

Order Form

2019 Home Improvement Guide and Home Show

Montgomery Village News ~ Montgomery Village Foundation, Inc.



Home Improvement Guide

Published:
Friday, March 8

MVF Home Show

Saturday, March 23
9 a.m. to 3 p.m.

Lake Marion Community Center
8821 East Village Avenue

Event Setup: 7:30 a.m.

Eighth Page Ad

Size: 5.75" W x 3.5" H

Number of Ads _____ x \$340 each \$ _____

Eighth Page Ad with Booth

Size: 5.75" W x 3.5" H

Number of Ads _____ x \$448 each (6' table) \$ _____

Quarter Page Ad

Size: 5.75" W x 6.5" H

Number of Ads _____ x \$675 each \$ _____

MVF Home Show booth (6' table) \$ FREE

Half Page Ad

Size: 9.75" W x 6.5" H

Number of Ads _____ x \$916 each \$ _____

MVF Home Show booth (6' table) \$ FREE

Full Page Ad

Size: 9.75" W x 14" H

Number of Ads _____ x \$1,457 each \$ _____

MVF Home Show booth (2-6' tables) \$ FREE

Double Truck Ad

Size: 6" W x 4.125" H

Number of Ads _____ x \$2,059 each \$ _____

MVF Home Show booth (2-6' tables) \$ FREE

TOTAL \$ _____

Ad Deadline: Friday, March 1, 2019

Artwork

Please call the Village News staff at 240-243-2321 or contact mvads@mvf.org for graphic specifications, if you are planning to provide your own artwork. Artwork can be created in house at no additional charge. All advertisements are subject to the terms and conditions of the Montgomery Village Foundation, Inc., Advertising Agreement.

Contact Information

Company Name _____

Contact Name _____

Address _____

City _____ State _____ ZIP _____

Telephone _____ ext. _____ Fax _____

E-mail _____

Payment Information

Payment Type

Cash Check MasterCard Visa

Make checks payable to MVF.

Credit Card

Card Number _____

3-digit verification number _____

Name on Card _____

Exp. Date _____

Mail, fax or e-mail your orders to

Montgomery Village Foundation, Inc.

10120 Apple Ridge Road
Montgomery Village, MD 20886

Fax: 240-243-2302

Email: mvads@mvf.org

www.montgomeryvillage.com

There will be no refund in the event you do not attend the event. All payments must be received 30 days prior to the event or upon final approval of artwork. Door prizes for residents and show visitors only. Vendors are not eligible to win prizes.

Billing Information

Same as Contact Information

- or -

Address _____

City _____ State _____ ZIP _____

Signature _____ Date _____

(Required for Credit Card Payment)

Call 240-243-2359 to advertise in the Village News.

Montgomery Village News

General Terms and Conditions for Vendors at Montgomery Village Foundation Home Show Saturday, March 23, 2019 | 9 a.m. – 3 p.m.

These General Terms and Conditions apply to vendor exhibits at the Montgomery Village Foundation Home Show. Additional terms and conditions may be established for this event.

As a condition of exhibiting at the Montgomery Village Foundation Home Show, a vendor must sign the acknowledgement and acceptance of terms set forth below.

1. Exhibit spaces. Indoor exhibit spaces typically measure 8 feet wide by 6 feet deep; one 8-foot by 2 ½-foot table and 2 chairs are supplied by MVF.

2. General use of exhibit spaces. Exhibit spaces may be used to display a vendor's product or services. Each exhibit space must have a sign or other identification of the name of the vendor. In its sole discretion MVF may limit activities and objects in the exhibit spaces that MVF determines may create unacceptable risks to the safety of event attendees, or which MVF believes create noise, glare, odors, obstacles to pedestrian traffic flow, or other conditions that negatively affect the event. Failure to comply with a directive from MVF regarding one of these matters may result in the immediate revocation of permission to exhibit at the event. Use of an exhibit space is not assignable.

3. Set up and tear down of exhibits. Vendors may begin setting up on Friday, March 22 from 12 to 5 p.m. or Saturday, March 17 from 7:30 to 8:30 a.m. The Home Show Exhibit will last from 9 a.m. to 3 p.m. During that time, no set up or tear down activities will be permitted. Tear down begins at 3 p.m. and must be completed by 4 p.m. Each space must be returned in the condition it was provided at set up, free of any of the vendor's property and trash. Removal of trash is the vendor's responsibility.

4. Specific conditions on use of exhibit spaces. Subject to Paragraph 2 above, vendors may place tables, chairs, examples of products, and promotional materials in the exhibit areas. No exhibit area may be used for cooking or use of any device that could generate a fire. An exhibit must have an attendant present at the exhibit during the Home Show Exhibit hours of 9 a.m. to 3 p.m. Merchandise, signs, decorations or display fixtures are not permitted to be pasted, taped, nailed or tacked to walls. No merchandise, advertising, signs, packing materials, or equipment are permitted to be placed in any aisle, outside of the vendor's assigned exhibit space, or in place that interferes with any neighboring exhibit.

5. Additional conditions at outdoor exhibits. Trucks are not permitted as exhibits, and are not permitted in exhibit spaces or aisles. Vendors must secure tents displays of products, and other materials in the exhibit area with weights or tie-downs to ensure that they will not collapse or be blown into attendees or other exhibits.

6. Vendor conduct. Vendors must observe all applicable laws during the Home Show Exhibit, must wear appropriate clothing and conduct themselves professionally in any presentations. Vendors may not make presentations in the aisles or outside of their assigned exhibit space. No pets, alcohol, weapons, or illegal substances are permitted in the exhibit spaces or in the Lake Marion Community Center, 8821 East Village Avenue.

7. Indemnification. Vendor, by his/her signature below releases MVF from liability for any damage, loss, harm or injury to the person or property of the vendor or any of its visitors, officers agents, employees or other representatives, resulting from theft, fire, water or accident or any other cause. Vendor by his/her signature agrees to indemnify, defend and hold harmless MVF from any and claims, demands, suits, liability damages, loss, costs, attorneys fees and expenses of any kind which might result from or arise of any action or failure to act on the part of the Exhibitor or its officers, agents, employees or other representatives.

8. Insurance. Vendor must submit a certificate of insurance naming MVF as an additional insured no later than 10 days before the home show. The certificate must indicate amounts of commercial general liability, automobile, and worker's compensation insurance, which MVF shall have sole discretion to reject, if it determines the amounts are not sufficient to protect MVF against risk.

VENDOR'S ACKNOWLEDGMENT

I, _____ ACKNOWLEDGE AND ACCEPT the above terms for use of the exhibit space I am assigned for the Montgomery Village Home Show.

Vendor's Name

Date