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)

☐ Expo East (49,000 SF)   ☐ 1/2 of Expo East (24,525 SF)   ☐ Expo West (35,700 SF)
☐ Building 1 (7080 SF)    ☐ Building 6 (7080 SF)    ☐ Building 7 (3637 SF)
☐ Building 8 (5340 SF)    ☐ Building 9 (3625 SF)    ☐ Building 10 (11,490 SF)
☐ Building 6-10 (31,172 SF)
☐ Agriplex - Building (22,100SF) Non-Air-conditioned
☐ Agriplex - Show Ring (24,000 SF)
☐ Taste of Florida         ☐ South Parking Lot       ☐ North Parking Lot
☐ 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)
_____ 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

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

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