

2023 Florida Federation of Fairs & Livestock Shows, Inc.

Trade Show Registration Packet

Trade Show Chairman: Cheryl F. Flood, Cheryl.Flood@FloridaStateFair.com

Registration Deadline – **April 15, 2023**

Online Registration is required. By registering, you are acknowledging that you have read and understand, and will abide by the Trade Show Rules as outlined below.

Registration for the 2023 Florida Federation of Fairs & Livestock Shows, Inc. is now open! In order to register for the Convention and reserve a Trade Show booth, Associates must be a member in good standing with the Florida Federation of Fairs, have no outstanding liabilities to the Florida Federation of Fairs, and be current in the payment of your annual dues. **If you are not a current member, or need to renew your membership, this must be done before registration can be completed.**

TRADE SHOW APPLICATIONS: Registration deadline for the 2023 Trade Show was April 15, 2023. Online Registration is required this year at <http://www.floridafairs.org>. Payment can be made online and is due at the time of registration. PLEASE NOTE: It is anticipated that booth space will sell out prior to the deadline, so associates are encouraged to register and reserve their booths early. When registering for the Trade Show, please keep in mind that each person working in the booth must be registered and wearing their name badge. To avoid any confusion and/or unpleasant circumstances, please register accordingly.

BOOTH SPACE: Booth space will be sold on a FIRST COME, FIRST SERVE BASIS as you register. Since space is limited, only one (1) booth space will be allowed to be reserved upon registration. If additional booth space is desired, there is a box to check that will place you on the waiting list for additional space.

Again, this year, there will be an opportunity for small acts to showcase on the stage in the hospitality area. Only one mic will be provided, and the stage is approximately 8' x 8'. Only acts that are registered in the Trade Show or represented by a booking agent that is registered in the Trade Show will be eligible to showcase on this stage. Sign up for times will be done at the convention.

General Booth Rules, Information and Procedures:

- *Online Registration is required this year, at which time all fees shall be paid.*
- The Trade Show area will be located inside the convention building, is carpeted and air conditioned.
- Dimensions for booth space are 8'D X 10'W, are piped and draped with 8' high backdrop and 3' high sidewalls, come with 1 six-foot table with skirting, 2 chairs, and a small wastebasket.
- Electricity/Wi-Fi – electricity & Wi-Fi is not included in the booth rental. Please contact the hotel by May 3rd with your electric/Wi-Fi order form before the Convention. You can contact Cameron Jordan, Group Housing Coordinator, 407.238.8077, or email him @ CJordan@cariberoyale.com
- The form is located on the website in the Exhibitor Forms. The respective vendor will be responsible directly to the hotel for the payment of power and Wi-Fi.
- Booths must be arranged so as not to create an obstruction of the other booths and/or exhibits, nor create a hazard. Displays cannot extend beyond the piped and draped area and must not exceed 4' in height unless the taller part of display is in the back part of the booth. Exhibits and/or tables are not allowed in the aisles.
- Tacking, posting or placing of advertisement outside of the contracted space is not permitted. This includes in the hallways and corridors of the Hotel and Convention Center.
- Soliciting is NOT allowed outside of contracted booth space.

- No walk around acts will be allowed outside of the contracted area. Exhibitors in costume must stay in their booth area - the only exception is travel to and from booth space. Organ, piano and other musical instruments may be played at intervals in low tones however, loud speaking sound systems are not allowed.
- Exhibitors must submit a list of any items to be sold or exhibited with the application for approval by the Trade Show Committee. Any drawings for prizes of any kind must be approved through and under the supervision of the Trade Show Committee.
- Exhibitors selling merchandise will be responsible for paying all sales taxes.
- No combustible engines allowed.
- Exhibit space may not be sublet, licensed, or assigned to another party for any reason whatsoever. Only those registered with the Convention can occupy the booth space. Storage of items in the booth of third parties not registered or authorized to occupy the booth, as stated above, is expressly prohibited. ***Everyone working the Trade Show must be registered and wearing their name badge!*** To avoid any confusion and/or unpleasant circumstances, please register accordingly.
- The FFF reserves the right to accept or reject, in its sole and arbitrary discretion, 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.
- Florida is a clean air state. Smoking and/or vaping are not allowed indoors.
- **The hotel has a no dog/animal policy except for service animals. Those wishing to request an exemption can do so by contacting Cameron Jordan @ 407.238.8077. The hotel has full discretion in the matter.**
- **Liability Statement:** The exhibitor assumes responsibility and agrees to indemnify and defend the Florida Federation of Fairs and Livestock Shows, Inc. and Caribe Royale Orlando, and its respective owners, employees, and agents against any claims and expenses arising out of its attendance at the convention, including but not limited to exhibitor or its agents' actions, as well as the exhibitor's use, or its agents, of the trade show area. Exhibitor understands that neither Client nor the Hotel maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance. Exhibitor shall be fully responsible to pay for any and all damages to the property caused by the Exhibitor, which is owed Caribe Royale Orlando, its owners, or managers, and which results from any act or omission of Exhibitor. Moreover, Exhibitor agrees to release, defend, indemnify, and hold harmless the Florida Federation of Fairs & Livestock Shows, Inc., its officers, directors, agents and employees from any and all damages including, but not limited to, bodily injury (including death), liabilities, or charges resulting from Exhibitor's use or appearance on or around Caribe Royale Orlando. Exhibitor's release, defense, indemnification and hold harmless shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident, property loss, bodily injury (including death), or other such occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of Caribe Royale Orlando. In addition, Exhibitor acknowledges that neither the Florida Federation of Fairs & Livestock Shows, Inc., Caribe Royale Orlando. its owners, or its operator, maintain insurance covering exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance insuring any losses by Exhibitor.

- **Liability Insurance Requirements:** It is understood that every Exhibitor shall provide to the Executive Director of the Florida Federation of Fairs and Livestock Shows, Inc. a Certificate of Insurance in a form and from an insurer acceptable to the organization by April 15th, 2023 which shall name the Florida Federation of Fairs and Livestock Shows, Inc., (P. O. Box 368, Palmetto, Florida 34220) its officers, directors and agents, Caribe Royale Orlando. (8101 World Center Drive, Orlando, FL 32821) and its owners and operators as additional named insured for Commercial 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. The exhibitor's insurance must be primary and non-contributory to the any insurance available to the Florida Federation of Fairs and Livestock Shows, Inc. or Caribe Royale Orlando and must waive subrogation. If you do not have liability insurance with a limit of \$1,000,000 per occurrence/\$2,000,000 aggregate that names the Florida Federation of Fairs & Livestock Shows, Inc. and Caribe Royale Orlando as additional insureds, it can be purchased from any number of insurance agents, including but not limited to: Haas & Wilkerson Insurance at <https://hwins.com> Total Event Insurance at www.totaleventinsurance.com; or K & K Insurance at www.eventinsurance-k.com. It is your responsibility to provide the Federation the Certificate of Insurance by April 15th. The aforesaid companies are only used as examples and are not recommended or endorsed by the Florida Federation of Fairs and Livestock Shows, Inc.

TRADE SHOW SET-UP:

Trade Show Booths may be set up from 8:30 am to 1:30 on Thursday, May 18, 2023, and must be finished and ready for opening by 1:30 pm. Contracts will be canceled on booths not occupied by noon on Thursday **May 18, 2023** 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 11:00 am on Saturday, May 20, 2023

Trade Show Hours: - Please note the time change in the Trade Show hours, this was made in an effort to accommodate Entertainer's travel plans.

- Thursday: 8:30 am – 1:30 pm – Exhibit Set Up
1:30 pm – Associates Meeting in the Trade Show – Mandatory
3:00 pm to 5:00 pm – Trade Show Hours – **DEDICATED TIME – NO CLASSES SCHEDULED**
- Friday: 2:30 pm - Exhibitors/Associates allowed into Trade Show area to prepare for opening
3:00 pm – 5:00 pm - Trade Show Open – **DEDICATED TIME – NO CLASSES SCHEDULED**
3:00 pm – 5:00 pm - Great Cash Give Away and Showcases in the Trade Show
4:00 pm – 5:00 pm – Happy Hour in the Trade Show
5:00 pm - Trade Show Closes
- Saturday: 8:00 am – Associate Wrap Meeting in the Trade Show – Please attend.
9:00 am - 11:00 am – Trade Show Open— **DEDICATED TIME – NO CLASSES SCHEDULED**
10:00 am – Silent Auction Closes in Trade Show
10:30 am – Final Door Prize Drawing in Trade Show
11:00 am – Trade Show closes and tear down begins

- **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 **April 15th**. Any Exhibitor at the FFF convention and Trade Show who vacates the respective area prior to closing time 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.
- By Registering for the Trade Show, you acknowledge that you have read, understand, and will abide by the Rules as outlined herein.