

2021 Florida Federation of Fairs & Livestock Shows, Inc.

Trade Show Registration Packet

Trade Show Chairman: Fran Crone – fcrone@leeciviccenter.com

Registration Deadline – April 15, 2021

In order to register for the Convention and reserve a Trade Show booth, Associates must be a member in good standing, have no outstanding liabilities to the Florida Federation of Fairs & Livestock Shows, Inc. and be current in the payment of your annual dues.

TRADE SHOW APPLICATIONS: Registration deadline for the 2021 Trade Show is April 15, 2021. Online Registration is available at <http://www.floridafairs.org> and strongly encouraged. Payment can be made online and is due at the time of registration. Completed printed applications must be received at the Florida Federation of Fairs and Livestock Shows, Inc. (“FFF”) office by **April 15**, along with payment for booth space and proof of insurance. PLEASE NOTE: It is anticipated that booth space will sell out prior to the deadline, so associates are encouraged to reserve their booths early. If paying by check please make the check payable to the Florida Federation of Fairs. When registering for the Trade Show, please keep in mind that any person working in the booth must be registered and wearing their name badge. In order to avoid any confusion and/or unpleasant circumstances, please register accordingly.

BOOTH SPACE: Booth space will be sold on a FIRST COME, FIRST SERVED BASIS when received with payment. Space is limited. Only one (1) space will be allowed to be reserved upon registration. You may check the appropriate box if you wish to be placed on a waiting list for additional booth space.

PLEASE NOTE: There will be an opportunity for small acts to showcase on a stage in this year’s networking suite. Only one mic will be provided and the stage is only 8’ x 8’. Only acts that are in the trade show or represented by a booking agent in the trade show will be eligible to showcase on this stage. Sign up for times will be done at the convention.

General Booth Rules, Information and Procedures:

- *All fees shall be paid in full and must accompany the registration;*
- All booth spaces located inside the convention building are carpeted and air conditioned;
- See LIMITED OUTDOOR EXHIBIT SPACE on Page 3;
- Dimensions for inside booth space are 6’D X 10’W, and are a piped and draped display area with 8’ high backdrop and 3’ high sidewalls;
- Booth space located inside the convention building come with 1 six-foot table with skirting, 2 chairs, and a small wastebasket.
- Electricity - one 110 volt, 5 amp outlet is included in the booth fee. If additional amperage is needed, the vendor must notify the hotel a minimum of **2 weeks** before the Convention. If you need additional electricity, please contact Zack Mahanke @ Encore Global at 239-601-1728 or zack.mahanke@encoreglobal.com. The form for additional electrical can also be found below. There will be an additional charge for additional power, and the respective vendor will be responsible directly to the hotel for the payment of the additional power requirements.
- Booths must be arranged so as not to create an obstruction of the other booths and/or exhibits, nor create a hazard. Displays cannot extend beyond the piped and draped area, and must not exceed 4’ in height unless the taller part of display is in the back part of the booth.
- Tacking, posting or placing of advertisement outside of the contracted space is not permitted. This includes in the hallways and corridors of the Hotel and Convention Center;
- Soliciting is NOT allowed outside of contracted booth space;
- No walk around acts will be allowed outside of contracted area. Exhibitors in costume must stay in their booth area - the only exception is travel to and from booth space. Organ, piano and other musical instruments may be played at intervals in low tones however, loud speaking sound systems are not allowed;
- Exhibitors must submit a list of any items to be sold or exhibited with the application for approval by the Trade Show Committee. Any drawings for prizes of any kind must be approved through and under the supervision of the Trade Show Committee;
- Exhibitors selling merchandise will be responsible for paying all sales taxes;
- No combustible engines allowed;

- Exhibit space may not be sublet, licensed, or assigned to another party for any reason whatsoever. Only those on the registration application should occupy the booth space. Storage of items in the booth of third parties not registered or authorized to occupy the booth, as stated above, is expressly prohibited. **Everyone working the Trade Show must be registered and wearing their name badge!** In order to avoid any confusion and/or unpleasant circumstances, please register accordingly;
- The FFF reserves the right to accept or reject, in its sole and arbitrary discretion, any contract for exhibit space. The Trade Show Committee also reserves the right to cancel a contract and to have property of the exhibitor removed from the building at exhibitor's expense, if in the committee's judgment, the business or exhibition carried on by the exhibitor is objectionable to the committee, or is not as represented on the application;
- Florida is a clean air state. Smoking and/or vaping are not allowed indoors;
- PLEASE NOTE: The hotel has a no dog/animal policy with the exception of service animals. For any questions, the exhibitor can contact Ms. Tamarin Da Costa via email: tdacosta@naplesgrande.com or contact the hotel directly by calling 239-594-6309 and let her know the animal type/s, dates, and in what capacity the animal will be while on site. The hotel has full discretion in the matter;
- Liability Statement: The exhibitor assumes responsibility and agrees to indemnify and defend the Florida Federation of Fairs and Livestock Shows, Inc. and NWNG, LLC Naples Grande Beach Resort and its respective owners, employees, and agents against any claims and expenses arising out of its attendance at the convention, including but not limited to exhibitor or its agents actions, as well as the exhibitor's use, or its agents, of the trade show area. Exhibitor understands that neither Client nor the Hotel maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance. Exhibitor shall be fully responsible to pay for any and all damages to the property caused by Exhibitor which is owed NWNG, LLC Naples Grande Beach Resort, its owners, or managers, and which results from any act or omission of Exhibitor. Moreover, Exhibitor agrees to release, defend, indemnify and hold harmless the Florida Federation of Fairs & Livestock Shows, Inc., its officers, directors, agents and employees from any and all damages including, but not limited to, bodily injury (including death), liabilities, or charges resulting from Exhibitor's use or appearance on or around NWNG, LLC Naples Grande Beach Resort. Exhibitor's release, defense, indemnification and hold harmless shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident, property loss, bodily injury (including death), or other such occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of NWNG, LLC Naples Grande Beach Resort. In addition, Exhibitor acknowledges that neither the Florida Federation of Fairs & Livestock Shows, Inc., NWNG, LLC Naples Grande Beach Resort, its owners, or its operator, maintain insurance covering exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance insuring any losses by Exhibitor.
- Liability Insurance Requirements: It is understood that every Exhibitor shall provide the Executive Director of the Florida Federation of Fairs and Livestock Shows, Inc. a Certificate of Insurance in a form and from an insurer acceptable to the organization BY APRIL 15th, which shall name the Florida Federation of Fairs and Livestock Shows, Inc., (P. O. Box 368, Palmetto, Florida 34220) its officers, directors and agents, NWNG, LLC Naples Grande Beach Resort (475 Seagate Drive, Naples, FL 34103) and its owners and operators as additional named insured for Commercial 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 time of the annual FFF convention. The policy shall have a standard thirty (30) day cancellation notice provision. The exhibitor's insurance must be primary and non-contributory to the any insurance available to the Florida Federation of Fairs and Livestock Shows, Inc. or NWNG, LLC Naples Grande Beach Resort and must waive subrogation. If you do not have liability insurance with a limit of \$1,000,000 per occurrence/\$2,000,000 aggregate that names the Florida Federation of Fairs & Livestock Shows, Inc. and NWNG, LLC Naples Grande Beach Resort as additional insureds, it can be purchased from any number of insurance agents, including but not limited to: Haas & Wilkerson Insurance through Total Event Insurance at www.totaleventinsurance.com; or K & K Insurance through their website at www.eventinsurance-kk.com. It is your responsibility to provide the Federation a copy of your insurance certificate or purchase this insurance and provide the Federation with a copy of the certificate by April 15th. The aforesaid companies are only used as examples and are not recommended or endorsed by the Florida Federation of Fairs and Livestock Shows, Inc.

TRADE SHOW SET-UP:

Trade Show Booths may be **set up from 8:30 am to 1:30 on Thursday, May 13, 2021** and must be finished and ready for opening by 1:30 pm. Contracts will be canceled on booths not occupied by noon on Thursday **May 13, 2021** and all fees paid shall be forfeited to the FFF.

TRADE SHOW TEAR DOWN:

Booths may be dismantled and removed after closing of the Trade Show at 4:00 pm on Saturday **May 15, 2021**.

TRADE SHOW HOURS:

- Thursday:** 8:30 am – 1:30 pm – Exhibit Set Up
 1:30 pm – Associates Meeting in the Trade Show - Mandatory
 2:30 pm to 5:30 pm – Trade Show Opens - dedicated time
- Friday:** 11:45 am - 12:15 pm - Exhibitors/Associates allowed into Trade Show area to set up and have lunch prior to Trade Show Opening. Lunch must be purchased as part of registration, as lunches must be reserved. Tickets will be taken.
 12:30 pm - Trade Show Opens - Lunch in the Trade Show
 12:30 pm – 5:00 pm - Great Cash Give Away and Showcases in the Trade Show
 4:30 pm – 5:30 pm – Happy Hour in the Trade Show
 5:30 pm - Trade Show Closes
- Saturday:** 9:00 am – Exhibitor/Associate Meeting in the Trade Show
 12:30 pm - Associates allowed in Trade Show Area
 1:00 pm to 2:30 pm – Trade Show Opens
 2:30 pm – Trade Show Tear Down - NOTE: All booths must be vacated by 3:30 pm to allow time for the hotel to prepare the room for the evening's GALA.

- **LIMITED OUTDOOR EXHIBIT SPACE:** There is a limited number of outdoor spots available for exhibits. In order to utilize outdoor space, you must also have a booth in the Trade Show and reserve the outdoor space through the Federation Executive Director. If you do not have a booth in the Trade Show, you cannot promote business in the Trade Show or park exhibit vehicles outside the hotel. After you request outdoor space it then must be submitted to the hotel for approval.
- **SECURITY:** There is no security provided in the Trade Show area. Please make sure you remove any valuables when you leave. The FFF is not responsible for any theft, loss or damage to anything left in the Trade Show area during or after Trade Show hours and Exhibitor releases FFF from any and all damages, theft or loss to Exhibitor’s property or person.
- **CANCELLATION OF BOOTH OR EXHIBITOR LEAVING EARLY:** No refunds will be made for booths cancelled after May 1st. Any Exhibitor at the FFF convention and Trade Show who vacates the respective area prior to closing time without prior approval of Trade Show Chairman and/or FFF Executive Committee will be assessed a \$100.00 non-performance fee in addition to the booth fee. Should an Exhibitor fail to appear at the Trade Show, the Exhibitor shall forfeit the Exhibitor’s booth fee, shall not be able to participate in the Trade Show the following year and shall be assessed a \$100.00 no show fee, in addition to the booth fee.

PAYMENT INFORMATION MUST BE COMPLETED IN ORDER TO BE ACCEPTED
Florida Federation of Fairs & Livestock Shows, Inc.

**ANNUAL CONVENTION & TRADE SHOW
TRADE SHOW BOOTH RESERVATION**

In order to reserve a booth space, you must be a member in good standing, with no outstanding liabilities to the Florida Federation of Fairs & Livestock Shows, Inc. and be current in the payment of your annual dues.

Company Name: _____

I would like to join now: (**membership dues are \$125 valid July 1, 2020 – June 30, 2021**) \$ _____

Booth Fee: \$300 for each booth \$ _____

Convention Registration -
use total from Convention Registration form below \$ _____ ***

*****Registration MUST** be included for each person attending! **USE ASSOCIATE REGISTRATION FORM**

TOTAL enclosed \$ _____

_____ We understand that we **MUST** provide a copy **BY APRIL 15TH** of our proof of insurance naming the Florida Federation of Fairs and Livestock Shows, Inc. and NWNG, LLC Naples Grande Beach Resort as the additional insured in an amount not less than \$1,000,000 per occurrence/\$2,000,000 aggregate, combined single limit for bodily injury and property damage.

If you do not have liability insurance with a limit of \$1,000,000 per occurrence/\$2,000,000 aggregate that also names the Florida Federation of Fairs & Livestock Shows, Inc. (P. O. Box 368, Palmetto, FL 34220) and NWNG, LLC Naples Grande Beach Resort (475 Seagate Drive, Naples, FL 34103) as additional insured it can be purchased from any number of insurance agents including but not limited to: Haas & Wilkerson Insurance through Total Event Insurance at www.totaleventinsurance.com; or K & K Insurance through their website at www.eventinsurance-kk.com. It is your responsibility to provide the Federation a copy of your insurance certificate or purchase insurance and provide the Federation with a copy of the certificate by April 15th.

_____ A check is enclosed

_____ Please charge to our credit card – authorization information below:

Name on credit card as it appears on front (**please print**) _____

Billing address: _____

Credit Card Number _____ Security Code _____

Circle one: VISA MC DC AMEX Exp. Date _____

Signature _____

(Your signature authorizes FFF to charge your payment to the above card number)

Return to: **Daniel West**
Florida Federation of Fairs
P. O. Box 368
Palmetto, FL 34220

Or Email to: dwest1840@gmail.com

Florida Federation of Fairs & Livestock Shows, Inc.
ANNUAL CONVENTION/IAFE Zone 2 TRADE SHOW BOOTH RESERVATION

Exhibitor Name: _____

Company (listed same as insurance certificate and FFF membership): _____

Address: _____

Phone: _____ Cell: _____ email: _____

Name to be listed on identification sign (one line only) **PLEASE PRINT:**

My company will be exhibiting the following: (Example) Booking Agency, Insurance, Magician, Hypnotist, Singing Group, Ticketing, Tents, Equipment, etc.:

If possible we would like to stay away from: _____

If possible we would like to be next to or across from: _____

We would like to reserve: _____ 1 booth: _____ We would like to be on a waiting list for a 2nd booth if available (booths are 6' deep x 10' wide)

Yes, I need an electrical outlet. No, I do not need electricity.

IF REQUESTED, a one 110 volt 5 amp electric outlet will be provided included in the booth fee. If you need additional amperage, please notify the hotel a minimum **of 2 weeks** before the Convention. Exhibitor will be subject to an additional charge for any additional required amperage and will be responsible directly to the hotel.

Liability Statement: Exhibitor shall be fully responsible to pay for any and all damages to the property caused by Exhibitor which is owed NWNG, LLC Naples Grande Beach Resort, its owners, or managers, and which results from any act or omission of Exhibitor. Moreover, Exhibitor agrees to release, defend, indemnify and hold harmless the Florida Federation of Fairs & Livestock Shows, Inc., its officers, directors, agents and employees from any and all damages including, but not limited to, bodily injury (including death), liabilities, or charges resulting from Exhibitor's use or appearance on or around NWNG, LLC Naples Grande Beach Resort. Exhibitor's release, defense, indemnification and hold harmless shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident, property loss, bodily injury (including death), or other such occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of NWNG, LLC Naples Grande Beach Resort. In addition, Exhibitor acknowledges that neither the Florida Federation of Fairs & Livestock Shows, Inc., NWNG, LLC Naples Grande Beach Resort, its owners, or its operator, maintain insurance covering exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance insuring any losses by Exhibitor.

Exhibitor shall provide the Executive Director of the FFF a Certificate of Insurance in a form and from an insurer acceptable to the FFF BY APRIL 15th, which shall name the Florida Federation of Fairs and Livestock Shows, Inc. (P.O. Box 368, Palmetto, FL, 34220) its officers, directors and agents. NWNG, LLC Naples Grande Beach Resort (475 Seagate Drive, Naples, FL 34103) and its owners and operators as additional named insured for Commercial 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 time of the annual FFF convention. The policy shall have a standard thirty (30) day cancellation notice provision. **The exhibitor's insurance must be primary and non-contributory to the any insurance available to the Florida Federation of Fairs or NWNG, LLC Naples Grande Beach Resort and must waive subrogation** If you do not have liability insurance with a limit of \$1,000,000 per occurrence/\$2,000,000 aggregate that names the Florida Federation of Fairs & Livestock Shows, Inc. and NWNG, LLC Naples Grande Beach Resort as additional insureds, it can be purchased from any number of insurance agents, including but not limited to: Haas & Wilkerson Insurance through Total Event Insurance at www.totaleventinsurance.com; or K & K Insurance through their website at www.eventinsurance-kk.com. It is your responsibility to provide the Federation a copy of your insurance certificate or purchase this insurance and provide the Federation with a copy of the certificate by April 15th.

The exhibitor assumes responsibility and agrees to indemnify and defend Client and the Hotel and its respective owners, employees, and agents against any claims and expenses arising out of **its attendance at the convention**. Exhibitor understands that neither Client nor the Hotel maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

The exhibitors agrees to abide by all Federal and State rules, as well as hotel rules.

I have read and understand the above, the Booth Rules, Information and Procedures and the Renaissance rules for exhibitors which are incorporated and made a part of herein and which I and the organization agree to take subject to. I enclose the Exhibit Space Reservation and payment for booth.

Signed: _____

Printed Name: _____

**70th Annual Convention & IAFE Zone 2 Meeting Registration Form
May 13 – 15, 2021 at The Naples Grande Beach Resort, Naples, Florida**

Associate Member Convention Pre-Registration Form

Please note: Associates are encouraged to use our new online Registration at www.floridafairs.org

Name of Company _____
 Contact Person _____ Phone# _____
 Address/City/State/Zip: _____
 Email address for Contact Person: _____

OPTION 1: Pay One Price Registration includes full registration for Convention, President’s Party on Friday night, Friday lunch in the Trade Show, Friday Night Trade Show Extravaganza, Saturday lunch, Saturday Night Gala, Trade Show admittance, and all educational sessions.

Please **print** names for name badges (first, last) Pre-Registration -

1st Attendee: _____ 1 @ \$250 = _____
 2. _____ 1 @ \$250 = _____
 3. _____ 1 @ \$250 = _____

OPTION 2: Registration includes everything listed above EXCEPT it **DOES NOT INCLUDE THE SATURDAY NIGHT GALA.**

Please **print** names for name badges (first, last) Pre-Registration –

1st Attendee: _____ 1 @ \$225 = _____
 2. _____ 1 @ \$225 = _____
 3. _____ 1 @ \$225 = _____

OPTION 3: Basic Registration for convention and individual events: Includes President’s Party, Friday Night Showcase Extravaganza, Trade Show admittance, and all educational sessions. **DOES NOT INCLUDE MEALS NOR THE SATURDAY NIGHT GALA.**

Please print names for name badges (first, last)	Registration	TOTAL	Pre-Registration-
1. _____			1 @ \$150 = _____
2. _____			1 @ \$150 = _____
3. _____			1 @ \$150 = _____

I would Like to Be A Friend of the Federation Sponsor - \$200	1 @ \$200 = _____
I would like to make a Donation to the Auction - \$50, \$100, \$150, or \$200	1 @ \$ _____
I would like to make a Donation to the Hospitality Suite - \$50, \$100, \$150, or \$200	1 @ \$ _____

Use additional pages/copies if needed for more names **Total DUE : \$ _____**

PLEASE NOTE: This form is for **CONVENTION REGISTRATION ONLY**. Pre-Registration is required with Trade Show application. After that date, all registrations will be handled on site at the Convention Registration desk and will increase by **\$25 per person**.

One Day Registrations will also be handled at the Convention and will be at a rate of **\$125**. Refunds will **NOT** be given for cancellations after **May 1st**.

Continued on next page.....

70th Annual Convention & IAFE Zone 2 Meeting Registration Form – Page 2
May 13 – 15, 2021 at The Naples Grande Beach Resort, Naples, Florida

Mail w/ check to: Daniel West , Florida Federation of Fairs, P. O. Box 368, Palmetto, FL 34220

Or email to: dwest1840@gmail.com with note that check is being mailed.

TO PAY BY CREDIT CARD: *Name exactly as it appears on card- with company if listed*

Name: _____

Billing address if different than above _____

Credit Card Number: _____ Security Code: _____

Circle one: VISA MC DC AMEX Exp. Date: _____

Signature: _____