

3rd Annual Hampstead-Manchester Business & Community Expo

2019 Rules and Regulations

The Manchester Valley High School Advisory Council is pleased to announce that the 3rd Annual Hampstead-Manchester Business & Community Expo ("THE EXPO") will be held on Saturday, March 16, 2019 (snow date is April 6th) from 9:00 am to 2:00 pm at Manchester Valley High School, 3300 Maple Grove Rd, Manchester, MD 21102. The event is open to local businesses and community organizations in the Hampstead/Manchester area. Sponsorship and vendor prices are the same as last year. Non-profit organizations must now pay a nominal fee for space. There continues to be no fee for local municipalities and fire and police departments. Proceeds from The Expo will help fund the purchase of an outdoor electronic sign for Manchester Valley High School.

Please read the following information, and if you agree to comply with all of these guidelines, send your application indicating your booth space request with a check for the appropriate amount (payable to Manchester Valley High School) to Manchester Valley High School, Attn: "THE EXPO", 3300 Maple Grove Rd, Manchester, MD 21102 (NOTE – There is a \$25.00 fee for returned checks).

1. As indicated on the application there are several vendor space sizes available. Please mark your application accordingly when submitting before mailing.

2. Exhibitors may set up on the Friday before the event from 7:00–9:00 pm and/or at 7:00 am on the day of the event: you must arrive at least by 8:00 am, or we will consider yours a vacant space(s), available for last-minute assignment. All setup MUST be completed by 8:45 am.

3. EARLY REGISTRATION:

- A. An adequate number of spaces are available and they will be assigned on a first come, first serve basis. Booth pricing is on application.
- B. **Confirmation and space assignment: You will be contacted via email, one week before the event, to confirm your reservation, and assigned space. If you do not have an e-mail address we will call you with the contact information you provide on your application. You need NOT check in on the day of the event if you have a confirmation.**

3. SPONSORSHIPS

NOTE: Sponsorship deadline is February 1, 2019

A. GOLD Level Sponsor: \$ 400.00

- 2 premiere booth spaces at the entrance area of the Expo
- Listed as a Gold Sponsor on the HMA & MAMA Websites and Facebook pages advertising the Expo
- Logo on top line of all posters and newspaper ads advertising the Expo
- Logo on the Gold Level Sponsors thank you banners located in and around the Expo

B. SILVER Level Sponsor: \$ 250.00

- 1 premiere booth space at the entrance area of the Expo
- Listed as a Silver Sponsor on the HMA & MAMA Websites and Facebook pages advertising the Expo
- Logo on all posters and newspaper ads advertising the Expo
- Logo on the Silver Level Sponsors thank you banners located in and around the Expo

4. THINGS YOU CANNOT SELL OR DISPLAY AT "THE EXPO" (This will be **strictly enforced**):

A. **NO FOOD OR BEVERAGES MAY BE SOLD BY ANY VENDOR NOT PREAPPROVED BY THE EXPO COMMITTEE.**

B. Vendors are expected to use good judgment in their choice of wholesome merchandise and/or display materials: NO suggestive, obscene or other inappropriate items should be displayed.

5. Please conduct your business in the friendly, pleasant way that people have come to expect in our Community. The Manchester Valley High School Advisory Council reserves the right to eject any business or community group who conducts business in a manner we consider fraudulent or objectionable. We also reserve the right to reject any application.

6. **SAFETY:** We suggest that you see to it that your booth is attended at all times: we are not responsible for accidents or loss. Take care that you do not set up your booth in any manner that might be dangerous (e.g. people falling over displays, booth collapsing, etc.). The Manchester Valley High School Advisory Council, and its members, shall not be responsible for any injuries or damage caused by or to any guest, agent, employee or invitee of the businesses or community groups, and you agree to indemnify and save harmless the Manchester Valley High School Advisory Council and its members for claims arising there from.

7. **KNOCKDOWN AND CLEANUP:** Merchandise must be removed, and the area around your space must be cleaned, as soon as possible after, but not before, closing at 2:00 pm.

8. **SALES TAX:** Maryland law requires that you collect 6 % sales tax on all purchases, and remit that to the State. If you have a Sales Tax number and plan to sell merchandise, please be certain to put your MD tax ID number on the application.

9. *There are no refunds.*

10. If you have any problems on the day of the event please report the issue to a Manchester Valley High School Advisory Council member at "THE EXPO" Headquarters Booth conveniently marked just inside the main entrance to the school. All decisions of the Manchester Valley High School Advisory Council are final. You may also contact us by e-mail at drtomrhoads@gmail.com.

3rd Annual Hampstead-Manchester Business & Community Expo

2019 Exhibitor Application

March 16, 2019 from 9 a.m. - 2:00 p.m. (snow date April 6th) located at
Manchester Valley High School 3300 Maple Grove Rd Manchester, MD 21102

Company/Group: _____

Contact Person: _____

Address: _____

Phone #: _____

E-mail address: _____

MD Sales Tax #: _____

Number of Vendor Spaces Requested: _____ 1 space, 8' x 10' @ \$50.00
(Check all that apply) _____ 2 spaces, 8' x 20' @ \$90.00
_____ 1 space, 8' x 10' @ \$25.00 (non-profit community organization)
_____ 1 space, 8' x 10' @ \$0.00 (municipality, fire or police department)
_____ Electric Outlet @ \$10.00 (limited availability – first come/first serve)
_____ Rental Table/Chair Request @ \$11.00 (includes 8' table and 2 chairs)
_____ Gold Sponsor (\$400) _____ Silver Sponsor (\$250)

Principal Type of Business/Community Group: _____

By completing this application you agree to comply with all provisions of the document.

Signature: _____

Please return this application with a check made payable to:

MANCHESTER VALLEY HIGH SCHOOL and mail to:

Manchester Valley High School, Attn: "The Expo", 3300 Maple Grove Rd, Manchester, MD 21102

****BOOTH CONFIRMATION** - You will be notified of your booth space(s) via e-mail (or by phone if no e-mail) within one week of the date of the event.**

If you have any questions please email drtomrhoads@gmail.com or call (201) 515-3976 and leave a message. Someone will return your call.