**Exhibitor Agreement**

**AND GUIDELINES**

1. **Registration:**

• Acceptance of registration is on a “first-come, first-served” basis. No more than three providers of the same product or service allowed.

* Registration will not be accepted without a completed Exhibitor Agreement and registration fee. **Payment and agreement are due no later than Friday, September 24, 2021**. No refunds will be accepted after that date. Registrations received after that date will not be included in event promotions, advertising or in the event program.
* If you are a sponsor and your sponsorship includes an ad for the program booklet, you must submit a *properly-sized, camera-ready ad* by the deadline. Help to develop the ad will be available at $100 per hour.
* The sharing of tables is prohibited without prior approval.

**2.** **Check-in and Space Assignment**

* On arrival at the Depot on Saturday, October 23, report to the check-in desk for your space assignment.

• Booth assignments may not be changed.

**3. Set-Up**

• Mandatory set-up is from 7:30am to 9:30am on Saturday, October 23, 2021. **Please bring your own dolly for transport of materials/boxes.**

• ***If you are a “no show” for the mandatory set-up on Saturday, October 23, your exhibit space may  
be offered instead to those on the wait-list. Exhibitor registration fees are non-refundable.***

* The following items are provided: 10-foot space, two chairs and a table covering/skirt if requested.

• Exhibitors must keep their display within the space provided. The Depot PROHIBITS the mounting of signs, banners etc. on the walls with damaging products. This is strictly enforced.

• If you have requested and are being provided electricity, please **bring your own extension cord**.

• Please, do not staff more than three people at any one time at your table/booth,

• The Event Coordinator reserves the right to reject or prohibit any exhibit, in full or part, that is not suitable to or in keeping with the mission and theme of the event.

* Exhibits must be fully ready by 9:30 a.m. the day of the event.

• All set-up materials must be kept out of sight. Boxes and materials may be stored under the table provided or outside of the premises, inside Exhibitor’s vehicle.

* To respect the integrity of the event and offer attendees the best experience -- **NO breakdown or packing is allowed** **prior to 2 p.m**. **This will be strictly enforced.**

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1. **Getting the Most from Your Exhibit**

• Exhibitors are encouraged to bring a basket for patrons to submit a business card or contact information, to be drawn for prizes at a designated time set forth by that Exhibitor. This is an excellent way to see who has visited your table and build a contact list.

• To discourage “swag-gathering” behavior, we suggest that you ask visitors to engage with you in some way before offering a giveaway. You may provide brochures, giveaways, other items of interest, or appetizer-size food samples **(commercially pre-packaged; and no water/soft drinks)**.

* No one is allowed to hang anything on walls. Possibilities: bring an easel to post signs or use a stand-alone banner or hanging mechanism. Balloons affixed to your table (not for distribution) can add visual appeal. Booths are located along the perimeter of the main room and tables are in the middle, with draping behind them.

**5. Exhibitor Responsibilities**

• The Citrus County Chamber of Commerce, The Depot of Inverness and Sponsors of the event assume no responsibility for Exhibitor property. That is solely the responsibility of the Exhibitor.

• The Exhibitor is responsible for the assembly and break-down of the display. It is the Exhibitor’s responsibility to keep the exhibit area in good order during the event and cleaned upon departure. Empty boxes must be taken away and disposed of by the Exhibitor.

• A representative from your organization must be present at your table/booth throughout the event.   
However, if you are alone and must take a necessary break, a BWA member may be available to staff your table temporarily.

• Exhibitors will be provided with two exhibitor badges upon check-in. It is the Exhibitor’s responsibility to pass along the badges to future workers during the day.

• Exhibitors -- due to limited supply, please wait until the end of the event to obtain fellow exhibitor materials or giveaways.

• Exhibitors are permitted to sell your own business merchandise, but not permitted to engage in recruiting for business opportunities. Handling and accountability of money is the Exhibitor’s responsibility.

*2021 – event rules*