

2010
The Mid-Atlantic
Business to Business
Green Forum

Practical Solutions: Getting Started & Next Steps

Exhibitor Prospectus

March 26, 2010
The Baltimore Engineers Club
Baltimore, Maryland

What is the Mid-Atlantic Business to Business Green Forum

The Mid-Atlantic B2B Green Forum started in 2008 as the Green Living Summit with a small workshop in Hunt Valley, Maryland as an idea to help educate local area businesses and residents on energy and green living options that reduce costs, increase personal and family health and reduce environmental impacts at home and work.

More than ever, businesses need to rethink the way they do business, resolve to make necessary changes, and learn how to redirect their business onto an environmentally sustainable path. The Mid-Atlantic B2B Green Business Forum will help you make the connections and learn the information to get started. This is the place to ask questions and get answers! Gain take-home-tools to make changes in your business. Learn from industry leaders how they started making sustainability an integral part of their business. Join us at the Mid-Atlantic B2B Green Forum to network with peers, connect with leaders, and establish partnerships.

Why Exhibit

The Mid-Atlantic B2B Green Forum will be the place to showcase and highlight your organization's environmental services, programs, and equipment. This is your time to show the rest of the Mid-Atlantic region how organization is helping the environment. You will be able to meet with environmental leaders, and interact with potential clients and partners.

Many eager and well-respected companies who exhibited last year want more. **Our goal is to service our existing exhibitors and accommodate new companies that are interested in exhibiting at the Mid-Atlantic Business to Business Green Forum.** We offer a selection of exhibit spaces and configurations. Current exhibit space prices are listed below. It is important to reserve your space as soon as possible.

Booth Package

- standard pipe and draped table, two chairs
- one complimentary conference exhibitor registration for a 8x10 exhibit space
- one complimentary conference exhibitor registration for a 6ft table
- 24 hour security in the exhibit hall

The Mid-Atlantic Business to Business Green Forum offers exhibitor booth furnishings such as furniture and signage. All official Exhibit Hall needs will be handled by Terrachord. Terrachord can be contacted at [800.681.9655 ext.4](tel:800.681.9655).

Benefits of Exhibiting

- Listing of company name, address, phone, fax, URL and up to 100 word description in the exhibitor guide
- Dedicated Exhibit Hall hours with most of the meals and breakouts being offered in the Exhibit Hall to attract more traffic
- Recognition in The Mid-Atlantic Business to Business Green Forum marketing materials

The Mid-Atlantic Business to Business Green Forum
APPLICATION AND CONTRACT FOR BOOTH SPACE
AT THE DEMONSTRATION AND EXHIBITION CENTER
Exhibit Dates March 26, 2010
The Baltimore Engineers Club
Baltimore, Maryland

Instructions

1. Submit deposit of 50% of the total space rental cost with signed application prior to March 1, 2010. Applications submitted after March 1, 2010 must be accompanied by payment in full. Applications received without the required minimum payment WILL NOT be processed. All exhibit space balances must be paid February 15, 2010.

Cancellation Policy: Cancellations prior to date February 15, 2010 will receive 50% refund. NO REFUNDS WILL BE MADE AFTER, March 1, 2010.

2. Sign your completed application in the space provided below and return to:

Terrachord LLC
400 Grange Hall Road
Dalton, MA 01226

(FOR PUBLICATION)

Name of Exhibiting Company _____

Street Address _____

City _____ State _____ Postal Code _____

Phone _____ Fax _____

Email _____

Website _____

Product/Service (Please provide a description of no more than 100 words on a separate sheet)

Contact _____ Title _____

Street Address _____

City _____ State _____ Postal Code _____

Phone _____ Fax _____

Email _____

Booth cost includes one booth with standard pipe and drape, booth signage, website link, one full conference registration, one chair, one skirted table, and two time use of attendee list (1X with email).

Number of 8' x 10' Spaces: _____ @ \$1,000 each = _____

Table cost includes 1 six foot table draped and skirted, 1 chair, and listing on the website. (Tenting is allowed)

Number of Table 6' Table _____ @ \$500 each = _____

Table cost includes 1 six foot table draped and skirted, 1 chair and listing on the website. (Tenting is not allowed)

Space Preferences

Indicate three booth choices in the space below. Every effort will be made to grant one of your space preferences, however, we cannot guarantee it.

First Choice Booth - # _____ Second Choice Booth - # _____ Third Choice Booth - # _____

We (circle) DO / DO NOT wish to locate next to: _____

PAYMENT METHOD

Check enclosed, Amount _____ (make payable to: Terrachord LLC, 400 Grange Hall Rd., Dalton, MA 01226)

Visa MasterCard American Express

Credit Card # _____ Exp. Date _____ Amount to be charged _____

The Mid-Atlantic Business to Business Green Forum
EXHIBITION CENTER
EXHIBIT RULES AND REGULATIONS

- I. The Mid-Atlantic Business to Business Green Forum agrees, within the terms of the contract it makes with the venue, to deliver reserved space for the Exhibitor's use.
- II The Exhibitor agrees to use the space assigned only for lawful purposes in conformity with the laws, ordinances and regulations of the city, county and state in which the exhibit is presented pursuant to this agreement. The exhibitor agrees that the Mid-Atlantic Business to Business Green Forum has at all times the right to approve the nature of the exhibit and the conditions under which the exhibit is displayed. The Exhibitor agrees that the exhibit will conform in all respects to the general conditions prescribed by the Mid-Atlantic Business to Business Green Forum for all exhibits. The Mid-Atlantic Business to Business Green Forum reserves the right to cancel all contracts with, and to withhold all services from the Exhibitor, if in the sole opinion and discretion of the, the Mid-Atlantic Business to Business Green Forum would be injured by the continued display of the exhibit. Upon cancellation of such contracts, the Mid-Atlantic Business to Business Green Forum will return to the Exhibitor all rental fees and other contractual sums paid by it to the Mid-Atlantic Business to Business Green Forum up to the date of cancellation.
- III. The Exhibitor agrees that it will not assign, transfer or sublet any space or exhibit area covered by this agreement without the prior written consent of The Mid-Atlantic Business to Business Green Forum.
- IV. The Exhibitor agrees to comply with the schedules for setting up, for opening, for closing, and for dismantling of all exhibits.

Schedule for Exhibitors

DATE: March 26, 2010	7:00am – 8:00am	Installation of Exhibits
DATE: March 26, 2010	8:00am - 4:00pm	Show Hours
DATE: March 26, 2010	4:00pm – 5:00pm	Dismantling of Exhibits

- V. The Exhibitor assumes full responsibility and will pay all expenses for the delivery of its materials to the shipping address given by the Mid-Atlantic Business to Business Green Forum. Mid-Atlantic Business to Business Green Forum assumes no responsibility for the performance of services by common carriers, express service, the U.S. Postal System, or another service, which the Exhibitor may use. The Mid-Atlantic Business to Business Green Forum assumes no responsibility for transporting the Exhibitor's materials from the shipping address to the display area by the stated time.
- VI. The Exhibitor agrees to pay all costs incurred in the opening and closing of its exhibit, and in the operation of its exhibit, including expenditures for utilities, labor, or services required in connection with its exhibit. The Exhibitor further agrees to be liable for any and all damages that it may cause to the building, hotel, or exhibit facility. The Exhibitor specifically agrees that it will not incur any expenses, charges, costs, or liabilities against the account of the Mid-Atlantic Business to Business Green Forum.
- VII. The Exhibitor agrees that it will not leave its exhibit unattended during the hours of the public exhibition. If it does so, and acts of theft, vandalism, damage, destruction or disarray occur, the Exhibitor agrees that the Mid-Atlantic Business to Business Green Forum has no responsibility for the safety and security of the Exhibitor's assigned exhibit space or its contents.
- VIII. The Exhibitor assumes full responsibility for removing all installations within its exhibit space when removal of all exhibits is scheduled. The Exhibitor agrees to return the exhibit space to the hotel in the condition in which it was received: clean, undamaged, and unmarred.
- IX. Exhibitor agrees to hold itself solely responsible to insure and protect the Mid-Atlantic Business to Business Green Forum from claims of any nature, including claims that might arise between the Exhibitor and such laborers or craftsmen as the Exhibitor might employ. The Exhibitor agrees to hold itself liable to such laborers and craftsmen under any applicable Workmen's Compensation Act for personal injury, damages and claims, including death, which may occur as a result of operation of the exhibit. The Exhibitor further agrees to hold the Mid-Atlantic Business to Business Green Forum harmless from, and to indemnify the Mid-Atlantic Business to Business Green Forum for,

any claims that may result from the acts of negligence or inattentiveness on the part of the Exhibitor which may result in loss or damages to persons or property. The Exhibitor agrees that it will hold the Mid-Atlantic Business to Business Green Forum harmless and will not look to the Mid-Atlantic Business to Business Green Forum for reimbursement or recovery in the event of loss or damage to the person or property of the Exhibitor resulting from fire, casualty of any act of God or nature, in the event of any other loss, injury, damage, or mismanagement involving persons, property or conditions sustained on or about the exhibition premises. In any case where the Mid-Atlantic Business to Business Green Forum is subjected to possible liability, directly or indirectly, as a party to any dispute or legal proceedings arising from any action, commitment, agreement or negligence of the Exhibitor, the Exhibitor agrees to assume full legal responsibility and fiscal obligation to pay or reimburse or compensate the Mid-Atlantic Business to Business Green Forum for the cost of defending such suit or proceedings including all reasonable legal fees if lawyers are required to defend such suit or proceedings.

X. Exhibitor shall be fully responsible to pay for any and all damages to property owned by The Baltimore Engineers Club, its owners or managers, which result from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, the Mid-Atlantic Business to Business Green Forum and The Baltimore Engineers Club its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, The Baltimore Engineers Club or any part thereof. In addition, the Exhibitor acknowledges that the Mid-Atlantic Business to Business Green Forum and The Baltimore Engineers Club DO NOT maintain insurance covering the Exhibitor's property or lost revenue and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor.

SHIPPING INFORMATION:

- 1. Packages must not arrive before March 26, 2010**
- 2. All packages must be marked:**

**Attn: Stephanie Meittinis-Mid-Atlantic B2B
Company Name-Booth #
C/O The Baltimore Engineers Club
11 West Mount Vernon Place
Baltimore, MD 21201**

Questions:

Phone -800.681.9655 ext.4

Fax - 410.771.4475

Stephanie@terrachord.com

