



# Parktowne Expo "Spring 2010"

With a Salute to the Armed Services

May 15, 2010

## Registration Information

### Registration

A completed entry form with payment of the \$50.00 registration fee must be received for spaces to be reserved. All registrations must be received by April 15<sup>th</sup>, registrations received after that date are \$75/space.

Spaces are approximately 10' X 10'.

Businesses may sell merchandise. Items sold will be limited to the normal products or services that your business sells. All businesses must provide a copy of a Business License valid in Volusia County and/or a valid Business Tax Receipt for the City of Edgewater.

All Non Profits must provide a current copy of their Internal Revenue Certification 501 (c) (3) with their organizations name on it and date of authorization.

All vendors will sign "Hold Harmless Agreements" for the City of Edgewater and Parktowne Property Owners Association.

### Booth Information

Spaces are approximately 10' X 10'. Nothing may be set up or stored on either side of your space(s), however if space is available, supplies may be stored directly behind you space(s). Nothing may be stored on, set upon, or across the walkways or driving lanes. This is to provide for emergency access by the Police & Fire departments. You may buy up to 4 spaces.

Priority Space (B-Section) is equipped with electricity and requires an additional fee of \$25/space. These spaces are limited and are available on a "first come first served" basis.

Exhibitors with Special Equipment (trucks, vehicles or equipment) may purchase a larger booth at \$100 that is approximately 10'x30' and must be authorized by the Organizing Committee

All materials (table, chairs, tents, weights for tents, etc.) must be furnished by the exhibitor. If you do not have those items there are a limited number of Booth Packages available to rent through Edgewater Rent All (see attached flyer).

All exhibitors must provide their own garbage bags to collect and remove their own trash. Trash receptacles are provided for public use only.

No amplified sound will be permitted in booths – music or voice – in consideration of the exhibitors nearby.

All spaces are approximately 10'X10'. Space is available on a "first come, first served and will be assigned when the application is submitted and all fees are paid. Limit of 4 spaces/ exhibitor.

### Set Up & Break Down

All exhibitors are encouraged to take advantage of early set up between 5pm to 7 pm on Friday night. Security will be available on Friday night; no security will be available on Saturday night. All spaces must be set up and representatives manning the spaces by 8:45 AM

All exhibits and equipment must be removed Saturday night by 6:30 PM unless authorized by the Organizing Committee in advance. Any exhibits or items not picked up by 9:00AM on May 16<sup>th</sup> will be disposed.

### Food Vendors

All food exhibitors must provide a Volusia County Health Department permit.

Exhibitors must be completely self contained (charcoal or gas cooking equipment is preferred).

All cooking must be done outside of the tent unless the vendor can produce an appropriate fire rating for their tent. All grills and hot cooking equipment must be roped off from pedestrian access or walkways and kept out of traffic areas.



# Parktowne Expo "Spring 2010"

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May 15, 2010

9:00 AM – 5:00PM

PARKTOWNE INDUSTRIAL PARK

Exhibitor Sign Up

Company Name: \_\_\_\_\_

Primary contact or Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Booth #: 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

### BOOTH COSTS

Booths purchased prior to April 15<sup>th</sup>, will be \$50.00 (size of space is 10' X 10')

Booths purchased after April 15<sup>th</sup> will be \$75.00 (size of space is 10' X 10')

Booths for oversized equipment (trucks, heavy equipment or specialized equipment) may be purchased for \$100.00 (Size of space is approximately 10'X30')

### PAYMENT

All booths must be paid at time of application, Make Check Payable to the Southeast Volusia Chamber of Commerce, in the memo portion of the check note that it is for the Edgewater/Parktowne Expo. Visa, Mastercard or American Express are accepted. Returned Check Policy: There is a 25.00 fee charged for any returned or declined checks.

**EXHIBITORS WHO FAIL TO PAY WILL NOT BE ALLOWED TO PARTICIPATE.**

### Exhibitor Guidelines:

1. The Organizing Committee reserves the right to accept or reject any exhibit application, preference is given to Edgewater businesses and non-profit organizations first. Businesses should have a valid Business Tax Receipt. Non Profit organizations should have a current IRS letter designating them as a charitable 501 (c) 3 organization.
2. Exhibitors may not sublease their assigned space.
3. There is NO REFUND POLICY. It is the responsibility of the Exhibitor to be at the appointed time and location. Failure to meet the required guidelines may result in the removal of the Exhibitor from the EXPO.
4. Exhibitors providing food must be a non-profit charitable organization or Edgewater based food establishment. **NO COMMERCIAL OUTSIDE VENDOR PERMITTED.** All food exhibitors must provide a Volusia County Health Department permit.
5. Exhibitors must conduct all activity within their assigned space. A representative for the exhibitor should be on duty at all times during Business Expo hours. Exhibitors may set up on the evening of May 14<sup>th</sup>, overnight security will be provided. All booths must be set up and manned by 8:45 AM, May 15<sup>th</sup>. There is a mandatory Vendor Meeting on the 14<sup>th</sup> at 6pm at site.
6. Exhibitors must remove all materials no later than 6:30 PM, May 15, unless specifically authorized by the Organizing Committee in advance.
7. Priority Space (B-Section) is equipped with electricity and requires an additional fee of \$25/space. Would you like electricity? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Operating of heavy equipment, combustion engines or motors will not be allowed except in outdoor exhibit venues.
9. No amplified sound will be permitted in booths, in consideration of other adjacent exhibitors.
10. Any display materials must be less than 10 feet in height and firmly anchored.
11. Exhibitors must sign a "Hold Harmless Agreement" for the City of Edgewater and Parktowne Property Owners Association.

I \_\_\_\_\_ agree to the above conditions.

Primary contact or representative

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BE SURE THAT YOUR INFORMATION IS CORRECT AND YOU ARE CONFIRMED FOR A SPECIFIC SPACE.**



209 Parktowne Blvd

205 Parktowne Blvd

210 Parktowne Blvd

113/112/111 110 109/108/

85 94 93 92 91 90 89 88 87 86 85 84 83 82 81 80 79 78 77 76 75 74 73 72 71 70 69

107/106/105/104 103 102 101 100 99 98 97 96

114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135

46 45 44 43 42 41 40 39 38 37 36 35 34

23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64

65 66 67 68

33 32 31 30 29 28 27 26 25 24

### **Parktowne Expo Hold Harmless Agreement**

In consideration for the privileges associated with participation in the Parktowne Expo, the undersigned agrees that it shall not claim any damages from the City of Edgewater (“City”) in connection with or on account of, and as between the parties shall be solely responsible for, any injuries or damages arising from the undersigned’s (including their agents, representatives, and employees) participation in the Parktowne Expo. The City provides no express or implied warranties or representations as to the fitness of the site and the undersigned assumes all risks in the use.

The undersigned shall keep, protect and save the City harmless of any loss, costs or expenses of any sort and nature and from any liability to any person, natural or artificial, on account of any damage to any person or property arising from the undersigned’s participation in the Parktowne Expo. The undersigned further agrees to hold harmless from and to indemnify the City against any and all claims made by anyone injured or otherwise damaged while in or about the site during the Parktowne Expo. The undersigned further agrees to have sole responsibility for any costs, penalties, fines or other damages incurred by the City or any other party that are in any way a result of the undersigned’s participation in the Parktowne Expo.

\_\_\_\_\_

Name: \_\_\_\_\_

By/Title: \_\_\_\_\_

## **Parktowne Expo Hold Harmless Agreement**

In consideration for the privileges associated with participation in the Parktowne Expo, the undersigned agrees that it shall not claim any damages from the Property Landowners and/or ParkTowne Ind Owners Assoc. Inc. (“Landowners”) in connection with or on account of, and as between the parties shall be solely responsible for, any injuries or damages arising from the undersigned’s (including their agents, representatives, and employees) participation in the Parktowne Expo. The Landowners provide no express or implied warranties or representations as to the fitness of the site and the undersigned assumes all risks in the use.

The undersigned shall keep, protect and save the Landowners harmless of any loss, costs or expenses of any sort and nature and from any liability to any person, natural or artificial, on account of any damage to any person or property arising from the undersigned’s participation in the Parktowne Expo. The undersigned further agrees to hold harmless from and to indemnify the Landowners against any and all claims made by anyone injured or otherwise damaged while in or about the site during the Parktowne Expo. The undersigned further agrees to have sole responsibility for any costs, penalties, fines or other damages incurred by the Landowners or any other party that are in any way a result of the undersigned’s participation in the Parktowne Expo.

\_\_\_\_\_

Name: \_\_\_\_\_

By/Title: \_\_\_\_\_