

**South Florida Fair**  
**Exhibits and Concessions Manual**  
www.southfloridafair.com

P. O. Box 210367  
West Palm Beach, FL 33421-0367

**Physical Address:**  
9067 Southern Blvd.  
West Palm Beach, FL 33411  
(561) 793-0333

**Exhibits & Special Events Manager**  
**Lorie Stinson, CFE**  
**(561) 790-5245**  
**Lorie@southfloridafair.com**

**Concessions**  
**Lisa Nichols**  
**(561) 472-8491**  
**Concessions@southfloridafair.com**

**Officers and Division Directors:**

**Robert Weisman**  
Chair, Board of Trustees

**Vicki Chouris, CFE**  
President/CEO

**Matt Wallsmith, CPA**  
Vice President/CFO

**Becky Brashear, CFE**  
Director of Business Development

**Alex Rodriguez**  
Director of Operations

**Rita De Mier-Lincoln, CFE**  
Director of Brand Management

**Shamel Jalahej**  
Director of Finance

**Jeff Swank**  
Director of Safety & Security



## IMPORTANT INSURANCE REQUIREMENT INFORMATION

As per the **SOUTH FLORIDA FAIR & PALM BEACH COUNTY EXPOSITIONS, INC. RULES AND REGULATIONS TO EXHIBIT AND CONCESSION SPACE LICENSE AGREEMENT** included in Page 7 of this Manual, each Exhibitor shall provide Commercial general liability insurance in the amount of \$1,000,000.00 with a \$250.00 per occurrence deductible naming the South Florida Fair and Palm Beach County Expositions, Inc. as an “additional named insured” in form and with an insurer acceptable to the Fair. The policy shall contain a standard thirty (30) day cancellation provision and which policy is deemed primary and non-contributory.

It is very important the **South Florida Fair and Palm Beach County Expositions, Inc.** is listed as “**Additional Insured**”. The policy must list the Fair in the following manner: **The South Florida Fair and Palm Beach County Expositions, Inc.** A copy of Workmen’s Compensation coverage should be provided.

All vendors will be required to show proof of insurance upon acceptance of application. Policies will be reviewed to ensure accuracy on wording, dates, and coverage amounts; therefore, proof of insurance must be received by the Fair no later than **thirty (30) days prior to the Event.**

***Please be advised, if insurance forms are not received by December 26, 2022 for review, it may result in loss of location. Vendors arriving without proof of insurance will not be permitted to set up.***

We are available to answer any questions you may have and can be reached at (561)793-0333.

Sincerely,

*Lorie Stinson*

Lorie Stinson, CFE

Exhibits & Special Events Manager