



# Application and Contract for Exhibit Space January 17-18, 2018

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_ Web Address: \_\_\_\_\_

### Vendor Registration - Open until December 15th:

- Indoor Exhibit Booth (10' x 10') \$495 space fee

### Additional Exhibitor Options:

- |                                                                                 |                                                      |
|---------------------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Additional Booth(s)                                    | _____ booths needed @ \$295 per 10x10 space = _____  |
| <input type="checkbox"/> Request End Cap Booth (\$100 per 10x10 space)          | _____ spaces needed @ \$100 per 10x10 space = _____  |
| <input type="checkbox"/> Request Corner Booth (\$100 per 10x10 space)           | _____ spaces needed @ \$100 per 10x10 space = _____  |
| <input type="checkbox"/> Outside Exhibit Space (300 to 4,999 sq. ft.)           | _____ sq. ft. needed @ .70 cents per sq. ft. = _____ |
| <input type="checkbox"/> Outside Exhibit Space (5,000 sq. ft. to 9,999 sq. ft.) | _____ sq. ft. needed @ .60 cents per sq. ft. = _____ |
| <input type="checkbox"/> Outside Exhibit Space (10,000 sq. ft. and above)       | _____ sq. ft. needed @ .50 cents per sq. ft. = _____ |

### As an exhibitor I will need:

- Electricity Required - \$30 additional fee
- Internet Required (included with booth fees)
- Table cloth with skirting (included with booth fees)
- Additional exhibitor name badges (Each exhibitor will be given 6 total name badges for the show. There will be a \$5 additional charge per extra name badge needed). **Names for badges must be submitted by December 1, 2017 to have name pre-printed on the badge.**

**Total Due to SC AgriBiz & Farm Expo = \$ \_\_\_\_\_**

Complete and return this application with your non-refundable deposit of at least **50% of TOTAL AMOUNT DUE**. Applications not accompanied by the deposit will not guarantee space.

Applications received after the deadline of December 15th will be considered for inclusion in the expo, if space is available and will be subjected to a \$50 late fee.

**All balances are due on or before December 30, 2017 unless other arrangements have been made with Brandie Hayes, Sales and Sponsorship Coordinator.**

IF ACCEPTED, I AGREE TO ABIDE BY EXPO RULES, REGULATIONS AND POLICIES AS STATED ON PAGE 2 OF THIS APPLICATION.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This space for office use only.**

Date: \_\_\_\_\_ Amount Pd: \_\_\_\_\_ Check /MO#: \_\_\_\_\_  
Exhibit Space # \_\_\_\_\_  Electricity  Internet  Table w/ skirting  
# of Chairs \_\_\_\_\_  Names in for badges  Insurance In

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit applications & make checks payable to:  
**Florence Civic Center**  
Attn: SC AgriBiz and Farm Expo  
3300 W. Radio Dr.  
Florence, SC 29501  
843.230.9061 • Fax 843.679.9429

**For questions or more info:  
Call Brandie Hayes at 843.230.9061  
brandie@scagribizexpo.com**

# Application and Contract for Exhibit Space - Page 2

Please read the attached Policies and Procedures before signing and submitting the application.

## APPLICATION GUIDELINES:

- **COMPLETION PROCESS** - Application must be completed, signed and returned by the deadline indicated and must include all non-refundable fees.
- **CONFIRMATION OF ACCEPTANCE** - If accepted for participation, a confirmation letter will be emailed containing check-in time, exhibit location, event map, and all other applicable information.
- **NOTIFICATION OF REJECTION** - If applicant is not accepted for participation, a notice explaining the reason for rejection and a refund check will be mailed to applicant promptly.

## SHOW HOURS:

- **HOURS OF OPERATIONS** - Exhibitors must keep their booths open for the duration of the show. Show times are from 10 am to 6 pm on Wednesday, January 17th and 10 am to 3 pm on Thursday, January 18th. No exhibitor should begin packing up to leave prior to 3 pm on Thursday, January 18th. Exhibitors that pack up and leave early may not be accepted to participate in future years of the Ag Show.

## EXHIBIT SPACE GUIDELINES:

- **SPACE ASSIGNMENT** - Exhibitors cannot "request" to be moved to another location once space has been assigned. Exhibitors cannot sublet, assign, or donate their assigned space in whole or part without permission of event management.
- **EXHIBITOR SPACE** - Each booth is 10' x 10' in size and you can buy multiple spaces. Your operation and signage must be contained within your designated space. Each exhibitor will be provided with one (1) skirted table, two (2) chairs, pipe and drape around the booth and access to WiFi. If you require electricity you must indicate this need and pay \$30 in advance. If you do not indicate electrical needs at time of application, we cannot guarantee that your booth will be equipped with electricity. Neither the Florence Civic Center nor any of the expo sponsors or their representatives, employees, agents, patrons or guests are responsible for any supplies participants require. Bring all necessary supplies.
- **OPERATION AND SALES** - All exhibitors are expected to be open during event hours on both days of the show. Participants will be permitted to sell and/or give away APPROVED items only (see ONSITE SALES AND GIVE-AWAYS section below).
- **SIGNAGE** - Participants are responsible for signage. Signage must be contained within assigned space.
- **CHECK-IN AND SET-UP PROCEDURES** - Exhibitors may access the facility beginning at 1 pm on Tuesday, January 16th. No vehicles will be allowed to drive inside the building. All large objects and trash MUST BE removed from the space by 6 pm. Move-in **WILL** be permitted on Wednesday morning, January 17th from 7 am to 9:30 am. If you would like to move in on the day of the show, prior arrangements must be made with event management staff. Big equipment and outdoor exhibitors are encouraged to move in early on Tuesday. We will permit large equipment to move in prior to 1 pm if discussed and approved by event management.
- **EXHIBITORS WHO FAIL TO ARRIVE DURING THE CHECK-IN/MOVE-IN TIMES WILL BE CONSIDERED A "NO SHOW" AND THE SPACE MAY BE RE-ASSIGNED.**
- **CLEAN-UP** - Each participant must clean up his/her designated area during the day with a final clean up at the end of the final day. Trash receptacles will be on site.
- **PRODUCT/SERVICE EXCLUSIVITY** - No participant will be granted exclusivity of products, business or services.

## ONSITE SALES AND GIVE-AWAYS:

- **APPROVALS** - All items being sold or given away must be approved by the event management staff. All approvals are final and any violations for the sale of unapproved items will result in removal of exhibitor.
- **DRAWINGS/RAFFLES** - Any vendor holding a drawing for an advertised item at the SC AgriBiz and Farm Expo must provide the name of the winner to Event Management at the end of the expo. All winners will be announced on the website for the show.
- **RESTRICTED SALES/GIVE-AWAYS** - The sale of the following items is strictly prohibited: FOOD AND/OR BEVERAGE PRODUCTS, BALLOONS, ALCOHOLIC BEVERAGES, OFFENSIVE OR EXPLICIT ITEMS.
- **TAXES** - Participants are responsible for all SC sales tax, if applicable. It is the participant's responsibility to file the necessary forms with the SC Tax Commission.

## GENERAL INFORMATION:

- **SAFETY** - All participants must comply with all fire and safety guidelines explained in the confirmation material.
- **LIABILITY** - The Florence Civic Center, SC AgriBiz, event sponsors, representatives, employees, agents, patrons or guests are not liable for any loss or damage to the property of any participant due to fire, robbery, accident or other cause that may arise from participant's use or occupancy of participant's assigned space during the expo.
- **INSURANCE** - All participants shall have in effect and maintain for the period of the SC AgriBiz and Farm Expo a policy of public liability insurance against claims for personal injury or death, or damage to property occurring upon, in, or about the herein rented premises, in limits of not less than \$1,000,000 combined single limit by virtue of your signature. You will supply certificate of insurance name SC AgriBiz and Farm Expo and the Florence Civic Center as additional insured. This must be provided to Expo management no later than December 1, 2017.
- **REFUNDS** - No participant refunds will be made for any reason. Space fees are refundable only if applicant is not accepted to participate.
- **REMOVAL** - Expo management reserves the right to close down and remove any participant that is not adhering to expo policies and procedures, deemed obnoxious or performing activities not in proper taste for expo. **THIS INCLUDES SELLING OR GIVING AWAY ITEMS THAT HAVE NOT BEEN APPROVED BY THE EVENT MANAGEMENT STAFF TO SELL OR GIVE AWAY.**
- **DISPLAY** - Balloons of any type are NOT allowed inside the building. Failure to adhere to this policy will result in removal from the event and/or a fine of \$500.

For more information contact:  
Brandie Hayes  
Cell: 843.230.9061 Email: brandie@scagribizexpo.com