**2e: Twice Exceptional Documentary EXHIBITOR/PARTICIPANT LETTER**

**May 2, 2017**

**7:00 pm – 9:00 pm**

**Silver Spring Civic Center**

**One Veterans Center, Silver Spring, MD 20910**

**Exhibitor Information, Display Rules & Regulations**

Space is limited and is assigned at the discretion of With Understanding Comes Calm, LLC, taking into consideration order of receipt of registrations and room configuration.

**Exhibition Space**

* Exhibitors each receive a 6 ft table (please provide your own tablecloth).
* If there are more than 12 exhibitors 6’ table space will be allocated as shared table space (2 exhibitors per table) in order of commitments.
* All displays, demonstrations, sales activities, etc., must be contained within the reserved space and may not impede traffic through the aisles.  No tape may be used on the walls.
* With Understanding Comes Calm, LLC reserves the right to prohibit any exhibit that, in the opinion of management, may detract from the general character of the exhibits as a whole.

**Exhibit Hours and Setup**

* The exhibit venue will be open at 6:30 p.m. for setup on the day of the event.  **Exhibits are required to remain open until 9:00 pm.**
* Neither With Understanding Comes Calm, LLC nor venue provides equipment or employees to assist with the process or set-up or take down.

**Insurance/Liability**
During the exhibit hours, the exhibitor's representative will be responsible for the security of the exhibit. Exhibitors wishing to insure their goods must do so at their own expense. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of damage to or injury sustained on the premises of the documentary, and shall indemnify and hold With Understanding Comes Calm, LLC harmless from any and all such injury, losses or damages.

**Participant Submissions**

All materials (business cards, brochures, etc) to be included in the giveaway bags and all electronic logos for the movie screen scrolling advertisement **must be submitted by or before April 18, 2017.**

**Cancellations and Refunds**
Should it become necessary to cancel the reservation, your rental fee will be refunded to you in total if a written request is received at the With Understanding Comes Calm, LLC office **on or before April 18, 2017.**

**Cancellation of the Event**
The maximum extent of With Understanding Comes Calm, LLC’s liability, in the event of cancellation of the screening for any reason, will be repayment of the exhibitor/participant fees. This shall constitute a release from any and all obligations or liability for damages to the exhibitor.

Exhibitors must complete and submit the registration form on page 2 of this letter and submit payment prior to being added to event marketing materials.

**EXHIBITOR/ADVERTISER REGISTRATION**

**All Participants please submit this Registration with your payment. Please make checks payable to With Understanding Comes Calm, LLC or WUCC.**

Company Name:

Company Address:

|  |  |  |
| --- | --- | --- |
| City: | State:  | Zip: |

Company website:

|  |  |
| --- | --- |
| Company Contact Name: | Company Contact Title: |
| Company Contact Email: | Phone Number:   |

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| --- | --- |
| **LEVEL OF PARTICIPATION**☐**Exhibitor** - $500.00 includes shared exhibitor space, logo on movie screen before and after screening, and information in giveaway bags (includes 1 move ticket).☐**Advertiser** - $150 includes your submitted card and/or brochure in giveaway bags.☐**Credits** - $75 includes your submitted logo on movie screen before and after screening.☐**Advertiser/Credits Combo** - $200 includes your submitted card and/or brochure in giveaway bags and your submitted logo on movie screen before and after screening. |  |
| Company Rep #1 Name and contact | Company Rep #1 Title  |

Exhibitor Agreement Consent

We agree to abide by the terms of the With Understanding Comes Calm, LLC Exhibitor Letter and will submit any materials/logos **by or before April 18, 2017 as explained above**.

Signature:

Date:

Please print this page once form is completed to obtain a copy for your records.Bottom of Form