

# EXPO CENTER

*at the South Florida Fairgrounds*

# General Information

## Booking Policy

Prior to the confirmation of any event or event date, the promoter is required to execute a License Agreement with the South Florida Fair, and make payment of specified deposits. The agreement must be accepted and acknowledged by the South Florida Fair.

Event dates may be held on a "first-option hold" for up to 30 days while the License Agreement is being finalized.

At any time during the 30-days or any extension thereof, another promoter wishes the same dates and executes a contract and makes the required deposit, the promoter with the "first-option hold" is notified and given five days to finalize their contract and make their deposit or the date is released by the promoter with the "first-option hold."

Within six months of a specific date, all space is available to the first promoter whose executed contract and deposit is accepted and acknowledged by the SFF.

## Required Services

**Maintenance** — Space is leased in an "as-is" condition. All activities (maintenance) necessary to maintain the space and to return the space to the condition in which it was received is the responsibility of the event. The removal and disposal of all trash generated by the event, its exhibitors and patrons is the responsibility of the event.

**Security** — A South Florida Fair Security Officer must be on duty to roam & to man any open gates.

**Electrician** — A SFF Electrician is required to be on duty at all times that the buildings are occupied by a promoter.

**EMT** — SFF EMT's are required to be on duty at all times that the public has access to the property and buildings.

**Ticket Sellers** — The Fair reserves the sole and exclusive right to provide ticket sellers for all events selling tickets.

Cost relating to the providing of services are the sole responsibility of the event promoter. Charges are based on published hourly rates applicable at the time of the event. The number of people needed is determined by the Fair based on the anticipated attendance at the event.

## Exclusive Services

**Food & Beverage** — The Fair retains the exclusive right to operate all food, drink, candy, tobacco, alcohol, novelties, souvenirs and all other concessions during the term of the License Agreement. All monies and profit derived from the operation of said concessions shall belong to the Fair. No other food, beverage, merchandise or other concessions are permitted on the Fairgrounds without the express written consent of The Fair; nor shall Licensee, its agents, exhibitors or invitees be permitted to bring food and beverage on the Fairgrounds. **Pepsi** is the exclusive soft-drink product of the Fair.

**Other** — **The Palm Beach Post** is the exclusive newspaper of the South Florida Fair. No other newspaper is able to be on-site during events.

## Available Services

The following services are available and charges are based on published hourly rate applicable at the time of the event.

- Move-in/Move-out labor
- Security
- Carpenter
- Ticket Taker
- Parking Attendant

## Other

Our sales team will be glad to help you with any questions you may have. Please feel free to call on us for assistance at any time.

## Equipment Available

The following equipment is available in limited quantities. Charges are based on published rates applicable at the time of the event.

Tables	Chairs
Staging/Risers	Stanchions
Fencing	Turnstiles
Ticket booths	Podium
Bleachers/Risers	Fork lift/Scissorslift
Two Way Radios	Extension Cords

## Rules and Regulations

A comprehensive set of Rules and Regulations, applicable to all events held at the facility, should be carefully reviewed as they are a part of the License Agreement.

## Cancellation

Once an event promoter executes a License Agreement, the space and the time period covered by that agreement is taken off of the market and reserved exclusively for the Licensee. If the Event is cancelled, in whole or in part, for any reason, by Licensee, the Licensee shall not be entitled to a refund of any monies paid. Upon cancellation the space will become available.

## Insurance

At least thirty (30) days prior to MOVE-IN date, the event promoter shall provide the Fair with a Certificate of Insurance in a form and from an insurer acceptable to the Fair. The certificate of insurance which shall name the SOUTH FLORIDA FAIR & PALM BEACH COUNTY EXPOSITIONS, INC. as an 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 times of this License including MOVE-IN and MOVE-OUT. The policy shall have a standard thirty (30) day cancellation notice provision.

Other insurance requirements are defined in the License Agreement.

## Facility Attendance Fee

In addition to all other charges, a \$1.00 Facility Attendance Fee (FAF) is collected on all tickets sold or redeemed (including complimentary tickets and tickets sold in advance) for all events at the South Florida Fairgrounds. This is a mandated fee by the Board of Trustees — earmarked for capital improvements and renovations.

## Settlement

A daily settlement meeting is scheduled with the Licensee or his designated representative to review the number of tickets sold, admissions, charges, staffing, services and such other financial issues with the Fair at a time mutually agreeable with the Fair. A settlement statement, prepared by the Fair, will reflect all ticket income collected by the Fair, less any charges, including any unpaid rental fees known to date. At the end of the event, settlement will be made less ten percent (10%) of the gross ticket income collected which is retained by the Fair as Retainage against any subsequent charges. Final settlement with Licensee will be made within ten (10) business days following the last day of the Event. Other conditions may apply and are detailed in the License Agreement.