



Vendor/Exhibitor Application and Contract (please type or print)

Company Name: _____

Mailing Address _____

City: _____ State: _____ Zip: _____ Phone: _____

E-mail: _____

Web site: _____

Products and/or services exhibited: _____

	Price per unit	Number of Units	TOTAL
Standard Booth Space (10X10)			
10X10 space (for profit)*	\$250		\$
10X10 space (non-profit)*	\$150		\$
RV or other large vehicle (max 20X40)	\$150		\$
Food Vendor (10X10 space)	\$250		\$
* fee includes tent space (no walls), one 6' table, and two chairs			
Available for rent (prices include tax, delivery and setup)			
folding chair	\$5		\$
32 gal trashcan	\$5		\$
Additional Donation			
Donation to The Tree House CAC			\$
		TOTAL DUE:	\$

- After the acceptance of the application, this form will become your contract and invoice
- Booth spaces are allocated on a first come, first served basis (**DEADLINE IS 4/20/2018**)
- No exhibit space will be reserved or assigned over the phone
- Reservations will not be accepted unless all fees are paid in full
- Exhibitors are solely responsible for any loss/damage to rentals

Please submit your completed application with payment in full to:

**The Tree House CAC
7300 Calhoun PI, Suite 700
Rockville, MD 20855**

Please make checks payable to: The Tree House CAC

Alternatively, you can scan and email the form to tourdecookie@treehousemd.org and pay online at <http://bit.ly/2muto3B>.

Family Expo terms and conditions:

1. Family Expo reserves the right to refuse any application. Priority will be given to exhibitor applications according to the order of receipt. Family Expo shall have the right to assign space to the exhibitor.
2. Exhibitors agree to set up their booths on Saturday, May 5, 2018, from 7:30 AM on. Vendors must be completely set up by the time of opening, 9:00 AM, Saturday, May 5, 2018.
3. Exhibitors agree to staff their booths during all hours that the show is in progress. Show hours are from 9:00 AM to 2:00 PM on Saturday, May 5, 2018. Breakdown of booths may not begin until 2:00 PM on the day of the event.
4. No signs or advertising devices shall be displayed outside the space provided by the Family Expo. Displays blocking the view from space to space are prohibited.
5. Exhibitors shall observe the regulations made by the Family Expo for the efficient and safe operation of the event. Exhibitors assume all liabilities and/or obligations caused by faulty or improper displays.
6. Any signs or displays by exhibitors shall be of a professional nature. Family Expo reserves the right to refuse inappropriate or unprofessional signs and displays.
7. Exhibitors are responsible for cleaning the assigned space at the end of the event, and keeping their display area in a clean and professional condition during the event. Trash generated by the exhibitor is the responsibility of the exhibitor and shall be disposed of in a timely fashion.
8. The sale or consumption of alcoholic beverages is strictly prohibited.
9. All vendors are responsible for applicable licenses and permits. All food vendors are responsible for applicable health permits.
10. Full payment for booths and rentals is due at the time of application.
11. Exhibitors shall not be entitled to a refund of any part of any fee should the exhibitor for any reason be unable to exhibit at the event, or cancel any space previously contracted.
12. Family Expo has the option to cancel or reassign the exhibit space of any exhibitor who has not complied with payment terms. Such exhibitor shall not be entitled to a refund of any part of any fee.
13. Neither Family Expo, The Tree House CAC, City of Rockville, Johns Hopkins University, nor any of their officers, agents, employees or other representatives, shall be held accountable or liable for, and the same are hereby released from accountability or liability for any damage, loss, harm or injury to the person or any property of the applicant or any of its officers, agents, employees, or other representatives, resulting from theft, fire, water, accident or any other cause.
14. The applicant hereby agrees to indemnify, defend and protect Family Expo, The Tree House CAC, City of Rockville, Johns Hopkins University against, and hold and save Family Expo, The Tree House CAC, City of Rockville, Johns Hopkins University harmless from any and all claims, demands, suits, liability, damages, loss, costs, attorney fees and expense of whatever kind or nature which might result from or arise out of any action or failure to act of the applicant or any of its officers, agents, employees, or other representatives, including but not limited to claims or damage or loss to property, or from or out of any damage, loss, harm or injury to the person or any property of the applicant or any of its officers, agents, employees or other representatives.
15. **All vendors** are responsible for current licenses and permits as required. You are NOT required to obtain a permit if you are giving products and/or services to the public at no charge. All food vendors are responsible for applicable health permits.
16. **All vendors** must provide proof of insurance with The Tree House CAC and Johns Hopkins University listed as a co-insured for the day of the event. Please provide proof of insurance one week before the expo. If vendor operates a food concession, it must be operable by 10:30 AM the day of the event and comply with the Maryland Department of Health Regulations governing food preparation and/or service. Vendors are not permitted to sell food or beverages unless that is the business in which they are directly involved. The sale or consumption of alcoholic beverages on the property is strictly prohibited. All vendors are welcome to bring their own sufficient source of power (generators must not interfere with other exhibitors by being excessively noisy or generating excessive fumes). Please also note that the Family Expo does not guarantee exclusivity to food vendors unless special arrangements have been made on an individual basis. We do not require that a menu be submitted with application, therefore we do not guarantee what fellow food vendors will or will not sell. We will be happy to provide you with a list of vendors registered to-date so you can determine if participation will be beneficial for your company or specific circumstance.

Name: _____

Authorized representative of _____

Date: _____ Signature: _____

