1) table, two (2) chairs, one (1) wastebasket. Additional equipment may be rented from the exhibit service contractor. You are responsible for equipment the Expo has provided to your booth. There will be a \$100.00 fine if equipment or company identification sign provided by the 2023 Homeownership Expo and/or the decorator is removed from your booth, dismantled prior to the Expo close of 3:00 pm., or damaged (excluding normal wear and tear).
7. All booths must be visible. No side poles, balloons, side drapes, clothing, paper or merchandise will be allowed to block the view. Please be courteous to your neighbors on either side and in your aisle.
8. All exhibit displays, tables, chairs, wastebaskets, etc. must remain within the dimensions of the booth space.
9. There is to be no food sampling or serving of food of any kind in any booth or surrounding area unless written permission is obtained directly from the 2023 Housing Expo personnel and the Prince George's Sports and Learning Complex.
10. There will be no sale of firearms, ammunition, survival equipment, defense equipment, tear gas or explosives of any nature.
11. The burning of incense, potpourri or use of any other lighted materials is prohibited within the booths or surrounding area (FIRE CODE VIOLATION). Helium tanks are forbidden.
12. The sale of counterfeit versions of merchandise, musical tapes, videotapes, clothing, etc. is prohibited.
13. No flyers, booklets, brochures or other informational materials are to be distributed at the entrance, exits or hallways (FIRE CODE VIOLATION).
14. The use of live or recorded music is prohibited.
15. All booths must be set-up and ready for business during the specified times on the day preceding the 2023 Housing Expo. Management reserves the right to close any exhibit that fails to comply with this policy without refund or compensation. Management also reserves the right to require modification of any display or demonstration it considers unsuitable to or not in keeping with the character of the 2023 Housing Expo. If Exhibitor refuses, Management reserves the right to exclude or remove, at Exhibitor's expense, the entire display or demonstration.
16. No Exhibitor shall assign, sublet, or share the whole or any part of the booth space allotted without approval of the HAPGC.
17. The HAPGC and the owners or managers of the facility where the 2023 Housing Expo is to be held will not accept, store or display materials or empty crates. Shipment, delivery, receipt and storage of all materials and equipment are the sole responsibility of the Exhibitor.
18. The relationship between the HAPGC and Exhibitor shall be that of independent contracting parties. Exhibitor hereby agrees to and does indemnify and hold harmless, the HAPGC from and against any and all liability, responsibility, loss, damage, cost or expense of any kind.
19. The HAPGC reserves the right to deny any exhibition (service or retail), it deems in conflict with the organization's professional business ethics.
20. Any Exhibitor found in violation of this contract forfeits his/her booth space, cost of the booth and the right to participate in the 2023 Housing Expo.
21. All photographs taken at the 2023 Housing Expo remain the sole property of the Housing Authority of Prince George's County to utilize for its own marketing and promotional purposes.
22. The HAPGC has the right to refuse any advertisements that do not meet the standards and qualifications outlined in the Advertising Mechanical Requirements.

The undersigned agrees to comply fully with the rules and regulations of the 2023 Housing Expo, which are incorporated herein by reference. This application becomes a binding contract upon issuance of confirmation from the Housing Authority of Prince George's County.

Exhibitor

Type or Print Name:

Date

Signature