



MOUNTAIN MARYLAND

TOURISM • COMMERCE • PARTNERSHIPS

November 2022

Hello,

The Cumberland/Allegany County Industrial Foundation (CACIF) and the Garrett County Development Corporation are pleased to host the 46th annual Mountain Maryland **PACE** (Positive Attitudes Change Everything) Reception on Thursday, January 19, 2023, followed by the Breakfast on Friday, January 20, 2023, at **The Westin Annapolis**, 100 Westgate Circle, Annapolis, Maryland.

The full success of the Mountain Maryland PACE events is not possible without the financial support and participation of local business owners and leaders, such as you. We are counting on your continued support for the 2023 events and are offering the following opportunities:

Platinum: \$2,500 (8 attendees, exhibitor booth, and top-level recognition)

Gold: \$1,000 (2 attendees, large logo usage)

Silver: \$500 (1 attendee, medium logo usage)

Partner: \$100 (Name listing with no logo)

Exhibitor: \$800 (2 attendees)

All sponsorships and exhibitors will be recognized throughout and during the promotion of the events. We certainly hope that you will agree that this cooperative effort of our counties is an excellent way to advance our communities and we encourage you to take advantage of the opportunity to support these events.

In an effort to streamline our processes and conserve resources, we request that completed forms are emailed as soon as possible to info@mtmarylandpace.com. Exhibitor spots will be assigned on a first come first serve basis, with preference given to 2022 and 2023 sponsors as of 12/10/22. Please mail checks made payable to: **Mt. Maryland PACE, P.O. Box 3273, LaVale, MD 21504-3273.**

If you have any further questions or concerns, please contact Kati Kenney at 301-707-3228 or info@mtmarylandpace.com. **We thank you for your commitment to Mountain Maryland and its continued growth and success.**

Sincerely,

Jeremy Irons
Co-Chair

Shawn Bender
Co-Chair

SPONSORSHIP OPTIONS:

Sponsor/Business Name: _____

Billing Street, City, State, ZIP: _____

Contact Name & Number: _____

Contact Email: _____

Website (what web address should we list on our website for referrals?): _____

Please circle selections:

- Platinum: \$2,500 • Gold: \$1,000 • Silver: \$500 • Bronze: \$250 • Partner: \$100 • Exhibitor: \$800
- 8 attendees, booth 2 attendees 1 attendee 2 attendees

Please include the names/titles of your complimentary attendee/attendees, if applicable

Sponsor logos will be listed on the Mt. Maryland PACE website.
Please email the latest version of your logo to info@mtmarylandpace.com.

Additional registrations can be purchased at \$160/per person. Please include name and job title for their name badge.
These can be purchased online, or by attaching their info now: **# of additional attendees:** _____ **x \$160 =** _____

Authorized Signature _____ Date _____

This document may be emailed or mailed to the below contact no later than DECEMBER 16, 2022:

Kati Kenney, Phone: 301-707-3228, EMAIL: info@mtmarylandpace.com
Mt. Maryland PACE, P.O. Box 3273, LaVale, MD 21504-3273 www.mtmarylandpace.com



Thursday, January 19, 2023 and Friday, January 20, 2023
at **The Westin Annapolis**, 100 Westgate Circle Annapolis, Maryland

MOUNTAIN MARYLAND PACE EXHIBITOR AGREEMENT

1. Total cost of displaying at the 2023 Mountain Maryland PACE Reception and Breakfast is \$800 per display and must be paid in full by December 16, 2022. 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 outlined below:
 - o Professional looking displays.
 - o **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.
 - o Product giveaways, raffles, and similar promotion items that will increase booth traffic **are encouraged.**
 - o Set up can begin at **3:00 PM** on 1/19/23. Your display must be ready to receive guests at **4:30 p.m.** Take-down will be on 1/20/23, immediately following breakfast (around 9:30 a.m.) **Displays are not to be taken down before the conclusion of breakfast.**
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 \$160/each) to the Reception and the Breakfast. Additional guests may purchase their registration at the regular price.
6. 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.
7. Each exhibitor will be provided with a 6 ft table, with a white table cloth, and 2 chairs.
8. Placement priority will be given to 2022 and 2023 sponsors, followed by seniority of past PACE exhibitors. We will reach out to all fully registered exhibitors on or after December 10th to begin the location assignment process.
9. The attached memorandum, listing the Code of Conduct, is incorporated by reference in the terms of this Agreement.
10. The Mountain Maryland PACE Committee shall be held harmless from liability of any kind experienced by Exhibitor.
11. **Exhibit contracts are non-transferable.**

2023 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.