



Dear Potential Exhibitor,

I am pleased to invite you to exhibit and sell your wares at the Florida Birding and Nature Festival 2017. Our dates this year are Friday and Saturday, October 13 and 14. The Exhibit Hall will be open from 9 am to 4 pm both days. There will be seminars going on at the same times, and field trips arriving and leaving.

Last year our Festival had almost 400 total participants! People from 17 Florida counties, 6 other states and Canada registered. We have 7 local Audubon Societies participating, plus Native Plant Societies and Sierra Clubs, with well over 5000 local members. We anticipate an even better participation this year.

We have also arranged a much better location for the Exhibits at the Hillsborough Community College South Shore Campus. We will have all indoor vendors in a large event hall on the second floor, with floor-to-ceiling windows on two sides. There is elevator access as well as outdoor stairs directly up from the outdoor exposition area under the covered portico. The registration room will also be on the second floor, directly across from the Expo hall. The classrooms for the seminars are accessed through the outdoor expo area.

Our scheduling of field trips, seminars and speakers is well underway. We have some booths reserved already. I'm hoping that you will be able to join us!

I realize that you might not be the person who schedules participation in festivals and events. If that is the case, would you please be so kind as to forward this message to the appropriate one.

Thank you!

If you have any questions, please contact me at keithma1@juno.com, or call at 813-767-5863, or 813-935-6115.

Sincerely,

Mary Keith
Tampa Audubon Society, President
Florida Birding and Nature Festival



Vendor and Nonprofit Agency Exhibitors General Exposition Information

Exposition Areas

Indoor spaces will be upstairs in a large meeting room with floor-to-ceiling windows on two sides. The registration room will be across the walkway.

Elevator and stairs are available for ease of access.

A 6-foot table and two chairs will be provided.

Power will be available at some of the in-door booths on a first-come, first-served basis.

Outdoor spaces will be in a covered walkway at the entrance to the seminar classrooms. No power is available.

Exposition Hours

Inside:

Set-up: 8:00 am – 9:00 am October 13, 2017

Breakdown: 4:00 pm – 5:00 pm, October 14, 2017

Outside:

Set-up: 8:00 am – 9:00 am October 13 and 14, 2017

Breakdown: 4:00 pm – 5:00 pm, October 13 and 14, 2017

Outside vendors must set up and breakdown each day.

Display materials and merchandise must be removed from the vendor room Saturday evening after 5:00 pm and before 7:00 pm. The vendor room will be closed on Sunday.

Vendors are welcome to participate in open or unfilled field trips as time allows. Trip fees, when applicable, will apply but registration fees will be waived. This is an opportunity to get added exposure for your business out in the field. *If you are interested in being a co-leader on a trip, or presenting a 45 min seminar, please indicate that on the reservation form!*

Security

Outside Spaces: Must set up and broken down each day

Valuables can be locked in the secured Exposition room overnight. The Exposition area will be secured during set-up and hours when the vendor/exhibitor area is open to the public. Items of value must be secured when your space is unattended. The Exposition area of Nature Expo will be locked at all other times. However, Hillsborough County Community College, or the Florida Birding and Nature Festival will not be liable for lost, damaged or stolen items.

Questions: Contact Mary Keith, keithma1@juno.com, or 813-767-5863 or 813-935-6115.



2017 Vendor/Exhibitor Application

Business/Organization Name _____

Contact Person _____

Address _____

City/State/Zip _____

Phone (business) _____ (cell) _____

Email _____ Web Address* _____

***If you want a free link from the Florida Birding and Nature Festival website to your organization's website, please provide your web address.**

Type of Space	Cost	Reserve
Outdoor Space, shaded, paved, no electrical, must breakdown and set up each day.	\$30	
Indoor Space, with electrical outlet	\$150	
Indoor Space, no electrical	\$100	

Please reserve the checked booth space(s) for me. I am enclosing a check for \$_____.

I would like to be a co-leader on a field trip YES NO. I would like to present a seminar YES NO.

Payment and Cancellation Policy:

Full payment of booth fee is required with your application (make check payable to the Tampa Audubon Society, Memo: Florida Birding and Nature Festival) Sign below and send to: Tampa Audubon Society, P.O. Box 320025, Tampa, FL 33679

Booths are reserved on a first come, first served basis. No refunds will be given for cancellations.

Waiver:

The undersigned, in consideration of participation in this event, agrees to indemnify and hold harmless the Tampa Audubon Society acting as financial sponsor of the Florida Birding and Nature Festival, Hillsborough County, FL, its officers, employees, and agents from any and all liability for any injury to person or property arising out of, or in any way connected with participation in this event, including any injury caused by the simple negligence of the Tampa Audubon Society acting as financial sponsor of the Florida Birding and Nature Festival, Hillsborough County, FL, its officers, employees, and/or agents. I have read the above and voluntarily sign this release and waiver of all liability and indemnify agreement. As a vendor or exhibitor at the Florida Birding and Nature Festival, I understand the above regulations and agree to comply with them. The Florida Birding and Nature Festival reserves the right to deny any requests for any reason. Space request and booth assignments will be made by the Florida Birding and Nature Festival. Vendors/exhibitors will be responsible for set up and clean up of booths.

I/We have read the Florida Birding and Nature Festival Rules and Regulations. I/We agree to comply with all rules and regulations.

Signature: _____ **Date:** _____