



Dear Potential Exhibitor,

I am pleased to invite you to exhibit and/or sell your wares at the Florida Birding and Nature Festival 2018. Our dates this year are Friday and Saturday, October 12 and 13. 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 are at a new location this year, the Hillsborough Community College Brandon Campus. This is just west of I-75, between the ML King/Rt 574 and Brandon Blvd/Rt 60 exits. The Expo this year will be in a large ground floor conference room, and in the parking lots in front of the building. The seminars will be held in classrooms on the second floor of the conference center.

Our scheduling of field trips, seminars and speakers is well underway. We have some booths reserved already, and indoor space is limited. I'm hoping that you will be able to join us, so please reserve soon.

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 813-767-5863, or our Administrative Assistant Andee Richards, at info@fbnfestival.org or 813-764-0115

Sincerely,

A handwritten signature in blue ink that reads "Mary Keith".

Mary Keith

Tampa Audubon Society, President

www.tampaaudubon.org

Florida Birding and Nature Festival www.fbnfestival.org



Vendor and Nonprofit Agency Exhibitors General Exposition Information

New Location: HCC Brandon Campus, 10451 Nancy Watkins Dr, Tampa, 33619

Exposition Areas – Spaces are limited. Please reserve early to get your choice.

- Indoor spaces will be in a large conference room on the first floor with access through the lobby to the outdoors. The event registration table will be in the lobby. Restrooms are off the lobby.
- 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 the paved parking lot at the entrance to the building. No power is available, and there is not much shade in the parking area. Unfortunately we are not able to provide tents, so you will need to bring your own.

Exposition Hours

Inside:

Set-up: 8:00 am – 9:00 am October 12, 2018

Breakdown: 4:00 pm – 5:00 pm, October 13, 2018

Outside:

Set-up: 8:00 am – 9:00 am October 12 and 13, 2018

Breakdown: 4:00 pm – 5:00 pm, October 12 and 13, 2018

Outside vendors must set up and breakdown Friday evening after 5 pm and before 7 pm.

All materials and displays must be removed by 7 pm Saturday. There is no Expo 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. There is campus security, but they cannot guarantee safety of materials left outside. Materials can be moved into the conference center for safe storage Friday evening.

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, or Andee Richards, info@fbnfestival.org or 813-764-0115



Florida Birding and Nature Festival 2018 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 - ALL BOOTHS ARE FIRST COME, FIRST ASSIGNED BASIS	Cost	Reserve
Outdoor Space, MUST BRING YOUR OWN TENT! , paved, no electrical, must breakdown and set up each day.	\$35	
Indoor Space, with electrical outlet, limited number	\$115	
Indoor Space, no electrical	\$70	
Non-profit with NO SALES , indoor, no electrical	\$25	

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: NO REFUNDS FOR NO-SHOWS OR CANCELLATION.

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

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:** _____