

Exhibitor Guide & Application



Unlock the Future of Technology:
Your Secret Mission Awaits!

10.10.2024

DP Solutions
Problem Solved.

Technology Exhibits * Networking * Breakout Sessions
Food & Drinks * Music * Raffles

DP Solutions

Problem Solved.

October 10, 2024

2:00 – 7:00 PM

DP Solutions
9160 Red Branch Road
Suite W-1
Columbia, Maryland

PLEASE COMPLETE AND RETURN THE EXHIBITOR APPLICATION ON PAGE 5 AND APPENDIX A ON PAGE 6

ABOUT THE EVENT: DP Solutions' flagship event is back and better than ever! This highly anticipated open house-style event brings together our top technology partners, offering attendees the chance to explore the latest innovations and solutions shaping the future of IT.

As an exhibitor/sponsor, you'll have the opportunity to interact directly with IT decision makers in the Baltimore-Washington area, gaining valuable face time and brand exposure. Plus, you'll get to enjoy a half-day packed with networking, exhibits, breakout sessions, refreshments, and lots of fun!

ATTENDEE DEMOGRAPHICS: Small to large-sized businesses in the Mid-Atlantic region (MD, VA, PA, DE & Washington, DC). Titles of attendees include C-level executives, IT Managers, Technology Directors, and technology decision makers.

ANTICIPATED ATTENDANCE: 150-200 people

LOCATION: The event will take place at DP Solutions' headquarters in Columbia, Maryland:

9160 Red Branch Road
Suite W-1
Columbia, MD 21045

EXHIBIT SPACE & SPONSORSHIP: Exhibit space is reserved on a first-come, first-served basis, upon receipt of a completed exhibitor application form. Exhibitors will receive a 6-foot or 8-foot table with a black tablecloth. Each exhibitor can have up to 4 representatives.

RAFFLE PRIZE: We will be raffling off prizes throughout the day. **Each exhibitor is asked to provide at least one raffle item.** Your donation, along with your company name, will be promoted on all pre-event marketing materials.

CANCELLATION POLICY: Notice of cancellation must be made in writing and received by DP Solutions no later than Thursday, September 26, 2024.

EXHIBIT FEE: \$1,000.00 + 1 Raffle Prize

Payment is requested by October 9, 2024.

EXHIBITOR HOURS:

Setup:	Day of (Oct. 10) 12:00 p.m. – 1:30 p.m. (Exhibit area must be completely set-up before 1:30 p.m. on Oct. 10)
Exhibit Hours:	2:00 p.m. – 5:00 p.m.
Happy Hour:	5:00 p.m. – 7:00 p.m.
Breakdown:	5:00 p.m. – 7:30 p.m. (You may start breaking down at 5pm. Exhibit area must be broken down by 7:30 p.m. on Oct. 10)

EXHIBIT SPECIFICATIONS:

Exhibit Includes:

- (1) 6- or 8-foot table with tablecloth + (2) Chairs
- Electrical access, if requested.
- Wireless Internet connection
- Up to 4 exhibitors per exhibit space
- Food & beverages
- Company description, logo, and URL in all promotional materials:
 - Event Website
 - Email Blasts
 - Newsletter
 - Printed Materials
 - Direct Mailers
 - Flyers
- Promotion of raffle item on all pre-event marketing materials
- Full color ad in Show Guide
- Logo, company description & contact information in Show Guide
- Logo on show bags
- Inclusion in Social Media posts promoting the event with tags to your social media accounts.
- Exhibitor spotlight / interview promoted on social media and event webpage
- Copy of attendee list with contact information
- Post event feedback results from attendees

SHOW GUIDE: Your exhibit fee includes a full-color ad, company overview, logo and solution description in the Show Guide, which is distributed to all attendees at registration.

Ad Specifications:

All ads are 4-color and must be submitted as a high-resolution PDF, JPEG, TIFF or EPS file with a minimum resolution of 300 dpi to Jill Rose at jrose@dpsolutions.com by **August 29, 2024**.

Ad Size: 5.5”w x 4.25”h

NOTE: If you prefer, we can help create an ad for you if notified by August 15, 2024. Please contact Jill Rose for details.

Company & Solution Description:

All exhibitors are asked to email a company description (300 words or less) to jrose@dpsolutions.com. Please also include a brief description of the solution(s) you will be displaying. See Appendix A.

Company Logo:

All exhibitors must e-mail a high-resolution copy of their logo with a minimum resolution of 300 dpi TIFF, JPEG, or EPS to jrose@dpsolutions.com. See Appendix A.

EXHIBITOR CHECKLIST

Important Dates

- Aug 5 - Exhibitor application form due
- Aug 5 – Appendix A due
- Aug 5 – Logo & company description due
- Aug 5 – Raffle prize description due
- Aug 15 – Request for ad design due (if applicable)
- Aug 29 – Ad for show guide due
- Oct 3 – Exhibitor names due
- Oct 9 – Exhibitor fees due
- Oct 10 - Exhibitor set up (11:00 a.m. – 1:30 p.m. ET)

EVENT CONTACTS:

Jill Rose, Marketing Manager

jrose@dpsolutions.com

Office: 410-720-3300 x152

Cell: 443-742-3597

Megan Peitz, Marketing Associate

mpeitz@dpsolutions.com

Office: 410-720-3300 x113

Exhibitor Application: IT Play Day 2024 (due 8/5/24)

Event Date: Thursday, October 10, 2024

Event Time: Exhibits: 2:00 pm – 5:00 pm
Happy Hour: 5:00 pm – 7:00 pm

Where: DP Solutions’ Headquarters: 9160 Red Branch Road, Suite W-1, Columbia, MD 21045

Cost: \$1000 per exhibit space + Raffle Prize donation. (Payment due by October 9, 2024)

What you get:

- (1) 6- or 8-foot table with tablecloth + (2) Chairs
- Electrical & Internet access
- Up to 4 exhibitors per exhibit space
- Food & beverages
- Company description, logo, and URL in all promotional materials
- Logo on show bags
- Inclusion in Social Media posts promoting the event
- Exhibitor spotlights promoted on social media and event webpage
- Promotion of raffle item on all pre-event marketing materials
- Copy of attendee contact list
- Post event feedback results from attendees

To participate, please fill out, sign, and email this form to jrose@dpsolutions.com or fax to 410-992-3559 by **August 5, 2024**. You may also mail this form to 9160 Red Branch Road, Suite W-1 Columbia, MD 21045 or call. Event contact: Jill Rose, jrose@dpsolutions.com, 410-720-3300 x152.

Name: _____ Title: _____ Date: _____

Company: _____

Signature (indicates intent to exhibit): _____

Payment Method:

Check enclosed made payable to Data Processing Solutions, Inc. Send an invoice. MDF Credit Card:

Visa American Express Discover MasterCard Amount Authorized: \$ _____

Account Number: _____ Expiration Date: _____

Card Identification Number (last 3 digits on back of credit card): _____ (Amex is 4 digits on front)

Cardholder Name: _____ Cardholder’s Signature: _____
(Please print or type) (Required to process payment)

Billing Address: _____
(Street)

(City) (State) (Zip Code)

APPENDIX A

(Due 8/5/24)

Please complete and send the following information to Jill Rose via email jrose@dpsolutions.com, fax 410-992-3559 or mail 9160 Red Branch Road, Suite W-1, Columbia, MD 21045 by **August 5**.

1. Company name (as you would like it to appear on promotional materials):

2. Company logo (*Please send a high-resolution copy of your logo with a minimum resolution of 300 dpi PDF, PNG, JPEG, or EPS file to jrose@dpsolutions.com.*)

3. Company description (300 words or less). Can send separately if you need more room.

4. Company website:

5. Social Media Handles
 - a. Facebook:
 - b. X (Twitter):
 - c. LinkedIn:
 - d. Instagram:
 - e. YouTube:

6. Description of prize(s) you are donating for the raffle:

7. Names, titles, and email addresses of company representatives tending the display area (due by 10/3):
 - i) _____
 - ii) _____
 - iii) _____
 - iv) _____

8. Do you need electrical access? Yes No

9. **Spotlight Video / Interview:** Are you interested in being showcased in a spotlight video or interview produced by DPS, which will be shared across our social media sites and the event website? If so, **Check Yes** below, and a member of our team will contact you with scheduling details and further information. Yes No