



The PACE Committee is pleased to invite you to participate as an exhibitor for the 2020 PACE reception and breakfast. The PACE reception will take place Thursday, January 23, 2020 at Graduate Annapolis in Annapolis, Maryland, with the breakfast to be held on Friday, January 24, 2020.

Celebrating its 44th year, the PACE reception is the longest running event in Annapolis hosted by any Maryland county!

We are proud that both the reception and breakfast are attended by a large number of Maryland General Assembly members, top state officials, and most often, the Governor. With a display, you have the opportunity to meet and network with them in a friendly, informal setting. It's a fabulous way to call attention to your organization, its purpose and any requests or needs you may have. **We limit the number of displays** so that each display has ample space to be extremely visible and productive in attracting attention.

The PACE Committee would love to have you and your organization with us at the PACE events in January, so please contact us if you have any questions.

Please review the enclosed Exhibitor Information and Registration form for additional information including exhibitor agreements, program display requirements and fees.

Changes to the display standards not only allow, but **encourage giveaways that will increase traffic to your booth. See more on the following page.**

We look forward to seeing you on January 23 and 24, 2020 at the PACE reception and breakfast at Graduate Annapolis.

Here's to helping us make the 44th anniversary of PACE the most successful yet!

Questions? Contact: Kati Kenney
Phone: 301-707-3228, Fax: 301-783-4100
Email info@mtmarylandpace.com
www.mtmarylandpace.com



2020 MOUNTAIN MARYLAND PACE EXHIBITOR AGREEMENT

1. Total cost of displaying at the 2020 Mountain Maryland PACE Reception and Breakfast is \$750 per display. A \$100 **non-refundable** deposit is due at this time. The balance of the \$650 is due in full by December 13, 2019. You may elect to pay the entire amount at this time. Please sign this agreement and send in with your check, made payable and mailed to:
Mountain Maryland PACE, P.O. Box 3273, LaVale, Maryland 21504-3273
2. Exhibitor shall maintain appropriate "Exhibitor Standards" as attached.
3. Exhibitor is solely responsible for delivery, set-up and take-down of exhibit.
4. Exhibitor will be provided with electric service if it is requested at the time a deposit is received. The Hotel **cannot** provide tools, tape, extension cords or other materials for set-up, so the Exhibitor must bring these items to the hotel.
5. Internet is available through Graduate Annapolis. The cost is estimated to be \$100.00 per connection, per day, payable by the Exhibitor. Arrangements with the hotel must be made, by the Exhibitor, in advance of the events.
6. The price of an exhibit includes **complimentary registrations for two attendees** (valued at \$130/each) to the Reception and the Breakfast. Additional guests may purchase their registration at the regular price.
7. The attached memorandum, listing the Display Standards, is incorporated by reference in the terms of this Agreement.
8. The Mountain Maryland PACE Committee shall be held harmless from liability of any kind experienced by Exhibitor.

Exhibitor Signature

Date

Company

Contact Person

Address

Fax Number

Phone Number

Email

Name/Title of Attendee #1: _____

Name/Title of Attendee #2: _____



2020 MOUNTAIN MARYLAND PACE EXHIBITOR STANDARDS

- **Exhibit contracts are non-transferable.**
- Professional looking displays.
- **We encourage human interaction.**
- Paper handouts will be permitted for table top displays. We request that you DO NOT physically hand them out to every guest, but allow them the choice to take one.
- Product giveaways, raffles, and similar promotion items that will increase booth traffic **are encouraged.**
- Displays should be manned at all times.
- Electrical service is available at no cost to the Exhibitor. Let us know, in advance, of any special requirements.
- You are responsible for incidentals for your displays, such as tape, special lighting (the room is a little brighter than candle-light setting), scissors, extension cords, etc.
- Set up can begin as early as 11 a.m. on 1/23/20. Your display must be ready to receive guests, at 3:00 p.m. Displays must be manned no later than 5:45 p.m.
- Take-down will be on 1/24/20, immediately following breakfast (around 9:30 a.m.)
- **Displays are not to be taken down before the conclusion of breakfast.**
- Internet is available through Graduate Annapolis. **Arrangements must be made with the hotel by the Exhibitor, in advance.**
- The \$750 exhibitor fee must be paid-in-full by **December 13, 2019**. Make your check payable to **Mountain Maryland PACE** and mail to: P.O. Box 3273, LaVale, MD 21504-3273
- Two complimentary registrations are provided for each displayer. Additional registrations may be purchased at the regular price. **All names, titles and affiliations (for name badges) must be provided to Kati Kenney by December 13, 2019, via email to: info@mtmarylandpace.com.**
- Room reservations should be made as soon as possible. Graduate Annapolis is offering special discounted room rates. When contacting the hotel, be sure to mention that you are with the Mountain Maryland PACE Reception. Hotel contact information: Graduate Annapolis, 126 West Street, Annapolis, MD 21401, 410-263-7777.

****PLEASE NOTE FOR 2020****

Priority will be given to PACE sponsors when assigning displayer placements. Two premier display spots are available at an additional cost for those with an extensive display. If you are interested in becoming a sponsor, or reserving a premier spot, please email info@mtmarylandpace.com.



MOUNTAIN MARYLAND PACE: Code of Conduct

The PACE Reception & Breakfast are convened for the purposes of professional and educational interchange in the spirit of progressing Mountain Maryland and its interests. This document outlines behavioral expectations from event attendees, and serves as notice for those expectations. It reminds PACE participants that all professional ethics and norms apply as standards of behavior and interaction at these events. The policy can also be found on the PACE website.

1. Purpose

PACE is committed to providing a safe and welcoming conference environment for all participants, regardless of actual or perceived gender, gender identity, race, ethnicity, sexual orientation, ability, socioeconomic status, age, or religion. "Participant" in this policy refers to anyone present at the PACE reception or breakfast, including staff, vendors, exhibitors, venue staff, government officials, and all other attendees.

2. Expected Behavior

- All participants at PACE are expected to abide by this policy in all meeting venues including ancillary events.
- Abide by the norms of professional respect that are necessary to promote the conditions for free interchange.
- If you witness potential harm to a PACE participant, be proactive in helping to mitigate or avoid that harm.
- Alert PACE/security personnel if you see a situation in which someone might be in imminent physical danger.

3. Unacceptable Behavior

- Intimidating, harassing, abusive, derogatory or demeaning speech or actions by any participant
- Prejudicial actions or comments related to actual or perceived gender, gender identity, race, ethnicity, sexual orientation, ability, socioeconomic status, age, or religion that coerce others, foment broad hostility, or otherwise undermine professional equity
- Deliberate intimidation, stalking or following;
- Harassing photography or recording;
- Sustained disruption of talks or other events;
- Physical assault (including unwelcome touch or groping)
- Real or implied threat of physical harm

PACE is a private event sponsored by organizations within Allegany and Garrett Counties.