



11th Annual Meeting Planners' Expo

March 2, 2010

EXPOSITION DETAILS AND INFORMATION

The registration form is an agreement, subject to additional terms and conditions below, that is complete and binding when signed by the exhibiting company and accompanied by payment in full. Under no circumstances will an exhibitor be permitted to exhibit without payment in full.

(1) EXHIBITOR INFORMATION: All registered exhibitors will receive an information package approximately 3 weeks prior to the event. If information is needed prior to that time, Exhibitors are encouraged to contact the coordinators of this event.

(2) PAYMENT: Payment for tabletop must be received by January 15, 2010. After January 15, 2010, tabletop cost increases to \$595.00 for one person plus the additional \$25.00 for a second person.

Booth Fee Schedule

Tax Exempt Booth Fees:

Booth cost for one person	\$465.88	(\$495 - \$29.12 tax)
Booth cost for two people (if tax exempt company is paying for both)	\$489.41	(\$520 - \$30.59 tax)
Half booth cost	\$244.71	(\$520 / 2 = \$260 - 15.29 tax)

Tax Exempt Booth Fees After January 15, 2009

Booth cost for one person	\$560.00	(\$595 - \$35.00 tax)
Booth cost for two people (if tax exempt company is paying for both)	\$583.53	(\$620 - \$36.47 tax)
Half booth cost	\$291.76	(\$620 / 2 = \$310 - 18.24 tax)

Booth Fees:

Booth cost for one person	\$495
Booth cost for two people	\$520
Half booth cost	\$260

Booth Fees After January 15, 2009

Booth cost for one person	\$595
Booth cost for two people	\$620
Half booth cost	\$310.00

(3) EXHIBITOR TABLE TOP SPECIFICATIONS: Each tabletop is 6' x 30" with table covering and skirting. There will be no chairs unless requested. Exhibitors are required to stand in front of their table during the entire show. All spaces will be assigned by the show personnel and given to the exhibitors approximately 3 weeks prior to the event.

(4) ADA REQUIREMENTS: Any Exhibitor who needs a chair for their table or any other special needs/requests, please notify the event coordinators prior to the day of the show.

(5) USE OF SPACE: Each tabletop is limited to two people. Those two people can be from the same property, the same company, or different companies.

The coordinator of this event reserves the right to reject or prohibit, at any time, any exhibit or part of an exhibit that is not suitable to and in keeping with the character of the event, which is to provide an opportunity for a business to be tastefully and reasonably showcased. Demonstrations and distribution of promotional materials must be confined to the limits of the exhibitor's space. Please follow the Good Neighbor Rule as it pertains to noise and line of sight.

(6) SETUP AND REMOVAL: Exhibitors can setup their table between 10:30 a.m.-noon on the day of the show. Lunch will be at noon and with a seminar immediately following at 1:00 p.m. The tradeshow is from 2:30-4:00 p.m. Exhibitors are required to stay set up until the end of the show hours. Exhibitors packing early may forfeit rights of future registration. Reception to follow from 4:00-5:00 p.m.

(7) CANCELLATION: Prior to January 15, 2010, refunds will be given, less a cancellation charge of \$200.00. THERE WILL BE **NO** REFUNDS FOR CANCELLATION AFTER JANUARY 15, 2010. All requests for cancellation must be made in writing and received no later than January 15, 2010. In the event the exhibitor fails to set up or occupy its assigned booth by the time noted in the Exhibitor Information Package, the space may be resold. In this instance, the exhibitor will not be entitled to a refund of any sums paid. Exhibitor may not sublet or assign the rights to space.

If because of war, fire, strike, government regulation, public catastrophe, act of God or the public enemy, or other cause beyond the control of The Planning Connection, Inc., the event or any part thereof is prevented from being held or is cancelled, or the exhibit space becomes unavailable, The Planning Connection, Inc., shall determine and refund to the exhibitor its proportionate share of the balance of the aggregate exhibit fee received which remains after deducting expenses incurred by The Planning Connection, Inc., and reasonable compensation to The Planning Connection, Inc., but in no case shall the amount of refund to the exhibitor exceed the amount of exhibit fee paid and The Planning Connection, Inc., shall have no further liability to the exhibitor.

(8) COMMITMENT: The Planning Connection, Inc. will make every effort to invite and have in attendance meeting planners who constitute legitimate clientele for exhibitors present.

(9) FIRE, SAFETY AND SECURITY: Exhibitors must comply with all local fire regulations. No open flames of any kind will be permitted without prior notification and permission. Electrical wiring will be denied if materials or electrical equipment is substandard to University of Florida requirements.

(10) HOLD HARMLESS: The Exhibitor agrees to hold harmless and does indemnify, The Planning Connection, Inc. and University of Florida from any and all liability, claims, costs, or losses arising out of this event, including but not limited to, claims from suppliers or persons attending this event.

I hereby certify that I have read, understand, and accept the above rules and regulations.

Date

Print Name: _____