

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 |
| | | 32x24x28 Circle |
| _____ Risers (4x8x16) | _____ Stanchions | _____ Temporary Fencing(Per Ft) |
| _____ Golf Cart | _____ Ticket Booth | _____ Podium |
| _____ Bleachers (Aluminum/50 per capacity) | | _____ Scissorlift (40FT) |
| | | (20FT) 2-hour minimum |
| _____ 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

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