

Fall 2009 College Fairs

You are cordially invited to join us for the Fall 2009 College Fairs in Maryland! We have paired back our Fall 2009 schedule in order to focus on our largest and most successful events. With that, we are planning two amazing days in Maryland - one in Baltimore County and the other in Montgomery County. We have carefully selected each market and venue to ensure a welcoming environment for our exhibitors as well as our attendees. The greater Washington, DC region and Baltimore County, MD are home to two of the nation's top school districts. We know you will find this opportunity valuable to your college recruiting efforts.

Registration:

Once we have received your registration and payment, we will e-mail your contact person a registration confirmation. Approximately 4 weeks prior to each event, you will receive an exhibitor packet with information on hotels, directions, etc.

Please note that alumni representatives are welcome to represent your college/university.

Cancellations:

All cancellations and refund requests must be made in writing. Requests must be received no later than 1 month prior to the fair date. Cancellations made later this time will not be accepted.

Booth Assignments:

Booth space is completed on a first come, first served basis. If you have a particular request for a location, please contact us directly and we will do our best to accommodate you, but cannot guarantee placement.

Booth Set-Up:

All exhibitors must set up their booth materials during the hours listed below prior to the event. Each booth includes a draped 6' table, one chair, a two-line sign with school name, city and state. If additional chairs are needed, please let us know at least 1 week prior to the event. There is no charge for additional chairs. The name that is listed on your registration form is what will be listed on your sign. If this should be changed, please let us know at least 1 week prior to the event. **All exhibitors are required to remain at their booths for the entirety of the event. Early departure from the event is not permitted.**

Check-In:

We do ask that all exhibitors check-in upon arrival at each event. From here, we will direct you to your assigned booth.

Display Guidelines:

All materials must remain within the exhibitor's space. In addition, all exhibitors must remain within their booth space while speaking with attendees.

Booth Fees:

- Baltimore County, MD - \$200
- Montgomery County, MD - \$350 (due to busing of county students)
- Historically Black Colleges & Universities** - \$100 per fair
- \$50 Late Fee assessed for payments received less than 1 month prior to registered event.

Shipping & Additional Booth Items:

Due to space limitations at each of our facilities, no items will be permitted to be shipped in advance. If this creates a significant problem for your organization, please contact College Expos to make outside arrangements for your items.

Additional Rules/Regulations:

1. The Exhibitor agrees not to hold the Promoter, the facility, and/or their employees or agents responsible for any claim, loss or suit by the Exhibitor.
2. These rules and regulations constitute an essential part of the contract for exhibit space. College Expos reserves the right to render all interpretations and decisions and to establish further regulations as may be deemed necessary for the general success and well being of the show.
3. College Expos reserves the right to decline, prohibit or expel any exhibit which, in its judgment, is out of keeping with the character of the event, this reservation being all-inclusive as to persons, things, printed matter, conduct, etc.

**Baltimore County, MD (including Carroll Co.)
Crowne Plaza Hotel – Baltimore North
Timonium, MD
Loading: 11:30-1:00pm
Show Hours: 1:00-3:30pm
Sunday, October 4, 2009
2004 Greenspring Drive, Timonium, MD 21093**

**Suburban Wash., DC (Montgomery County, MD)
Discovery Sports Center
Germantown, MD
Loading: 8:00-9:30am
Show Hours: 9:45-12:30pm & 6:30-8:30pm
Tuesday, October 20, 2009
18031 Central Park Circle, Germantown, MD 20841**

Exhibitor Agreement & Registration Form

PARTICIPATING INSTITUTION INFORMATION

Institution Name: _____
Address: _____
City: _____
State/Province: _____ Zip/Postal Code: _____
Country: _____
Web Address: _____

PRIMARY CONTACT PERSON INFORMATION

Name: _____
Title: _____
Phone: _____ Fax: _____
E-Mail: _____

BOOTH PRICING

- Baltimore County - \$200
- Montgomery County - \$350 (due to busing of county students)
- Historically Black Colleges & Universities pay only \$100 per fair
- \$50 late fee for reservation received after September 1st for Baltimore or September 20th for Montgomery fair.
- 6' table, chair, signage, and meal for admissions representative is provided with your booth fee

EVENTS

October 4	Baltimore County, MD	Booth Fee	_____
October 20	Montgomery County, MD	Booth Fee	_____
	Total Booth Fees		_____

College Expos FEIN # 14-1929023

Method of payment:

Check (payable to College Expos)
 American Express MasterCard Visa
Credit Card # _____
Expiration Date _____
Security Code (on back of card) _____
Name on Credit Card _____
Billing address of Credit Card Holder (if different from above) _____
Signature _____

I have read and agree to all of the registration policies for the College Expo event(s) indicated above. I understand that to receive a refund, I must send my request in writing prior to the dates listed above.

Signature of Institution Official: _____ Date: _____
Title of Official: _____

Please return this form with payment to:

College Expos
14804 Ancroft Court
Gaithersburg, MD 20878

Credit card payments can be faxed to:
College Expos Fax: 301-576-8500