

Green Expo

Green ideas for today

Lake Worth, Florida • Saturday, October 3, 2009 • 10am – 4pm
Palm Beach Community College - 4200 Congress Ave. - Lake Worth, FL 33461

SET UP/TEAR DOWN:

- Set Up Saturday, October 3, 2009 7:00 a.m. – 9:00 a.m.
- Set Up Friday, October 2, 2009 with prior arrangement with event manager by September 18 (email ti@pbcc.edu)
- Tear Down Saturday, October 3, 2009 4:00 PM TO 5:00 PM
- Tear down will not be permitted until the event has officially come-to-an-end.

CHECK IN: Upon arriving at Palm Beach Community College, Exhibitors must check in at the Check in table. Volunteers will be waiting to show you to your space(s) and to answer any questions. All exhibitors will load their products in and out through the assigned loading area. You must remove your vehicle from the loading area prior to setting up your area. Please check your door prize with the staff at Check in along with a description of the item and its estimated value.

DISPLAY AND ADDITIONAL ITEMS: Display space includes a six-foot table and two chairs. Please do not bring your own tables or chairs as they will be provided. If you would like a second table, please note that on your registration form.

ELECTRICAL: There will be a limited number of 110V electrical outlets available at \$35.00 per exhibitor space on a first come first serve basis. You will need your own extension cords and safety measures (tape down). A maximum of 20 amps will be enforced. Other special electrical needs must be pre-approved by event manager at an additional cost. Please bring power strips and tools as needed.

PRIZES, AWARDS, AND DRAWINGS: Each exhibitor is required to provide a door prize(s) with a minimum retail value of \$25.00. Door prizes will be awarded throughout the duration of the show. The attendee who wins the prize must be present at the time of the drawing to win. Prizes, awards, drawings, or contests of any kind that will require attendees to register at a particular exhibitor's booth must be submitted in writing to the PBCC for approval at least two weeks prior to the start of the show.

- The exhibitor's area must be open and staffed during show hours.
- The exhibitor may not dismantle their booth prior to the close of the event.
- Exhibitors are not permitted to solicit or distribute products outside of their booths.
- Exhibitors are strictly prohibited from selling their assigned space to another company and/or individual or share their booth with any non-applicant.
- An assessment of \$35 will be charged for returned checks.
- Exhibitors may not sell edible products without prior approval of the event manager.
- Animals or pets with exception of ADA Service Animals are not permitted at Palm Beach Community College except as an approved exhibit, activity or performance.
- Banners, signs, pictures, notices or advertisements may only be displayed in assigned booth.
- All trash must be disposed of in proper recycling containers. All cardboard must be broken down.
- Palm Beach Community College is a smoke free facility. Smoking permitted in parking lot only.
- If you need wi-fi access please contact 561-868-3885 by September 18. There is a \$10 fee.
- While Security is on staff, Palm Beach Community College shall not be responsible for any loss, damage, or injury that may occur to the exhibitor's employees, volunteers, or property from any cause whatsoever prior to, during, or after the convention.
- Exhibit items left behind at the close of the event will become the property of PBCC or disposed of at the exhibitor's expense.

Exhibitor Information

Rules, Regulations and Release



RELEASE:

In consideration for the acceptance of the Exhibitor Registration application, I have read the exhibitor information as well as the rules and regulations and agree to abide by all listed rules and regulations. In addition, I expressly waive and release Palm Beach Community College, all sponsors, and/or their employees, agents and representatives from all liability for injury, damage, or loss to persons or property. I understand the exhibitor space fee shall not be refunded in the event that I do not attend or if all or part of the show is cancelled due to fire, calamity or any other act of nature, public enemy, strikes, statutes or ordinances or any legal authority or any cause beyond the control of Palm Beach Community College. I agree to the enforcement of all policies, rules, and regulations of the Green Expo and Palm Beach Community College. I understand that failure to abide by stated rules and regulations allows Palm Beach Community College the right to ask me to leave. I understand that in such circumstance, my Exhibitor Fees will not be refunded. Palm Beach Community College also reserves the right to refuse any exhibitor application not meeting event criteria. Additionally, I understand that Palm Beach Community College makes reasonable attempts to attract qualified attendees to this event, but does not guarantee specific volumes or attendance levels.

Company _____

Print Name _____

Signature _____ Date: _____