

Baltimore County Department of Aging

# THE POWER OF AGE EXPO 2025

## APPLICATION AND AGREEMENT

Wednesday, October 29, 2025 9 a.m. - 6 p.m.

Maryland Fairgrounds



The Baltimore County Department of Aging and its Director Heang K. Tan appreciate your participation in our Power of Age Expo. The event has an expected attendance of 5,000-7,000. Please review the event's diverse marketing opportunities to showcase your products and or services to this target market.

Organization Name (as it should appear in print): \_\_\_\_\_

Description of Services: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Name/Email (for updates): \_\_\_\_\_

\*To ensure that you receive all EXPO announcements, please add [powerofageexpo@baltimorecountymd.gov](mailto:powerofageexpo@baltimorecountymd.gov) to your safe sender list.

Website: \_\_\_\_\_ Facebook Name: \_\_\_\_\_

My business is in "Good Standings" with the Maryland Department of Assessment and Taxation (egov.maryland.gov/BusinessExpress/EntitySearch)

Yes No

Booths are 10x10 but space may vary. Includes draped table, two chairs and booth sign.

**\*\*All contracts received after August 29, 2025 will NOT receive a booth sign.**

**BOOTH NUMBER(S) 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_**

Exhibitor - Premier Booth (118, 122, 128, 233, 236, 241, 244, 503, 505, 806) (booth size minimum of 10 X 15 ft) .....	\$1,600
Exhibitor - Prime Booth (100, 101, 107, 108, 109, 110, 120, 129, 136, 200, 209, 216 500, 501, 502, 600, 601, 602, 700, 709, 809, 826) .....	\$1,300
Exhibitor - Grand Booth (102-106, 111-117, 121, 130-134, 135, 201, 215, 249, 256, 257, 266, 300, 307, 308, 317, 603, 701, 708, 710, 717, 800 (7 X 10), 810, 817, 818, 825) .....	\$900
Exhibitor - Inside Booth or 7 X 10 Booth from 210-214, 250-255, 258-265, 301-306, 309-316, 504, 604-609, 801-805 819-824, 811-816, 711-716, 702-707) .....	\$600
Exhibitor Special Discount - TWO Inside Booths .....	\$1,100

**BOOTH TOTAL:** \_\_\_\_\_

### OTHER OPTIONS TO EXPAND YOUR EXPOSURE:

- Listing of your website on the EXPO website with no link upon receipt of your contract through 10/1/25 ..... \$50
- Link from EXPO website to your website upon receipt of your contract through 10/1/25 ..... \$50
- Bolded Entry in Program Guide .....

### SPECIAL EXHIBITOR RATE FOR EXPO PROGRAM BOOK ADS

**SIZE:** Full Page B/W Ad (\$1,220)      Half Page B/W Ad (\$660)      Quarter Page B/W Ad (\$340)

**COLOR:** Add Color (\$100)

**AD SUBMISSION:** Submit camera-ready ad      Use last year's ad      Receive help to create ad

**AD CHARGE:** \_\_\_\_\_

Rev. 020625

Payment, Additional Marketing Opportunities, Electricity Needed, Rules and Regulations, and Agreement on pages 2-3.



**TOTAL FEE: \$ \_\_\_\_\_**  
Discounts cannot be combined.

Bundle discount applied to total - \$100

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### AGREEMENT:

I understand by providing your email address on page 1 of this contract, on behalf of the specified company, I am authorized and hereby give consent for the company to receive emails sent by or on behalf of BCDA and its affiliated services. I have read Expo's Application and Agreement, and hereby contract for exhibitor space, and agree to comply with the exhibitor agreement. Full payment must be received prior to the event.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### PAYMENT (check one)

**Credit Card via invoice from PayPal** (\$35 fee for each transaction)

Contact E-Mail for PayPal Invoice \_\_\_\_\_

**Invoice Me** (Upon receipt of the signed contract, you will be invoiced by Baltimore County, MD.)

Send your contract today to [powerofageexpo@baltimorecountymd.gov](mailto:powerofageexpo@baltimorecountymd.gov) or mail to BCDA, Power of Age Expo; 611 Central Avenue, Room 302, Towson, MD 21204.

### ADDITIONAL MARKETING OPPORTUNITIES (CHECK ALL THAT APPLY)

I am interested in transacting sales at Expo and have completed the Sales Addendum A for approval.

I am interested in providing a health screening at Expo and have completed the Health Screening Addendum B for approval.

I am interested in providing a Door Prize and/or Silent Auction Items that will be highlighted in the EXPO Guide.

Description of Door Prize/Silent Auction Items:

### ELECTRICITY NEEDED

Yes                  No

Electric for your booth/display represents an additional exhibitor cost and must be arranged through the Maryland State Fairgrounds. Your completed form and payment must be mailed directly to the Maryland State Fairgrounds. The electrical form will be e-mailed/mailed with your executed Expo contract.

### APPLICATION & AGREEMENT with \_\_\_\_\_

Exhibit space contracted for herein may not be transferred, assigned, sublet or shared with others without written permission of BCDA. This agreement is exclusive between BCDA and the vendor. Vendor must be the sole booth occupant. Other occupants shall pay the full booth fee.

Exhibits must be set up by 6 p.m. on Tuesday, October 28, unless permission is otherwise received from BCDA two weeks prior to EXPO. All exhibitors must be present no later than 8:30 a.m. on October 29. Space must be occupied and attended during all hours of the EXPO. Exhibits must remain intact until the close of EXPO at 6 p.m. A \$200 fee will be charged for dismantling and departure prior to 6 p.m. Disassembling your booth must be completed by 12 p.m. on Thursday, October 30. Exhibitor is solely responsible for set-up and break-down of their display.

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Each booth will be provided with and separated by dividing drapes at sides and rear. Eight-foot-high draperies will be provided across the back wall of each booth and three-foot high drapes will be used at the sides. Exhibits shall be installed so they do not extend beyond the space provided, which includes the aisle. Upon the request of BCDA, exhibitors will be required to purchase sufficient space to accommodate their display equipment, tables, etc., to avoid excessive congestion in the aisles or interference with the displays of other exhibitors. BCDA reserves the right to modify booths based on need and display company recommendations.

Exhibitor must put up an attractive, visually interesting display. BCDA and/or the display company will be happy to offer suggestions/advice on ways to enhance your exhibit. Exhibitors are asked to utilize the services of the display company for booth furniture, carpet and drapery. Carpet/drapery color will be determined by the BCDA and must be approved in writing from BCDA two weeks in advance. Sponsors are responsible for any carpet fees in their area.

BCDA reserves the right to deny space to any category of Exhibitor. Exhibitor warrants that he/she is legally authorized and entitled to advertise the business or product represented and asserts that the business is in good standing with the business and professional community and that there are no outstanding, sustained, unresolved complaints against it. If there are outstanding complaints, exhibitor will explain the details on a separate form. Upon review, BCDA may elect to void this agreement and money will be refunded. Exhibitor must display signage that clearly states if an attendee shares their contact information that it will result in future solicitation from said exhibitor.

Exhibitor must have prior written permission from BCDA to make any structural changes to the booth space. If additional assistance (labor) is needed by the Exhibitor to set up the display, including unloading and transporting materials, it must be contracted directly with the display company. The Exhibitor will be charged by the display company for their assistance.

Exhibitor is responsible for any damage to building caused by its exhibit, employees or agents. Posting or fixing signs, banners or booths to any permanent wall, woodwork, floor or other permanent portion of the building is prohibited without the express written permission of BCDA. No liability may inure to Baltimore County, MD, the Baltimore County Department of Aging, its agents, employees or directors, as a result of goods or services provided by exhibitors to attendees of the event. If the event is canceled for reasons beyond the control of BCDA, no monies will be refunded.

BCDA does not guarantee or agree to protect Exhibitor against loss of any kind. Exhibitor recognizes and agrees that in entering this Agreement, it is not relying on or expecting BCDA to provide any type of security or protection against loss or damage of any kind and Exhibitor hereby waives any claims or causes of action relating to any such loss or damages.

It is understood, in the event Exhibitor fails to comply with any of the terms of this Agreement, BCDA reserves the right to terminate this Agreement in which case Exhibitor shall immediately remove from Exhibit Hall, at Exhibitor's expense, its exhibit, employees and agents. BCDA has the right but not the obligation to remove or cause same to be removed at Exhibitor's expense if Exhibitor fails to do so immediately, and Exhibitor hereby waives and releases any and all causes of action or claims of any nature arising out of such removal and all payments previously made by Exhibitor to the EXPO shall be forfeited and retained by BCDA without further obligation to Exhibitor.

If for any reason BCDA determines to cancel or terminate EXPO, which you have contracted to participate in by this agreement, the Exhibitor waives all claims the Exhibitor might have against BCDA for damages or expenses and agrees to accept in complete satisfaction and discharge of all claims against BCDA, the Exhibitor's pro-rata share of the total amount paid by all Exhibitors less all costs and expenses incurred in connection with the EXPO, including a reserve for future claims and expenses in connection herewith.

The Exhibitor agrees the charge for Exhibitor space(s) reserved in advance has been made in consideration of Exhibitor using and paying for all space(s) reserved. The Exhibitor shall not be relieved from such payment by failure to use such reserved space for any cause whatsoever.

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All literature must be distributed and all business conducted from Exhibitor's booth(s) unless other arrangements have been made in advance in writing with the BCDA. All persons, including Exhibitors, are prohibited from circulating throughout the Fairgrounds and the aisles of the buildings for solicitation or distributing literature. Literature may not be placed on cars parked at the Fairgrounds.

Exhibitors must have prior written permission from the Department of Aging to give out food or beverage items (other than wrapped candy).

There is a \$500 charge for storage at Expo. This will be provided on a space available basis. Two weeks advance notice to BCDA is required.

The vendor agrees that if there are any sales of merchandise or services subject to Maryland sales tax, said sales shall be reported and tax paid. The vendor shall hold harmless Baltimore County, the Baltimore County MD, its agents, employees and/or directors from any and all liability for failure to report and pay said tax. In order to request permission for sales, exhibitors must submit Addendum A with Contract. Baltimore County Department of Aging reserves the right to deny sales to any exhibitor.