



**MAX DIVERSE BUSINESS EXPO
COMPANY PROFILE**

MARCH 22, 2018 – DOUBLETREE HOTEL BIRMINGHAM 7:30 AM – 4:30 PM

(You may attach a separate document. Please also list the names of company representatives participating in the MAX Diverse Business Expo)

COMPANY NAME

MAILING ADDRESS

CITY, STATE, ZIP

CONTACT NAME TITLE

E-MAIL ADDRESS

PRODUCT/SERVICE CATEGORY

OTHER INFORMATION:

INVITATION TO EXHIBIT:

The MAX Diverse Business Conference and Expo will attract over 150 attendees from diverse small businesses and entrepreneur vendors from Birmingham, Alabama and surrounding areas. The Birmingham-Jefferson County Transit Authority (BJCTA) will host the MAX Diverse Business Conference in partnership with regional corporations, transportation agencies, certifying organizations, for a unique one-day small business and entrepreneur vendor conference and experience.

DATE & LOCATION:

The MAX Diverse Business Expo is scheduled for Thursday, March 22, 2018 at the Double Tree Hotel by Hilton Birmingham located at 808 South 20th Street, Birmingham, AL 35205. As applicable, this event will be promoted throughout Alabama, Georgia, and Mississippi to targeted audiences. Each Conference and Expo participant will receive a listing of exhibitors and their associated product offerings. This event will be open to all attendees of the MAX Diverse Business Expo.

Exhibit space is limited; therefore, EARLY applications are strongly recommended.

EXHIBITOR APPLICATION AND AGREEMENT FOR MAX DIVERSE BUSINESS EXPO

EXHIBITOR FEES: (Full payment required)

\$250 Corporate Registrants
\$100 Small Business Exhibitors

VISIBILITY:

The MAX Diverse Business Expo will have several traffic builders and incentives to attract conferees and other participants in order to provide a consistent flow throughout the exhibition area. As applicable, targeted recruiting ads and sourcing will be posted within Alabama, Georgia, and Mississippi to increase participation at this event. Additional event promotions and announcements will be made periodically throughout the conference and expo activities up to the day of each event.

EXHIBIT SPECIFICATIONS:

The MAX Diverse Business Expo will provide one 10' x 10' table with skirting and two chairs at the DoubleTree by Hilton Birmingham. Space is assigned on a first-come, first-serve basis. Set-up begins on Thursday at 6:30 am, and each table must be dismantled by no later than 7:00 pm on Thursday.

ELECTRICAL SERVICE

Electrical and telephone service must be handled with the DoubleTree by Hilton Birmingham.

PAYMENT TERMS

Full payment is due with application. Table assignment is subject to availability.

CANCELLATION FEE SCHEDULE

All requests for cancellation of exhibit space must be made in writing before March 9, 2018. NO REFUNDS WILL BE GIVEN AFTER MARCH 12, 2018.

For additional information, please contact:

Stephanie Walker by phone at (205) 521-0164 or by e-mail at swalker@bjcta.org.

Thank you for your interest and support of this important conference event.

GENERAL RULES & REGULATIONS

In consideration of the sum paid for the MAX Diversity Business Expo hereby provides one 10' x 10' table with skirting and two chairs in the Exhibitor Area at the DoubleTree by Hilton Birmingham on Thursday, March 22, 2018, subject to guidelines attached hereto and incorporated herein as a part of this contract.

1. Neither BJCTA nor the DoubleTree by Hilton Birmingham are responsible for loss or damage to exhibitor property. Exhibitors are urged to remove equipment and other items of value from their booth when not staffed since the exposition is in a public meeting space. The DoubleTree by Hilton Birmingham will provide electrical and other special services if requested by February 26, 2018. Requests made on-site cannot be guaranteed.
2. Deliveries can be made in advance by March 20, 2018. Exhibits must be ready by 5 pm on Wednesday, March 21. Tear down must be completed by 7 pm on Thursday, March 22. Nothing shall be tacked, nailed or otherwise attached to the walls, floors or other parts of the exhibit hall or furniture contained in the facility.
3. Each exhibitor agrees to be responsible for any claims arising out of its own negligence or that of its employees or agents. Each exhibitor agrees to be responsible for its own property through insurance or self-insurance and shall hold harmless the DoubleTree by Hilton Birmingham and BJCTA for any damage.

APPLICATION INSTRUCTIONS:

This Application must be completed in its entirety, signed, and accompanied with the correct payment amount.

Make check or money order payable to: Birmingham-Jefferson County Transportation Authority

MAX Diverse Business Expo

EXHIBITOR APPLICATION AND AGREEMENT FOR MAX DIVERSE BUSINESS EXPO

Stephanie Walker
1600 Morris Ave
Birmingham, AL 35203
Telephone (205) 521-0164

Personal checks can be made payable to BJCTA.

REMITTANCE:

All exhibitors must register for the conference as outlined under general conference registration fees if they wish to participate in conference sessions and events.

Amount Paid: \$ _____

PLEASE REMIT ALL PAYMENTS VIA ONLINE AT:

<https://bjctamaxdiversebusinessexpo.eventbrite.com>

Submitted by: _____ Date: _____