

**St. Mary's County Chamber of Commerce
Business Showcase & Job Fair, May 20, 2023, 1:00-4:00 p.m.**

**USMSM Building 2 (formerly the Southern MD Higher Education Center)
44219 Airport Road, California, Maryland 20619**

EXHIBITOR REGISTRATION FORM

I/We understand that exhibit space will be assigned on a first-registered, first-paid basis. I/We also understand that if our display exceeds the 4' x 6' dimensions, there will be an additional fee of \$25.00 per foot. Displays must be set up between 10:30 a.m. and 12:30 p.m. on the day of the event.

YES, we will participate as an exhibitor

Will you need a table? YES NO

Will you need electricity, if available? YES NO

Will you be offering job opportunities during the event? YES NO
If yes, list Position Titles:

REGISTRATION

Registration fees for Chamber Members:

- Early bird registration fees are \$250 for standard table on or before April 19th
- Member Standard Table - \$275 after April 19th
- Member Prime Table – \$325 a table located at the entrance of the event (first come, first served –limited tables available so reserve your space now! Call the Chamber to confirm availability)

Registration fees for Non-Chamber Members:

- Standard Table - \$350.

Registration Add-Ons (Optional):

- Does your company require more than a 4' x 6' area for your display? (NOTE: The cost of additional space is \$25 sq ft.) YES NO
 - o If yes, how much more space? X \$25 = \$

Register no later than April 28th to be included in the event program.

Final deadline to register is May 5th.

SPONSORSHIP OPPORTUNITIES

Donating companies will be recognized on the Showcase Electronic Program if you notify the Chamber by April 28th.

- Tour Card with Logo Exclusivity (\$1000 Investment) YES NO
- Event Program (\$750 Investment, logo on cover, exclusive to first four) YES NO
- 4 Large Maps (\$500 Investment/Each, limited to 2 logos per map) YES NO
 - o If yes, how many?
- Tour Card Door Prizes (Must be at least a \$50 Value) YES NO
 - o If yes, please describe the prize:

Please register and pay on-line at <https://smcchamber.com>, or enclose your check with this form and return to:

St. Mary's County Chamber of Commerce
22738 Maple Rd., Suite 104

Lexington Park, MD 20653

Email: info@smcchamber.com

Tel: 301-737-3001

Company: _____ Contact: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

Prizes for the Tour Card drawings will be drawn at 3:00 p.m. the day of the event; you must be present to win.

For Office Use Only

Assigned Booth # _____ Date Assigned: _____

**St. Mary's County Chamber of Commerce
Business Showcase & Job Fair Rules & Regulations
USMSM Building 2 (formerly the Southern MD Higher Education Center)
44219 Airport Road, California, Maryland 20619
Saturday, May 20, 2023**

Business Showcase & Job Fair packets containing name badges, program (contains map and tour card), stickers for tour cards, etc. will be provided at your exhibit booth on the day of the event.

EXHIBIT INFORMATION/RULES & REGULATIONS

Selling your products/service is permitted during the event. Cash sales, contracts, and merchandise exchanges are allowed. The St. Mary's County Chamber of Commerce takes no responsibility for vendors collecting and/or filing sales tax.

Please bring a tablecloth and skirt if you would like to use one. We will not be furnishing tablecloths or table skirts. The tables are 4' x 6' long.

Two chairs will be furnished with each exhibit table.

Schedule for the day. Set up begins as early as 10:30 a.m. on the day of the event. Please complete your set up no later than 12:30 p.m. The event opens to the public at 1:00 p.m. and breakdown starts after 4 p.m. The Chamber reserves the right to eliminate any display spaces that are not ready at that time.

If you are bringing a Tour Card prize, please keep the prize at, or under, your table until 3:00 pm. At 3 pm, please bring your prize forward to the designated area to present to the raffle winner.

The 2023 Business Showcase & Job Fair will be free and open to the public from 1:00 p.m. until 4:00 p.m. on Saturday, May 20th. All exhibits must remain on display for this entire time. Dismantling and removal of exhibits prior to 4:00 p.m. will not be allowed. Ample time has been provided for dismantling. Business Showcase personnel will remain on site from until 5:00 p.m.

All items must be removed from the USMCM Building no later than 5:00 p.m. on Saturday, May 20th.

Exhibits are limited to contracted exhibitors only. Sub-leasing, sharing with, or representing and distributing materials for other businesses is **prohibited**.

NO ITEMS OF ANY KIND ARE TO BE ATTACHED TO THE WALLS of the USMSM building. Refer to your contract for the exact dimensions of your space. **Exhibitors are advised to keep all exhibit items within the exact area of the contracted space.**

No animals will be authorized on the grounds of the event except those used for service.

Vendors are to park in areas away from the exhibit building. You may unload supplies at the building and then immediately move your vehicles away from the building.

NOISE CLAUSE:

Exhibitors are requested to maintain a courteous volume level while displaying sound-producing items. If, at the discretion of the Business Showcase Committee, a booth is deemed to violate this rule, the display item will be removed.