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-Rental Air unit contact available
☐ Agriplex - Show Ring (24,000 SF)
☐ South Parking Lot  ☐ North Parking Lot

How much square footage do you require? __________________________________________

What are your Move - In Day(s) & times: ___________________________________________

What are your Event Day(s) and hours: _____________________________________________

What are your Move - Out Day(s) and times: ________________________________________

Set-Up and Equipment Info:

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

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

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 soft drinks and water are only allowed to be served. Our onsite caterer, PCI Concessions are the exclusive caterer of the South Florida Fairgrounds.

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 soft drinks and water products only. A list of these products 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) 561-790-5246- (E) annabell@southfloridafair.com

Kayla Cawley - Expo Events Coordinator
m 561-790-5219 (F) 561-790-5206 (E) kayla@southfloridafair.com