

Florida Federation of Fairs & Livestock Shows, Inc.

TRADE SHOW BOOTH RULES, INFORMATION AND PROCEDURES

TRADE SHOW APPLICATIONS: Complete applications for the Trade Show **must** be received at the Florida Federation of Fairs and Livestock Shows, Inc. ("FFF") office by **April 15, 2012**, along with payment for booth space and proof of insurance. Applicants must be members in good standing with no outstanding liabilities to FFF and be current in the payment of the FFF annual dues. If paying by check please make the check payable to the Florida Federation of Fairs. Applicants must also register **each person** that will be attending for the convention which is a separate charge.

ASSIGNMENT OF BOOTH SPACE: Booth spaces will be sold on a **FIRST COME, FIRST SERVED BASIS when received with payment.** We have a limited number of spaces for associate members. Please send in signed booth agreements as soon as possible. All booth agreements will be stamped in upon receipt to ensure fairness to all.

BOOTH INFORMATION AND RULES: All spaces are carpeted and air conditioned. Booths are as follows:

1. 8'D X 10'W piped and draped display area with 8' high backdrop and 3' high sidewalls;
2. One (1) 8' Table with skirting, 2 chairs, and wastebasket;
3. Electric: one 110 volt 5 amp outlet is included in the booth fee. If additional amperage is needed, the Executive Director must be notified a minimum of **2 weeks** before the Convention. Exhibitor will be subject to an additional charge for any additional required amperage.
4. Exhibits must be arranged so as not to create an obstruction of the other exhibits or create a hazard. Displays cannot extend the piped and draped area and after three feet from the back of booth the exhibit must not be higher than 4 feet tall;
5. Tacking, posting or placing of advertisement outside of the contracted space is not permitted. This includes in the halls of the hotel;
6. Soliciting will not be allowed outside of contracted booth space. Exhibitors when they are not in the contracted booth space, with the exception of travel to and from the space, shall not perform or be in costume;
7. No walk around acts will be allowed outside of contracted area;
8. Organ, piano and other musical instruments may be played at intervals in low tones however, loud speaking sound systems are not allowed;
9. Exhibitors must submit a list of items to be sold or exhibited with the reservation contract for approval of the Trade Show Committee. Drawings for prizes must be approved through and under the supervision of the Trade Show Committee.
10. No combustible engines allowed;
11. Exhibit space may not be sublet or assigned to another party for any reason. Only those on application should occupy booth. ***Everyone working the Trade Show must be registered and wearing their name badge;***
12. The FFF reserves the right to accept or reject unconditionally any contract for exhibit space. The Trade Show Committee also reserves the right to cancel a contract and to have property of the exhibitor removed from the building at exhibitor's expense, if in the committee's judgment, the business or exhibition carried on by the exhibitor is objectionable to the committee, or is not as represented on the application;
13. ***The exhibit space shall be paid in full when reservation is made;***
14. Exhibitors selling merchandise will be responsible for paying all sales taxes;
15. Florida is a clean air state and there will be no smoking in the exhibit area or building;
16. Exhibitors are subject to any and all hotel rules and regulations;
17. **Exhibitors shall provide the Executive Director of the FFF a Certificate of Insurance in a form and from an insure acceptable to the FFF BY APRIL 15th, which shall name the Florida Federation of Fairs and Livestock Shows, Inc., its officers, directors and agents, The Renaissance Resort and its owners and operators as additional named insured for Comprehensive General Liability insurance including products and completed operations coverage with limits of not less than \$1,000,000 each occurrence, combined single limit for bodily injury and property damage. The term of coverage shall coincide with the dates and time of the annual FFF convention.** The policy shall have a standard thirty (30) day cancellation notice provision. If you do not have liability insurance with a limit of \$1,000,000 per occurrence/\$2,000,000 aggregate that also names the Florida Federation of Fairs & Livestock Shows, Inc. and The Renaissance as additional insured, it can be purchased from any number of insurance agents, including but not limited to: Francis L. Dean & Associates, Inc. 800-745-2409 (phone) or 630-665-7294 (fax). It is your responsibility to provide the Federation a copy of your insurance certificate or purchase this insurance and provide the Federation with a copy of the certificate by **April 15th**.

SEE REVERSE SIDE FOR ADDITIONAL RULES AND INFORMATION

Florida Federation of Fairs & Livestock Shows, Inc.
TRADE SHOW (continued)

TRADE SHOW SET-UP: Booths may be **set up from 8:30 am to 11:30 on Thursday, May 17, 2012** and must be ready for opening on same day. Contracts will be canceled on booths not occupied by 11:30 on Thursday **May 17, 2012** and all fees paid shall be forfeited to the FFF.

TRADE SHOW TEAR DOWN: Booths may be dismantled and removed after closing of the Trade Show at 11:30 am on Saturday **May 19, 2012**.

TRADE SHOW HOURS: **Thursday 1:00 pm to 4:00 pm**
Friday 2:00 pm to 6:15 pm (hours include Associate Night Party from 4:45 – 6:15)**
Saturday 8:30 am to 11:30 am

****PLEASE NOTE:** All Associates are invited to join us for the **Opening Session on Friday at 8:30 am** for the Opening Session, a motivational keynote speaker, and the **opportunity to introduce yourself** to the audience. Associates are asked to introduce themselves, the name of the company, and one or two sentences about their company/act.

SECURITY: There is no security provided in the Trade Show area. Please make sure you remove any valuables when you leave. The FFF is not responsible for any theft, loss or damage to anything left in the Trade Show area during or after Trade Show hours and Exhibitor releases FFF from any and all damages, theft or loss to Exhibitor's property or person.

CANCELLATION OF BOOTH OR EXHIBITOR LEAVING EARLY: No refunds will be made for booths cancelled after May 1st. Any Exhibitor at the FFF convention and Trade Show who leaves early without prior approval of Trade Show Chairman and/or FFF Executive Committee will be assessed a \$100.00 non-performance fee in addition to the booth fee. Should an Exhibitor fail to appear at the Trade Show, the Exhibitor shall forfeit the Exhibitor's booth fee, shall not be able to participate in the Trade Show the following year and shall be assessed a \$100.00 no show fee, in addition to the booth fee.