

Milestones
Party & Event Planning Expo

25th Annual

PARTY PLANNING EXPO

FEBRUARY 25, 2024 | 11:00- 3:00 PM

DoubleTree Hilton, Gaithersburg, MD



DOUBLETREE
by Hilton™

620 Perry Parkway
Gaithersburg, MD 20877

One stop shop for all of
your party needs!

www.milestonesexpo.com

PLEASE RETURN FORM TO:
katrina@milestonesexpo.com



EXPO EXHIBITOR REGISTRATION

February 25, 2024 || 620 Perry Parkway,, Gaithersburg, MD 20877

Company Name:		
Main Contact:		Title:
Address:		
City:	State:	Zip Code:
Telephone:	E-Mail:	

Electric \$25

5% Discount for Multiple Booths

BOOTH SELECTION				PROGRAM ADVERTISEMENT		
Early Bird Special 11/24-1/4/24		Rates 1/53- 2/18/24		Color		
Zone A	\$500	Zone A	\$550	Full Page	4 3/4" w x 7 3/4" h	\$185
Zone B	\$475	Zone B	\$525	Half Page	4 3/4" w X 3 5/8" h	\$100
Zone C	\$425	Zone C	\$475	Quarter Page	2 1/4" w x 5/8" h	\$65
Zone D	\$550	Zone D	\$600	Please send art to katrina@milestonesexpo.com or call 240-708-5439 for assistance.		
Zone E	\$750	Zone E	\$800			
Description of Display:				Table preference #: /		

ACH Payments Accepted. Please check the "invoice" box below and an invoice will be sent to your email

PAYMENT INFORMATION						
Exhibit Cost:		Advertisement Cost:			Total Due:	
Credit Card:	Amex	Visa	Mastercard	Discover	Invoice	
Card Holder Name:						
Card # / CVVV						
Expiration Date:		Signature:			Date:	
Billing Address:						

Signature: _____ Title: _____ Date: _____

EXPO EXHIBITOR REGISTRATION

Exhibitor Package Includes:

- ✓ Exhibitor space
- ✓ 1 skirted table
- ✓ 2 exhibitor chairs
- ✓ 1/4 Program listing- Color
- ✓ Comprehensive mailing list
- ✓ Website Advertisement
- ✓ Admission Passes for Customers
- ✓ Social Media Marketing
- ✓ Event Signage

Additional Information:

Exhibitors will be permitted to set up between the hours of 8:00am- 10:00am on the day of the expo.

To maintain the integrity of the event, Exhibitors are asked not to break down prior to shows end at 3:00pm.

Electrical hooks up are at an extra charge (See application)
High AMP equipment will require a COI per the hotel policy

While we will do our best to accommodate your choice, tables are first come first serve. If your selection is taken, we will notify you to select an alternative. Early registration is strongly encouraged as tables sell out fast!

Door Prizes

All exhibitors are encouraged to offer door prizes. Prizes will be announced regularly. Door prizes and contributing vendors will be listed in the show program.

Customer Admission

\$8 at the door (adults)

\$5 online

Milestones Expo Event and Brides & Grooms Expo Exhibitor Program Ad Placement Agreement Terms and Conditions

1. High-definition photos and logos are strongly preferred for best results
2. All ads are printed in color.
3. Ad placement in the showcase program is at the discretion of Milestone Event Expo
4. Milestone Event Expo does not endorse advertisers and does not guarantee the accuracy of any claims made by its advertisers.
5. All orders are subject to publisher's acceptance. The publisher reserves the right to reject or cancel any advertisement that does not conform to the editorial or graphic standards of the publication.
6. Milestone Event Expo endeavors to provide completely accurate information in all advertising. Scanned/reproduced images and artwork/ads submitted electronically will be published as received.
7. The publisher shall not be liable for failure to publish or distribute all or any part of the Expo Program because of labor dispute, accident, fires, acts of God, or any other circumstances beyond the publisher's control. Further, in case of error or failure to print an advertisement, liability is limited to the cost of the advertisement.

EXPO EXHIBITOR REGISTRATION

READ BEFORE YOU SIGN:

Terms and Conditions:

1. Placement is first-come first-served, subject to restrictions listed below.
2. Expo Exhibitor Registration Application must be accompanied by PAYMENT IN FULL (Visa, Master Card, or Amex.) to reserve the Showcase space. Upon acceptance, you will be assigned one of the available spaces based on which section is being filled at the time. Milestone Event Expo, LLC reserves the right to restrict or make placement based upon exhibitor type. This application, when properly executed by Exhibitor and approved by Milestone Event Expo, constitutes a legally binding license agreement.
3. DESCRIPTION OF SPACE. A standard space includes a 6' covered table with tablecloth, two chairs (as available), and standard identification sign (some spaces are irregular in shape). Additional tables and chairs are available only in advance. License fee also includes listing in the show program directory if submitted by the due date. Exhibitor agrees that Milestones Event Expo, LLC will not be liable for errors and omissions.
4. All caterers must submit proof of insurance.
5. All vendors, products, services, and displays are subject to approval. Applications not accepted will receive a full refund. Electrical service, if purchased, is limited to one 15-amp outlet. Exhibitors must supply additional extension cords/outlet extenders if desired. Milestones Event Expo, LLC and the hosting hotel/venue are not responsible for providing additional electrical capacity.
6. EXHIBIT REGULATIONS:
 - a. Setup will be complete by the time stated on the application on the day of the Expo, and breakdown will not begin before 3:00 P.M. Exhibit spaces not filled 30 minutes before the event begins are subject to be filled, eliminated, or relocated at the discretion of the Producer without further compensation to the Exhibitor.
 - b. Exhibit shall be so arranged as not to obstruct the general view nor hide the other exhibits. No exhibit will be permitted to interfere with the use of other exhibits or impede access to them or free use of aisles. Plans for specially built displays not in accordance with regulations should be submitted in writing to Milestone Media Group, Inc. before construction is ordered. All construction shall be neat and professional.
 - c. USE OF SPACE. A description of the display construction and a list of exactly what products or services will be displayed must be submitted no later than 30 days before the date of the event. If over-the-counter sales will be conducted, Exhibitor is responsible for collecting and remitting taxes in accordance with federal, state, and local requirements. Exhibitors shall only display merchandise or services as listed to Milestone Event Expo, LLC, Exposition Manager reserves the right to prohibit the display of any product or signage that it deems inappropriate or out of character with the show. No representations are made herein regarding exclusivity of any merchandise or service.
 - d. PROHIBITED USE. (1) Circulars, advertising matter, etc., may be distributed and patronage solicited only within the space assigned to the Exhibitor presenting the material. (2) Exhibit space may not be occupied or shared by any firm other than that firm which originally contracted for said space. (3) Exhibitor shall not make any promotional efforts, or provide transportation, that has the effect of drawing attendees away from the main show area, except as allowed by Milestones Event Expo, LLC. in regard to authorized workshops, demonstrations, and displays. (4) Volume levels will be kept reasonable, as determined by Milestones Event Expo, LLC, and displays/entertainers will not block traffic or detract from other exhibitors' displays. (5) No Attachments of any kind to the walls or furnishings are permitted, except by the permission of Milestones Event Expo.
 - e. Space will be left clean. Nothing will be used within the hotel that will injure, mar, or in any manner deface any surface of the hotel or any equipment contained herein, such as nails, hooks, tacks, or screws, adhesives, tapes, signs, posters, notices, or graphics of any description into or onto any part of the surfaces. Exhibitor assumes responsibility for all damage to facility.
 - f. Displays and personnel are restricted to assigned spaces. No other space may be used without permission of Milestones Event Expo, LLC.
7. Cancellation policy: If Exhibitor desires to cancel all or part of the exhibit space, the Exhibitor acknowledges that Milestones Event Expo, LLC would be harmed and suffer loss, but that the precise value of that harm would be difficult to calculate. Therefore, any payment required herein shall be considered reasonable pre-agreed liquidated damages and not a penalty. All cancellations, withdrawals, or reductions in space by Exhibitor must be in writing, by certified mail, return receipt requested. Fee not refundable after November 2, 2023, A 25% cancellation fees applies prior to this date.
8. CANCELLATION OF EXPOSITION. In the event of cancellation or postponement of the Expo due to fire, strikes, government relations, terrorist acts, or other causes beyond the control of the Milestones Event Expo, LLC. Milestones Events Expo, LLC will refund as large a portion of the exhibit fee as it deems consistent with the expenditures and commitments already made.
9. Exhibitor may be required to provide proof of insurance before the start of the event. All vendors offering food must provide verification of insurance coverage at least 30 days before the start of the event. The Certificate of Insurance shall indicate: (a) XXX with a minimum of \$1,000,000 combined single limit per occurrence, (b) name Milestones Event Expo, LLC. as additional insured, and (c) list the insurance agency issuing the certificate.
10. LIABILITY. The Exhibitor is entirely responsible for the space leased and has the sole responsibility of keeping said space free from any conditions dangerous to persons visiting or working the exhibition floor. Exhibitor agrees to hold Producer, Exhibition Manager, Hall Manager, and their employees, agents and partners harmless from any and all claims and expenses for any injury, loss, or damage that may occur to Exhibitor, or to Exhibitor's employees, guests, or property from any cause whatsoever, as a result of the use of the rented space, or the actions or failure to act of any party associated with the Exhibitor, and agrees to indemnify the above parties from all such claims. In no event shall Producer or any of its affiliates be held liable for any damages arising out of or in connection with this Agreement. Exhibitor recognizes that no other party holds insurance that relieves him from liability of damages as a result of use of the rented space. Exhibitor is solely responsible for damages to the premises and for violation of any law, code, or regulation.

Registration



HALLWAY



12 ft wide Spaces

Entrance



HALLWAY



Door

Door

Door

Door

Door

BALLROOM

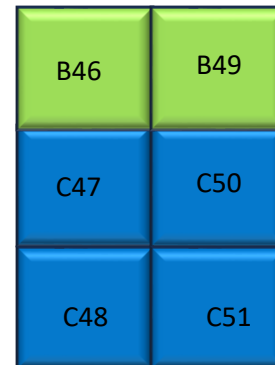


EXHIBIT FLOOR PLAN

DOUBLETREE BY HILTON GAITHERSBURG