

**2018 SWFAA TRADE SHOW
EXHIBITOR AGREEMENT, TERMS & CONDITIONS**

- 1. SHOW DATE & TIME:** Friday, April 11, 2018– Subject to change within a 30-day notice. Show time will be 5:30pm. till 8:30p.m.
- 2. LOCATION:** Jet Blue Park- 11500 Fenway South Drive, Fort Myers, FL 33913
- 3. BOOTH PRICE:** Standard Single \$390, Premium Location Single \$430, Standard Double \$515, Premium Location Double \$595
- 4. THEME:** “Wild southWest”– Western theme
- 5. MOVE-IN TIME:** 3:00 pm to 5:00 pm day of show. Exhibitors must have all last minute requests to Committee by 5:00 pm.
- 6. MOVE-OUT TIME:** 8:30pm to 9:00pm. Space must remain intact until 8:30pm. Please respect this request.
- 7. EXHIBIT TERMS:** Only SWFAA Key & Supplier Members in good standing may purchase exhibitor space. Full payment for space is due within 2 weeks of purchase.
- 8. RENTAL OF SPACE INCLUDES:** The following exhibit equipment: One (1) 6’ table, covered and two (2) chairs. Total area is approximately 10’x6’ for single and 20’x6’ for double. Exhibitors agree that there shall be no more than four (4) exhibitor representatives present in one booth at any time.
No person, firm or organization not having regularly contracted with SWFAA for the occupancy of space in the exposition will be permitted to display or demonstrate its products, processes, business cards or services, distribute advertising materials in the hall or corridors, or in any other way occupy or use the facilities for any purpose of advertising or soliciting business.
- 9. TERMS & RESTRICTIONS:**
 - No open flames or sand. No outside food or beverage may be distributed to Trade Show Guests.
 - Exhibitors are prohibited from using amplifying equipment of any nature.
 - Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. If the premises are defaced or damaged by an act of negligence by an Exhibitor, its agents, business invitees, or guests, the Exhibitor will pay the Exhibit Hall such sum as shall be deemed necessary for complete restoration to previous condition.
 - Exhibitor will not be permitted to use strolling entertainment, nor to distribute samples, Souvenirs or other materials except from their own spaces.

9. TERMS & RESTRICTIONS (CONT.):

- Exhibitors who use costumed personnel or mannequins should be sure that their manner of appearance and dress is such as not to offend.
- The Exhibitor agrees to accept full responsibility for the compliance with local Regulations in the provision and maintenance of adequate safety devices and conditions for operation of machinery and equipment under the Fire Code of Lee County, Florida. Exhibitors are solely responsible for complying with all copyright/trademark regulations.
- Each Exhibitor is required to submit Exhibitor names for special name badges (sign up for these badges at the bottom of this agreement). Exhibitor name badges must be worn at all times prior to the Trade Show and during Trade Show hours. Registration policies and procedures shall be under the exclusive control of the SWFAA Management at all times.
- Helium may be allowed in the Trade Show Hall for the inflation of balloons with SWFAA Management approval. Helium tanks must be secured in the manner regulated by law.
- No smoking will be allowed in the Trade Show area at anytime. A smoking area will be provided outside.

10. RULES & REGULATIONS: The Exhibitor agrees that the Rules and Regulations stated on this agreement are made part of this agreement and that said Exhibitors agree to be bound by each and all. Management shall have the full power to interpret and enforce all terms, conditions and Rules and Regulations in the manner which is in the best interest for all of the Trade Show. SWFAA will not be responsible for any loss, theft or damage to the property of the Exhibitor, his employees or representatives. Further, SWFAA will not be liable for damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of the use or occupancy of the exhibit space by the Exhibitor or his assigns and the Exhibitor shall indemnify and hold harmless the Trade Show Management from all liability which might ensue from any cause whatsoever. If the Exhibitor's material fails to arrive, the Exhibitor is nevertheless responsible for his space rental.

11. ELECTRICITY: Electricity will be available to individual tables. Please indicate upon purchase if you need it.

12. BOOTH PRIZES: You must supply your own drawing box and forms for your booth prizes. All drawings will take place at each booth between 7:30pm –o 8:30pm. Only property members and their staff are eligible for prize drawings and must be present to win.

13. GIVEAWAYS: Booth workers are not to participate in prize drawings from fellow exhibitors and should not visit other booths taking giveaways. All giveaways are for property staff customers and prospective customers.