



**RADIO ONE PHILADELPHIA
BE EXPO 2016**

**SATURDAY, MARCH 12TH, 2016
10:00am - 7:00pm
PENNSYLVANIA CONVENTION CENTER
PHILADELPHIA, PA**

VENDOR APPLICATION

Vendor Registration Form for Individually Owned and Operated Business ONLY

FILL OUT THIS FORM COMPLETELY AND SEND TO:

Catherine Nye – CHareNye@Radio-One.com

Booth Name: _____
please print your business name as you would like it to appear on your booth sign

Please list your product or service here (*be as specific as possible*).

You will be requested to remove merchandise not related and approved on this form:

MUSIC WILL NOT BE ALLOWED AT INDIVIDUAL BOOTHS

Please initial here acknowledging that you will not have music at your booth: _____

Contact Name: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Website: _____

The 2016 Be Expo will be held in Hall D in the Pennsylvania Convention Center

All booths include:

- ☐ Cars/Vans must pull to a designated loading dock for load-in
- ☐ One 6' table per booth
- ☐ Two (2) chairs per booth and One wastebasket per booth
- ☐ One printed booth sign
- ☐ Inclusion in Be Expo vendor directory on Be Expo web page and Mobile App

VENDOR MUST PROVIDE DECORATIVE TABLE COVERING OR LINEN

BOOTH PACKAGES – please check one:

- _____ Standard Booth (10 x 10) - **\$1200** (INDEPENDENT OWNER/OPERATOR)
- _____ Standard Booth (10 x 10) - **\$2,200** (CORPORATE)
- _____ Premium Placement (10 x 10) - **\$1700** (INDEPENDENT OWNER/OPERATOR)
- _____ Premium Placement (10 x 10) - **\$2400** (CORPORATE)
- _____ Corner Premium Placement - (10 x 15) **\$2,200** (INDEPENDENT OWNER/OPERATOR)
- _____ Corner Premium Placement - (10 x 15) **\$2,900** (CORPORATE)

ADDITIONAL FEE FOR ELECTRICITY:

Electrical needs contact PACC Utilities directly at 215-418-2190

_____ I AM REQUESTING ELECTRICITY FOR MY BOOTH

DISCOUNTS - only one discount may apply per vendor:

- _____ \$100 off for all forms received by **Friday, January 22, 2016**
- _____ \$100 off for all vendors who participated in **BE EXPO 2015**
- _____ 20% discount for all non-profit booths with proper 501c3 documentation; nonprofits are only eligible for a single 10 x 10 Standard Booth in DESIGNATED ROWS. Additional booths may be purchase at the non-discounted rate.

TICKETS AND WRIST BANDS

Each Vendor will receive four (4) complimentary wristbands per booth for the event. These wristbands must be worn throughout the event. You will have the option to pre-purchase a maximum of four (4) additional wristbands at \$10 each, please indicate below how many wristbands you are requesting.

- _____ Requested Complimentary Vendor Wristbands – maximum of four (4)
- _____ Requested Additional Vendor Wristbands – maximum of four (4) at \$10 each

ENHANCED ON-LINE ADVERTISING OPTION

Vendor's company logo (with link to vendor's website) can be featured on the **BE EXPO 2016** website and mobile app!

You will receive a banner ad on the Be Expo 2016 web page

You will be included in vendor directory with logo/link on the BE EXPO 2016 website

You will be included in vendor directory with logo/link on the BE EXPO 2016 app

CAMERA READY ART OR A LOGO MUST BE PROVIDED BY MONDAY, FEBRUARY 8, 2016

This listing can include your complete business profile, pictures, video, and audio if applicable. This is a great place to list discount offers to event attendees!

_____ Yes – please include my business's logo and link in the on-line enhancements for an additional \$300

TOTAL: \$ _____

Credit Card Information:

Credit Card Type (Visa, MasterCard, Discover only): _____

Credit Card Account Number: _____

Expiration Date: _____ Security Code: _____

Name as it appears on the card: _____

Billing Address: _____

City: _____

State: _____ Zip: _____

Charges will appear on your Credit Card Statement as: Radio One Philadelphia

Signature: _____

This signature confirms that you have read and understand the terms and conditions on the following two (2) pages

Once Event Management has assigned vendor booth space it will not and cannot be changed. If you are occupying unassigned booth space you will be ejected from Be Expo 2016 with no refund.

Booth reservations are binding and non-cancelable. They may; however, be transferred with prior approval from Event Management and at only equal or lesser value. All transfer arrangements are the responsibility of the vendor. Event Management reserves the right to approve all vendors.

For **Electrical needs contact PACC Utilities directly at 215-418-2190**. For **Internet and phone lines please contact PACC Show Services directly at 215-418-4800**. Reference Radio One Philadelphia BE EXPO 2016.

For more information please contact Catherine Nye, Radio One Philadelphia, Director of Sales/Event Management, at 610-538-1120 or email CHareNye@Radio-One.com.

TERMS AND CONDITIONS

The Be Expo 2016 (hereinafter "Event") is a professional event, focused on products, services, and events appropriate to consumers in a professional environment. **The booth fee for all exhibit space at the Event must be paid in full at the time the reservation is made.** Event management reserves the right to determine the eligibility of any company, product, or service; and the right to prohibit any exhibition or product which, in the sole option of Event management, detracts from the character of the Event or for any violation of the Event Terms and Conditions of exhibition. Allocation of requested booth space will be based upon sponsorship investment level, with space first allocated to higher level sponsors. Allocation of booth space requested at identical sponsorship levels will be on a first come, first served basis.

Subleasing and sharing of exhibit space is prohibited. All signs, displays, and product information displayed must be related to Exhibitor's company. In the event exhibitor space is unoccupied by the assigned Event set-up time, Event management reserves the right to utilize such unoccupied space in any manner it deems appropriate. Should the Event not be held for any reason that is not beyond the reasonable control of Event management, then Event management has no further liability to Exhibitor other than to refund of the exhibition fees paid by Exhibitor.

Exhibitor agrees to comply with the regulations of the Event venue. The attachment of installation of materials of any kind to walls, structure, ceilings, floors, or other common areas of any portion of the venue is strictly prohibited. Exhibitor shall not mark, damage, or deface any part of the building or other common areas at the Event venue, and any such damage caused shall be paid for in full by Exhibitor. Exhibitor agrees to comply with the regulations of Radio One, Inc. and the Pennsylvania Convention Center in connection with the Event, and all exhibits must pass fire department inspection.

No exhibit or display may interfere with other exhibits by way of objectionable sounds, noise, odors, or obstructive activities. No food or beverages of any type may be served by Exhibitor without written approval by Event management. Exhibitor may not distribute materials or engage in promotional activities from areas outside of its assigned booth space, including the common areas, entrances, exits, and isles of the Event venue. Displays and exhibits must have a professional appearance, must be finished so as to present no unsightliness to any adjoining exhibitor and are subject to approval of Event management. Installation, show and dismantling hours and dates shall be established by Event management and adhered to by Exhibitor. Packing of exhibits prior to the close of the exhibition is prohibited. Exhibitor shall be liable for all storage, handling, or other costs incurred for failure to remove exhibits by the specified dates and times.

Exhibitor will receive an information kit from the designated Event Management. Any services or equipment requested beyond the normal booth package will be at the Exhibitor's sole expense. **Request for electricity must be made in advance to the Pennsylvania Convention Center and are subject to availability.** Exhibitor is responsible for their trash and is expected to maintain a neat appearance within the designated area at all times.

There is a **MANDATORY** insurance requirement for participation in **BE EXPO 2016**. All vendors must provide a Certificate of Insurance at the time that the vendor form is submitted indicating such coverage limits listed below. Exhibitors must procure and maintain throughout the term the following insurance from a company licensed to do business in the Commonwealth of Pennsylvania and with a Best's Insurance Guide rating of at least "A-."

General Liability Insurance (with \$1 Million per occurrence/\$2 Million aggregate limit)

Workers Compensation Insurance (\$100,000/\$500,000/\$100,000)

Automobile Insurance (\$1,000,000 per occurrence)

Excess/Umbrella Liability Insurance: \$5,000,000 per occurrence

The Certificate of Insurance must display the following as "Additional Insured" for purposes of such policies and coverages:

Pennsylvania Convention Center Authority

SMG

City of Philadelphia

Philadelphia Convention & Visitors Bureau

Commonwealth of Pennsylvania

If you are unable to provide a certificate of insurance, you will NOT be allowed to participate in the Expo. **The certificate of insurance must be submitted with the vendor form.**

Exhibitor and its contractors and suppliers on premises at the Event are required to carry liability insurance. Exhibitor must operate and maintain its exhibit so that no injury will result to any individual or property. Exhibitor must make its own arrangements for insurance against theft, loss, or damage during the Event. Event management does not guarantee nor accept liability for injury, damage, or loss of Exhibitor's property.

EXHIBITOR AGREES TO INDEMNIFY AND HOLD HARMLESS RADIO ONE, INC., AND THE EVENT VENUE AND THEIR EMPLOYEES AND AGENTS FROM AND AGAINST ALL LIABILITY THAT MIGHT FOLLOW FROM ANY CAUSE OR ACT, INCLUDING ACCIDENT OR INJURY, TO ANY INDIVIDUAL, INVITEE, GUEST, EXHIBITOR, AS WELL AS LOSS OR DAMAGE TO PERSONAL PROPERTY.

Exhibitor agrees that Event management may make reasonable changes, amendments, or additions to these Terms and Conditions which shall be binding to Exhibitor.



BE EXPO CHECK LIST

PLEASE RETAIN THIS CHECKLIST TO ENSURE COMPLETION OF ALL VENDOR REQUIREMENTS

- _____ Completed Vendor Application
- _____ Provided Certificate of Insurance
- _____ Received Confirmation of Participation from Event Management
- _____ Contacted PACC for **Electrical needs - PACC Utilities directly at 215-418-2190**
- _____ Contacted PACC for **Internet and phone lines -PACC Show Services directly at 215-418-4800**
- _____ Submitted Art Work, Logo, and Hyperlink for Enhanced On-line Advertising Option
Due Monday, February 8, 2016
- _____ Pick-up Vendor Package
Available Tuesday, March 1, 2016 – Tuesday, March 8, 2016
Radio One Philadelphia
333 E City Ave (2 Bala Plaza)
Bala Cynwyd, PA 19004
610-538-1100

Question and/or on-site contact:

Catherine Nye
Radio One Philadelphia
Director of Sales
Office 610-538-1120