

2017 Central Florida GIS Workshop

Exhibitor Terms and Conditions

1. The Central Florida GIS Workshop, Inc. hereby grants the Exhibitor the privilege to use space, upon payment of the agreed upon fee, provided in the Exhibition Hall, Rosen Plaza, during the Central Florida GIS Workshop to be held September 11th-12th, 2017, subject to the conditions contained in this document.
2. A single exhibit booth space includes a 10' x 10' area, with one 6' draped table, two chairs, one electrical outlet (0-1000 watts), and one trash can. A double exhibit booth space includes twice the amount of all listed items. Each Platinum, Gold, and Silver Exhibitor will receive two free Workshop registrations. Bronze Exhibitor will receive one free Workshop registration. Additional personnel can register at the Early Workshop Registration Attendee fee (\$125.00 each).
3. Special arrangements must be made for Internet service for an additional charge. Extension cords and power strips will not be provided. Those requiring such services must work with the Central Florida GIS Workshop Exhibitor /Sponsor Coordinator. A completed electrical form, telephone form, and/or Internet service form must be received by the Central Florida GIS Workshop Exhibitor Coordinator by August 1, 2017. Charges for additional electrical services are subject to Florida sales tax.
4. The Exhibitor agrees to submit payment and completed registration form to Central Florida GIS Workshop, Inc. by June 30, 2017 (to guarantee Exhibitor information is listed in the Workshop program). After that date, Central Florida GIS Workshop, Inc. may still accept additional Exhibitors and Sponsors, however Central Florida GIS Workshop, Inc. cannot guarantee all advertising opportunities will be available. Payment must be received prior to including Exhibitor in any of the printed Sponsor/Exhibitor materials. Contact the Central Florida GIS Workshop Exhibitor Coordinator for specific details.
5. Exhibitor Space Selection will be accomplished as payment is received but will hopefully be concluded by July 16, 2017. Final allocation of space shall be at the discretion of the Central Florida GIS Workshop Exhibitor Coordinator. If it is determined that relocation of an Exhibitor is necessary to provide a more balanced exhibition, the Exhibitor shall abide by the decision of the Central Florida GIS Workshop Exhibitor Coordinator.
6. The Exhibitor shall have the full right to distribute public relations information, advertising and/or promotional materials within the confines of the assigned exhibit booth(s).
7. All tables, exhibits, and displays are to be self-contained within the booth(s) assigned to the Exhibitor and the Exhibitor will confine his/her business activities to this leased area. **The booth(s) leased under this contract cannot be subleased or assigned to other parties or companies without the consent of the Central Florida GIS Workshop Exhibitor Coordinator.**
8. Exhibits which include the operation of musical instruments, radios, talking motion picture equipment, public address systems, or any noise-making equipment must be conducted or arranged so that the noise resulting from the demonstrations will not annoy or disturb adjacent exhibitors and their patrons. If a Workshop official determines that the operation of any equipment is creating a disturbance, the Exhibitor will discontinue the source of the annoyance upon the request of such official. Operators of noise-making exhibits must secure approval from the Workshop Exhibitor Coordinator before the exhibit opens.
9. Every reasonable precaution will be taken to protect the property during the installation, exhibit period and removal. Standard security will be provided by the Rosen Plaza. However, the Central Florida GIS Workshop, Inc. and Rosen Plaza accept no responsibility for the safety of the property of the Exhibitor from theft, damage by fire, accident, vandalism, or other causes. Additionally, Central Florida GIS Workshop, Inc. and Rosen Plaza accept no responsibility for damage or injury to persons or property resulting from the negligence or actions of others. The Exhibitor accepts full responsibility for any liabilities for damages to persons or property, public or private, arising out of its use of the exhibit space at the Rosen Plaza.
10. Shipping, erection, maintenance, dismantling, crating, uncrating and all other matters relating to the Exhibitor's exhibit is the sole responsibility of the Exhibitor. Contact Workshop Exhibitor Coordinator for details on shipping.
11. Exhibitors making arrangements to return-ship their materials must ensure they are shipped or picked up no later than 6:00 PM on September 20, 2017.
12. Exhibitors will conform to the following hours in the Exhibit space and/or any other hours as may subsequently be determined by Central Florida GIS WORKSHOP, INC.: **Sunday, September 10, 2017**, set up exhibits from 1PM till 5PM, or Monday **September 11, 2017** from 8:30AM until 10AM. The **Exhibitor Showcase opens** at 10:00AM Monday, **September 11, 2017** with a workshop participant coffee break in the vendor area and remains open until 6:00PM, with a social mixer in the vendor area from 4:30 PM until 6:00PM. Tuesday, **September 12, 2017**, vendor area opens at 8AM with a participant coffee service and closes at 3:30PM with a coffee break and raffle conducted in the vendor area. All exhibition materials must be removed from the Rosen Plaza by 6:00 PM on Tuesday. These times may be slightly modified where necessary as the program evolves.
13. The Exhibitor can cancel this agreement by written notice to Central Florida GIS WORKSHOP, INC. In the event such cancellation is received on or before July 30, 2017, Central Florida GIS WORKSHOP, INC. shall refund 50 % of the 2017 Central Florida GIS Workshop exhibition fees received from Exhibitor. No refunds will be made on cancellations received after July 30, 2017.

If you have any questions or require additional information, please contact Nancy Riley Church (Central Florida GIS Workshop Exhibitor Coordinator) by phone at (386) 228-7380 or via email at exhibit@cfgisworkshop.org. Also, refer to the Central Florida GIS Workshop website at <http://www.cfgisworkshop.org>.