



PACE Exhibitor Invitation

Thursday, January 20, 2022 and Friday, January 21, 2022
at **The Westin Annapolis**, 100 Westgate Circle Annapolis, Maryland

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.

We invite you to take your PACE attendance up a notch by reserving a space to showcase your organization. With your own dedicated area of the room, you have the opportunity to create a backdrop and visual that highlights your group, its purpose and any points you may want to address.

We support creativity! Do you want to use your dedicated space for something out of the box? We want to help you make that happen. Give us a call to discuss your plans and we will do our best to accommodate. **We limit the number of displays** so that each display has ample space to be extremely visible and productive in attracting attention.

MOUNTAIN MARYLAND PACE EXHIBITOR AGREEMENT

1. Total cost of displaying at the 2022 Mountain Maryland PACE Reception and Breakfast is \$750 per display. 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 the exhibit.
4. Exhibitors 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. Complimentary wireless internet will be provided in the Westin Ballroom.
5. The price of an exhibit includes **complimentary registrations for two attendees** (valued at \$140/each) to the Reception and the Breakfast. Additional guests may purchase their registration at the regular price.
6. The attached memorandum, listing the Display Standards, is incorporated by reference in the terms of this Agreement.
7. The Mountain Maryland PACE Committee shall be held harmless from liability of any kind experienced by Exhibitor.

Exhibitor Signature

Date

Company

Address

Phone Number

Email

Name/Title of Attendee #1: _____

Name/Title of Attendee #2: _____

Questions? Contact: Kati Kenney

Phone: 301-707-3228, Email: info@mtmarylandpace.com, Website: www.mtmarylandpace.com

Here's to helping us make the 45th anniversary of PACE the most successful yet!

2022 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.**
 - Set up can begin as early as 11 a.m. on 1/20/22. Your display must be ready to receive guests, at 5:30 p.m.
 - Take-down will be on 1/21/22, immediately following breakfast (around 9:30 a.m.)
 - **Displays are not to be taken down before the conclusion of breakfast.**
 - The \$750 exhibitor fee must be paid-in-full by **December 10, 2021**. 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 10, 2021, via email to: info@mtmarylandpace.com.**
 - Room reservations should be made as soon as possible. The Westin 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: The Westin Annapolis, 100 Westgate Circle, Annapolis, MD 21401.
 - Each exhibitor will be provided with an uncovered table and 2 chairs.
 - Placement priority will be given to past PACE exhibitors in order of seniority, followed by 2022 sponsors. We will reach out to all fully registered exhibitors in November to begin the location assignment process.
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2022 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 are expected to abide by this policy in all meeting venues including ancillary events.
- Abide by the norms of professional respect, 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.