

# EXPO CENTER

*at the South Florida Fairgrounds*

## Expo Department Inquiry Form

### General Information:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Company: \_\_\_\_\_

### Mailing Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone 1: \_\_\_\_\_ Telephone 2: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Dates Requested: \_\_\_\_\_ 2nd Dates Requested: \_\_\_\_\_

Number of Attendees per event day: \_\_\_\_\_

Private or public event:  Public  Private

Is it a ticketed event?  Yes  No

All events on the fairgrounds are responsible for FAF(Facility Attendance Fee) of \$1 on all tickets sold or redeemed on the grounds. Non-Ticketed events are also subject to FAF agreement policy. Any questions please call.

# Expo Department Inquiry Form (continued)

## Facility Needs:

Do you have a preferred Building or Lot Location: (Based upon availability)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Expo East(49,000 SF)                               | <input type="checkbox"/> 1/2 of Expo East (24,525 SF) | <input type="checkbox"/> Expo West (35,700 SF)   |
| <input type="checkbox"/> Building 1 (7080 SF)                               | <input type="checkbox"/> Building 6 (7080 SF)         | <input type="checkbox"/> Building 7 (3637 SF)    |
| <input type="checkbox"/> Building 8 (5340 SF)                               | <input type="checkbox"/> Building 9 (3625 SF)         | <input type="checkbox"/> Building 10 (11,490 SF) |
| <input type="checkbox"/> Building 6-10 ( 31,172 SF)                         |   |  |
| <input type="checkbox"/> Agriplex - Building (22,100SF) Non-Air-conditioned |   |  |
| <input type="checkbox"/> Agriplex - Show Ring (24,000 SF)                   |   |  |
| <input type="checkbox"/> Taste of Florida                                   | <input type="checkbox"/> South Parking Lot            | <input type="checkbox"/> North Parking Lot       |
| <input type="checkbox"/> Stage and Area                                     |   |  |

How much square footage do you require? \_\_\_\_\_

What are your Move - In Day(s) & times: Day(s) \_\_\_\_\_ Times \_\_\_\_\_

What are your Event Day(s) and hours: Day(s) \_\_\_\_\_ Times \_\_\_\_\_

What are your Move - Out Day(s) and times: Day(s) \_\_\_\_\_ Times \_\_\_\_\_

## Set-Up and Equipment Info:

What are your Set-up and Equipment Needs? Please fill in how many.

- |  |                              |  |
|--|------------------------------|--|
| _____ Tables (8 ft Rectangular)            | _____ Tables (Round 60 Inch) | _____ Picnic Tables White  |
| _____ Chairs (Metal/Red)                   | _____ Chairs (Padded)        | _____ Stage- 32x42x5<br>32x24x28 Circle                          |
| _____ Risers (4x8x16)                      | _____ Stanchions             | _____ Temporary Fencing(Per Ft)                                  |
| _____ Golf Cart                            | _____ Ticket Booth           | _____ Podium   |
| _____ Bleachers (Aluminum/50 per capacity) |                              | _____ Scissorlift (40FT)<br><small>(20FT) 2-hour minimum</small> |
| _____ Forklift (2 hour minimum)            | _____ Two Way Radios         |  |

Electric for Vendors  Yes  No How many vendors require Electric? \_\_\_\_\_

Do you expect campers for this event?  Yes  No Total : \_\_\_\_\_

Phone Line Orders?  Yes  No Any special needs for phone? \_\_\_\_\_

DSL for vendors/staff?  Yes  No (Charged per computer. Hubs/Routers will be charged per computer connected. If you require open access to wireless we can arrange open gateway for flat fee).

# Expo Department Inquiry Form (continued)

**Food & Beverage Requirements:** All Food & Beverage must be ordered through PCI concessions. You may reach them at 561-795-6435. Coca-Cola is the official drink of South Florida Fair grounds and Coca-Cola brand products are the only brand allowed to be served. Our onsite caterer, PCI Concessions are the exclusive caterer of SFF.

## Exclusive Sponsors/Marketing Agreements

**Coca-Cola** - Coca-Cola is a year round exclusive sponsor of the South Florida Fair & Palm Beach County Expositions, Inc. Any sampling, selling, or branding is limited to Coca-Cola beverage products only. A list of these products may be obtained upon request. 

**Gold Coast Distribution** - Gold Coast Distribution is a year round marketing partner of the South Florida Fair & Palm Beach County Expositions, Inc. Any sampling, selling, or branding is limited to Gold Coast Distribution products only. A list of these products may be obtained upon request. 

**Kubota** - Kubota is a year round sponsor of the South Florida Fair & Palm Beach County Expositions, Inc. A list of equipment may be obtained upon request. 

New Customer:  Yes  No

If no, what were the dates of your past shows. \_\_\_\_\_

**Budget For Your Event:** \$ \_\_\_\_\_

**References:** Please list two reference that you have done business with in the past.

Reference 1 \_\_\_\_\_

Reference 2 \_\_\_\_\_

How did you hear about us as a facility?

Reference  Internet  Newspaper  Brochure  Advertisement

Other \_\_\_\_\_

We will contact you shortly to confirm dates and discuss your event.

How do you prefer contact?  Telephone \_\_\_\_\_  E-mail \_\_\_\_\_

## Contact Details:

**Annabell Manners - Expo Sales Manager**

(T) 561-790-4908 (F) 561-790-5206 (E) annabell@southfloridafair.com

**Kayla Cawley - Expo Events Coordinator**

(T) 561-790-5219 (F) 561-790-5206 (E) kayla@southfloridafair.com