



Exhibitor Application  
**GOVERNMENT AGENCY**

Civic Building  
1 Veterans Plaza, Silver Spring, MD 20910  
October 23, 2016, 12:00 p.m. to 6:00 p.m.

Deadline: AUGUST 31, 2016  
FREE OF CHARGE

Company or Agency Name:	
Contact Full Name and Title:	
Street Address:	
City, State and Zip Code:	
Phone:	
E-mail:	
Website:	
Services:	

WHY PARTICIPATE?

- \* Reach a captive audience of hundreds of visitors
- \* Position your agency in a competitive way
- \* Increase your agency's exposure and awareness with highly visible recognition
- \* Let our visitors know about the great work you are doing in our community
- \* It is FREE of charge

### Government Agencies

Agency's logo on New Americans Expo website and listing for one year in our NEW! NAE mobile app.

Agency's logo featured in 30,000 copies of NAE supplement distributed inside local papers in DMV area.

Exhibitor Table (6 ft) and 2 chairs.

Agency's logo and video featured in social media: Facebook, Tweeter and Google +

Agency's Video -Production and showing a 3 minutes video with your company mission and services posted on NAE website. (Video recording and editing services provided by Cuadri Communications. This will be scheduled according to spots available)

\* Send your high resolution logo and contact information as you want it posted on our website and social media to [Cristina.Frey@NewAmericansExpo.com](mailto:Cristina.Frey@NewAmericansExpo.com)

\*Vendors will know their booth location the week of the Expo. Booth assignments are final.

#### VENDOR DESCRIPTION

The number of booths available are limited and we would like to have a diversity of services and products showcased at the expo. Please describe the nature of your business and the products and services to be offered at the expo.

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**Check guidelines for refund information. No refund, rain or shine on the day of the Expo.**

**Deadline** to submit your application is August 31, after this date we cannot guarantee we will print your company logo in the supplement. Send your application to [Betsy.McGuire@NewAmericansExpo.com](mailto:Betsy.McGuire@NewAmericansExpo.com)

New Americans Expo  
11450 Game Preserve Rd.  
Gaithersburg, MD 20878

I, \_\_\_\_\_, have read and agree to the terms and conditions stated in the **Exhibitor/Vendor Guidelines**.

\_\_\_\_\_  
**Exhibitor's Signature**                      **Date**

\* Application is not completed until payment is received.

VENDOR CHECKLIST  
Please initial the following:

_____ Vendor Application	_____ Read and Understood Vendor Guidelines
_____ Vendor Description	

## EXHIBITOR/VENDOR GUIDELINES

### I. Date, time, and location for the New Americans Expo .

- a. Date/Time: Sunday, October 23, 2016 from 12:00 p.m. to 6:00 p.m.
- b. Location: Civic Building, 1 Veterans Plaza, Silver Spring, MD 20910

### II. Refund.

- a. Full Refund—Cancellation in writing within five (5) days of contract execution date or August 30, 2016, whichever comes first.
- b. No Refund—Cancellation after September 15, .
- c. No refund – rain or shine at event.

### **III. Booths:**

- a. Setup and Maintenance: Vendors will be provided with a table and 2 chairs. Vendor’s actual booth location will be assigned by the Vendor’s Committee and such decision shall be final. Vendors will know their final location the week of the Expo.
- b. Vendors will only be permitted to set-up their space between 10:00 a.m. and 12:00 p.m. on the date of the Expo.
- c. Users may decorate the space permitted to them with prior approval, but must comply with the following: Tampering with thermostats, light fixtures or other Civic Building equipment or furnishings is prohibited. Non-fire proof decorations are not allowed. No items may be attached to walls, lighting fixtures, etc. Nothing may be taped, stapled, thumb tacked, nailed or otherwise attached to the structure. No open flames without approval by the Fire Marshal. Helium balloons may be used only when properly affixed and weighted. Use of silly string is prohibited. All floral deliveries must be scheduled with SSCB staff. All flowers and floral debris must be removed at the conclusion of the event. Special equipment requirements should be approved in writing prior to the rental event.
- d. Amplified sound within exhibit space is prohibited in Vendor areas.
- e. The following items are strictly PROHIBITED from being sold, displayed, distributed, or used by Vendor: Illicit Drugs; Cigarettes; Firecrackers, Fireworks, or Similar Items; Weapons and Firearms; Vulgar, Offensive, Sexually Explicit promotional Materials.
- f. Vendor is prohibited from soliciting, selling, and promoting its products/services, including but not limited to, distributing fliers, greater than ten (10) feet around Vendor’s booth. Vendors may not leave any of their promotional materials in areas such as food court, public tables, etc. If the Vendor Committee finds any promotional item in restricted areas, Vendor will be warned. The third offense will result in expulsion from the Expo.

### **IV. Inspection and approval**

- a. Vendor may be requested to remove a product or service displayed at the Expo at the sole discretion if deemed unsuitable by the organizing committee and such decision shall be final.

- b. Vendor agrees that New Americans Expo organizing committee shall not be liable for any damages or losses, pecuniary or otherwise, either foreseen or unforeseen, incurred by Vendor as a result of such action. The organizing committee reserves the right to remove any Vendor from the Expo if the organizing committee determines that the Vendor has not conformed to the rules and regulations of this contract or has misrepresented its product/service. In such instances where contract violations result in removal of Vendor, all fees shall be forfeited.

**V. Liability and Regulations:**

- A. Legal Compliance: Vendor agrees to comply with all the regulations of the facility hosting the Expo and all federal, state, and municipal laws, including health and safety. Vendor agrees to be responsible for collection and reporting of sales tax as required by law. Vendor shall be responsible for obtaining all licenses, permits, health certificates or items required by governmental agencies in order that Vendor's booth/concession may be lawfully operated..
- B. Liability: Vendor agrees to be held responsible for Vendor's own actions and the actions of its staff within Expo grounds that may result in additional fines by the venue, city, county, or other levels of government; e.g., oil spills. Vendor will be responsible and liable for delivery, handling, assembly, and removal of all supplies, materials, trash and fixtures.
- C. Indemnification: Vendor agrees to indemnify and hold harmless the organizing committee of the New Americans Expo 2016, its officers and directors, agents, partners, representatives, and employees from any and all claims, damages, losses and liabilities arising from Vendor's participation with the Expo.
- D. Waiver: The New Americans Expo and it's organizing committee assumes no responsibility for damaged or lost articles/booths/exhibits.
- E. Force Majeure: The New Americans Expo and it's organizing committee shall not be responsible for any loss to Vendor due to natural causes or force majeure including, but not limited to, snow, rain, thunder and lightning, and wind.
- F. Copyright: Vendor grants full permission to The New Americans Expo and it's organizing committee to use Vendor's name, photographs, videotapes, motion pictures, recordings or any other record of this event for any legitimate purpose, without compensation or remuneration.
- G. Vendor is solely responsible in collecting and paying any applicable sales tax.