SAVE THE DATE

Prince George's County

HOUSING FAIR 2020

JUNE 13TH 2020

9:00AM-3:00PM

WELCOME Home

Angela D. Alsobrooks
County Executive

Prince George's County
Department of Housing
& COMMUNITY DEVELOPMENT

Housing Authority
of Prince George's County

Prince Georges County Proud
Get to Know Us

Prince George's County Sports and Learning Complex
8001 Sheriff Road, Landover, MD 20785

HOUSING AUTHORITY OF PRINCE GEORGE'S COUNTY
HOUSING FAIR – SATURDAY, JUNE 13, 2020
SPONSOR/EXHIBITOR REGISTRATION FORM

Contact Person: _____ Title: _____

Company Name: _____ Email: _____

Mailing Address: _____ Web Address: _____

_____ Cell Phone: _____

Authorized Signature: _____ Tel No: _____

Please write legible this information goes in the 2020 Housing Resource Guide

SPONSORSHIPS

SPONSORSHIP LEVELS	BENEFITS	FAIR BOOTH INCLUDED	AMOUNT BEFORE	AMOUNT ENCLOSED
PLATINUM	Present three 1-hr. industry seminar presentations at the fair, full page inside front cover or center fold color ad in Resource Guide, logo in all marketing materials and signage, stage appearance, participate in the Homeownership Community Outreach & Marketing Program for 12 months, descriptive company product listing in exhibitor guide, and 4 box lunches (package also includes electric and IT service)	10'x20' Booth, Preferred location	$10,000	$
GOLD	Present two 1-hr. industry seminar presentations at the fair, full page inside back cover color ad in Resource Guide, logo in most marketing materials, participate in the Homeownership Community Outreach Program, descriptive company product listing in exhibitor guide and 2 box lunches (package also includes electric and IT services)	10'x10' Booth, Preferred location	$5,000	$
SILVER	Present one 1-hr. industry seminar presentation at the fair, full page color ad in Resource Guide, logo on selected marketing material, participate in the Homeownership Outreach & Marketing Program and 2 box lunches (package also includes electric and IT services)	10'x10' Booth Preferred location	$3,000	$

VENDOR BOOTHS

Location Assigned by HAPGC	**2020 RETURN VENDOR RATE** Vendor Booth Company name and contact information listed in Resource Guide. Standard Booth includes: 1 - 6 ft. table, 2 chairs, trash can and 2 box lunches. Note: Maximum of 2 persons will be allowed in the booth. However you may have 2 additional persons staffing the booth for your shifts.	10'x10' Standard Booth	**Before February 28 (RETURN VENDOR ONLY) Not Sponsor** MARCH 1- MARCH 31 APRIL 1- APRIL 30 MAY 1- MAY 17 MAY 20- JUNE 1 ***In order to receive the (*) rate Payment must be made during the dates specified.** **Electric? Yes ( )** **No ( )**	**$275.00** $375.00* $475.00* $575.00* $600.00* **If yes add $50**	
Non-Profit	Housing Counseling Agency			$100.00	
			Sub-Total		$

PROGRAM ADS

FULL PAGE AD	8 ½" x 11" with a ½" border or full bleed	$500/**$200***	$
HALF PAGE AD	5" x 7" with a ½" border or full bleed	$250/**$100***	$
QUARTER PAGE AD	5" x 4 ½" with a ½" border or full bleed	$150/**$50***	$
	***In order to receive the (*) rate you must purchase a booth.**		
Any Special Needs or Requests:		**TOTAL**	$

( ) Check enclosed **( ) Check mailed (booth assignments upon receipt of payment)** **Amount Paid: $ _____**
Please provide payment in the form of certified check, cashier's check, or money order.

Checks should be made payable to:
Housing Authority of Prince George's County
9200 Basil Court, Suite 500
Largo, MD 20774 Attn: Shanika Brookens
Memo: 2020 Housing Fair

Fax /Email Commitment Sponsorship Form to:
Housing Authority of Prince George's County
Attn: Nicole Garrett: nggarrett@co.pg.md.us
Tel: 301-883-5094 - Fax 301-883-9832

Exhibitor Agreement

The Housing Authority of Prince George's County – 2020 Housing Fair 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, 2020.

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, 2020. All contracts thereafter are firm, non-refundable and non-changeable.

4. Exhibitor booths must be set-up Friday, June 12, between the hours of 4 p.m. - 7 pm.; or Saturday, June 13th between the hours of 6 am - 8 am.

5. In the event that the 2020 Housing Fair 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 2020 Homeownership Fair, 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 2020 Housing Fair 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 fair has provided to your booth. There will be a $200.00 fine if equipment or company identification sign provided by the 2020 Homeownership Fair and/or the decorator is removed from your booth, dismantled prior to the fair 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 2020 Housing Fair 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 2020 Housing Fair. 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 2020 Housing Fair. 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 2020 Housing Fair 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 2020 Housing Fair.

21. All photographs taken at the 2020 Housing Fair 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 2020 Housing Fair, 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 _____