

EXPO SPONSORSHIP AND VENDOR AGREEMENT

This is an agreement between Women's Entrepreneur Expo--Joan Henry also known as the "Host" and _____

for the use of: **(Please check one)** Sponsorship Vendor Space Rental at the Women's Entrepreneur Expo which will be held at the National Church of God "Gymnasium" located at 6601 Bock Road, Fort Washington, MD 20744 on October 19, 2019. **Please complete the form below, read the terms and conditions, sign and return this contract Total of four (4) pages.**

Company _____

Contact name _____ Title _____

Address _____

City _____ state _____ zip _____

Phone _____

Email _____

A description of your company's products and or services _____

Sponsorship levels

Please select the sponsorship level you wish to sponsor. (Description of levels are listed on "Sponsor Packages" page)

- Official Sponsor
- Platinum
- Gold
- Silver

Signature _____ today's date _____

The individual signing this agreement represents the sponsor/vendor and warrants that he or she is a duly authorized representative, binding this agreement. By signing below, I understand and agree to and abide by the TERMS and CONDITIONS of this agreement and all amendments thereto.

Authorized
Print name _____ signature _____
date _____

Please email your signed agreement to: contact@womenexpo.info

Please make payment from the expo website

Expo management use:

Date received _____

Amount received _____

Agreement complete ___ Yes ___ No

SPONSORSHIP/VENDOR TERMS AND CONDITIONS

1.Rights. Women's Entrepreneur Expo agrees to grant the sponsor/vendor the following terms and conditions by sponsorship level itemized on the Sponsorship Agreement.

2. Terms. This agreement will commence upon signing by Sponsor/Vendor and shall continue until "**Event**" is completed and all terms and conditions are fully fulfilled. If All terms of this agreement are not met; Women's Entrepreneur Expo may, at its sole discretion withdraw its acceptance of the agreement.

3. Cancellation and termination. (a) Women's Entrepreneur Expo reserves the right to terminate event if the use or occupancy of the National Church of God "Gymnasium" will be materially interfered with by reason of fire, casualty, acts of God, any other emergency or other act or event not the fault of the Management, during any period of time which is critical to the success or production of the show. Termination shall not constitute a breach of this contract. Women's Entrepreneur Expo in its sole discretion shall determine and refund to you its proportionate share of the balance of the aggregate display fees received that remains after deducting expenses incurred by Women's Entrepreneur Expo events and reasonable compensation to Women's Entrepreneur Expo events. In no case shall the amount of the refund to you exceed the amount of the fee paid.

Women's Entrepreneur Expo reserves the right to cancel any portion of the exhibit schedule as it deems necessary and appropriate. All changes and/or cancellations will be communicated to you in writing.

(b) If the sponsor wishes to cancel any portion or all of this agreement, Sponsor will request only by written cancellations addressed to Women's Entrepreneur Expo Management. In such case, you will be obligated for 100% of the contracted fees as liquidated damages. Women's Entrepreneur Expo is not required to refund any portion of money previously paid by sponsor.

Vendors cancellation. All contracts are binding. In the event where a sponsor/vendor wishes to cancel any portion of this agreement, cancellation must be made in writing addressed to Women's Entrepreneur Expo Management at least six weeks prior to the expo date. No refunds will be issued with less than six weeks cancellation notice.

4. PAYMENT SCHEDULE AND FEES. Sponsorship/Vendor fee is due upon delivery of this signed agreement. Sponsorship/vendor balance is due no later than 12 DAYS prior to the event. Early payment is acceptable.

5. Installation & Dismantling. You will set up and be ready to exhibit according to all hours set by expo management. You may not dismantle the display until the exhibition is finally closed to the public, at the date and time so indicated by Women's Entrepreneur Expo. You agree explicitly that, in the event that you fail to set up products/services on time and in their assigned spaces/tables, or if you fail to make payment on time, Women's Entrepreneur Expo has the right to take possession of your space and lease it to another organization. No early breakdown is permitted.

6. Use of Space - Limitations and Expectations. (a) You shall not sell, rent, assign nor sublet any part of your exhibit space without prior written permission of Women's Entrepreneur Expo, in such case; **expo management** can agree or disagree at its sole discretion.

(b) Noises, lights and entertainment not approved by show management are prohibited. Inappropriate dresses, and activities of personnel under your control, are also prohibited. You agree to comply with all fire regulations and to keep aisles clear at all times.

7. Space Assignments. Women's Entrepreneur Expo will make best efforts to assign you the space you request, but space is not guaranteed. Show management has the right to shift location or floor plans based on the needs of the event. If you fail to occupy your space during time of set up, you will forfeit your space and show management can reassign without notice or refund.

8. Hold Harmless: Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon premises of the exhibit hall. Exhibitor shall cover, defend and hold the Host and the respective agents, employees, successor and assigns, from any and all liability, responsibility, loss, damage, claim, cost or expense of any kind whatsoever (including attorney's fees) which any of them may incur, suffer, pay or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission of the exhibitor, its employees, agents, licensed or invitees. National Church of God "Gymnasium" and the Host shall not be responsible in any way for damage, loss or destruction of any property of exhibitor, its agents, employees, licensees or invitees.

9. Insurance and Security: The Host and National Church of God “Gymnasium” and their respective agents and employees, shall not be responsible for the safety of the property or the exhibitor, its agents or employees, from theft, damage by fire, accident or any other cause. It shall be the exhibitor’s responsibility to maintain such insurance against personal injury and property damage liability in such amount as the Exhibitor deems appropriate.

10. Door bags/participation. All sponsors will have the opportunity to participate in company give-away. Sponsor must provide promotional items to show management no later than October 1, 2019.

11. Attendance: Management shall have sole control over admission policies at all times. Sponsor acknowledges and agrees that Management makes no representation or warranties with respect to the number of attendees or the demographic nature of such attendance.

12. PRINTING DEADLINE: all advertising, including logo, must be turned in before October 1, 2019 to take advantage of all sponsorship media opportunities as warranted by specific sponsorship level.

Miscellaneous terms and conditions. (a) You agree that expo management reserves the right to record, broadcast, use and take photos or video of your display/exhibit, personnel and agent and use this material for publicity of this event.

(b) You agree to comply with all city and state safety and health ordinances regarding the installation and operation of equipment.

(c) Management reserves the right to decide on all matter and questions not covered in this agreement. This agreement may be modified or amended only if signed by both parties.

We are very grateful for your company’s support of our event. If you agree to the above terms and conditions, please sign, date and return.

Sponsor/Vendor name _____ Date _____

Sponsor/Vendor signature _____

Expo Management name _____ Date _____

Expo Management signature _____