



**MAKE A
DIFFERENCE DAY**
NATIONAL DAY OF DOING GOOD

Lehigh Acres Makes A Difference Celebration

Saturday, October 26, 2013 / 3:00 – 8:00 pm

Veterans Park / 55 Homestead Road South

Lehigh Acres, Florida 33936

Tel. 239.477-1485



No.#

Company _____ Date _____

Contact name _____ Phone _____

Address _____ Fax _____

City _____ State _____ Zip _____

Cell _____ E-mail _____

Please provide a brief description of your company's products or services or how you want your company listed:

Company's website _____ In business since _____

Full Vendor Booth Includes:

- 10'x10' Ft. Tent
- 6' Ft Table & 2 Chairs

REGISTRATION RATES

**REGISTER EARLY
AND SAVE!**

Updated 6/14/2013

Early Bird Registration

General Registration

by Friday, September 11, 2013 Up to October 13, 2013

Full Booth Vendors (10'x10')

	<u>Single</u>	<u>Double</u>	<u>Single</u>	<u>Double</u>	
ρ Vendor	\$10.00	\$20.00	\$30.00	\$40.00	\$ _____
Non Profits	\$5.00	\$10.00	\$20	\$30.00	\$ _____

Space Only Vendors:(10'X10' Space / NO Tent, Table or Chairs Provided)

ρ Vendor	\$0.00				\$ _____
ρ Non-Profits	\$0.00				

Additional services ordered: Please circle one

	<u>Yes</u>	<u>No</u>	
Electric hook-up (110V)			
Additional tables (6' ft table)	\$15.00 (per table)	\$25.00 (per table)	\$ _____

Final total amount due \$

Payment choices: (Cash, Cashier's Check, Money order)

Signature X _____ **Date** _____

Payments through (Cashier's, Business Check, or Money Orders) should be made payable to:

Lehigh Acres Community Initiative

1301 Homestead Rd.

Lehigh Acres, Florida 33936

Memo: Make A Difference Day – Oct 26, 2013

EXHIBITOR REGISTRATION AND AGREEMENT

TERMS AND CONDITIONS

All Vendors need to read and make sure they fully understand and agree to the following terms and conditions before signing below:

DEFINITIONS OF CERTAIN TERMS

To simplify this agreement, the following definitions will apply. It is understood that throughout this Registration Form **Exhibitor or vendor** means any firm, person, company, corporation, institution or committee who has applied for and who has registered as a vendor or who has been assigned space in the named Event, or any agent, representative or employee of the Exhibitor. **Lehigh Acres Community Initiative** or **Event Coordinator** means **Lehigh Acres Community Initiative, Inc.** The words, **Exhibition, Event and Show**, refer and mean **Lehigh Acres Community Initiative**. **Event location** and **Event Venue** refer to **Veterans Park** (located at 55 Homestead Road South, Lehigh Acres, Florida 33936) for the **Lehigh Acres Community Initiative** and any property owned by Lee County.

1. SPACE ASSIGNMENT

- a. In order to participate in the **Lehigh Acres Community Initiative**, registrants must complete the official Registration Form provided by the **Lehigh Acres Community Initiative**. Registrations will be processed in the order they are received. In the event that all table or booth spaces have been assigned or sold out, due to previously received registrations, neither party shall be under any further obligation or liability hereunder.
- b. **Lehigh Acres Community Initiative** reserves the right to grant or refuse any registration or admittance to the Fest for any reason to any vendor, exhibitor or sponsor. **Lehigh Acres Community Initiative** will do all it can to provide an Exhibitor the table or booth space applied for and in their preferred location as long as it consistent with the general arrangement of the Event. **Lehigh Acres Community Initiative** shall be entitled in its absolute discretion to vary the space and/or position even if already assigned.

2. PAYMENT FOR PARTICIPATION

- a. Cash, company check, Money order or Cashier's Check are the only acceptable forms of payment. All forms of payment are to be made payable to Lehigh Acres Community Initiative and submitted via electronic means or via mail to the address shown on this Registration Form. All payments for table or booth space will be in accordance with the terms and conditions as outlined in this Registration Form.
- b. **Payment for Exhibitor space MUST be made at the time of registration.** Exhibitor agrees that once they have submitted a Registration Form to Lehigh Acres Community Initiative, even without payment, unless transaction is cancelled within 3 Business days (as allowed by law) from the date registration was submitted, the Registration Form will be considered valid, legal and binding. Exhibitor will still be invoiced. Exhibitor agrees to pay the registration fee(s) or balance due in accordance with the terms and conditions specified in this Registration Form. If registration fee due or remaining balance is not paid at least 10 days prior to event, space can be reassigned and Exhibitor's deposit may be thereby forfeited.
- c. Prior to the Event date, all Exhibitors must have paid all fees related to their assigned space before they are allowed to set up. No Exhibitor will be permitted to set up on the Event date, if an unpaid balance is outstanding. If the unpaid balance is not paid by **Friday, October 18, 2013**, Exhibitor understands that they will forfeit their deposit and their table or booth space will be reassigned. Registration fees will be based on date of registration.
- d. **Lehigh Acres Community Initiative** reserves the right to refuse entry to the Event to any Exhibitor that has an unpaid outstanding balance due to Lehigh Acres Community Initiative for table or booth space assigned. The Exhibitor will forfeit their deposit(s) due to non-payment of balance by due date. If any legal action or other proceedings are taken to enforce this registration agreement and its Terms & Conditions, Lehigh Acres Community Initiative shall be entitled to recover court and attorneys' fees and other costs incurred due to any action or proceedings taken to collect unpaid balance.

3. CANCELLATION OF ASSIGNED SPACE BY LEHIGH ACRES COMMUNITY INITIATIVE

- a. **Lehigh Acres Community Initiative** reserves the right to cancel any assigned table or booth space for any reason at any time it deems necessary

4. POSTPONEMENT, CANCELLATION OR ABANDONMENT

- a. If the Event has to be postponed, cancelled or abandoned due to any cause outside the control of **Lehigh Acres Community Initiative**, which may include one or more of the following, but not limited to an act of war, an act of God (e.g., Hurricane, Tropical Storm, Flooding) or an act of terrorism, **Lehigh Acres Community Initiative** will not refund any Exhibitor fees to the Exhibitor.
- b. **Lehigh Acres Community Initiative** can give Exhibitor credit toward any future Lehigh Acres Community Initiative, Inc. events within one calendar year from the date of the cancelled Event. This will be at the absolute discretion of **Lehigh Acres Community Initiative**.

5. CANCELLATION BY EXHIBITOR

- a. Any Exhibitor who wishes to cancel their assigned table or booth space for a full refund MUST do it within 3 days of date of registration.

6. LIABILITY FOR LOSS, DAMAGE, ACCIDENT, ETC

- a. All Exhibitors participating at this Event do so at their own risk in every respect, and should do whatever is necessary to protect themselves from loss or damage, no matter how it is caused. All Exhibitors are liable for any injury or accident to themselves and others caused by any process or items inside or outside the Event Venue for which they, their representatives or employees are responsible.
- b. **Lehigh Acres Community Initiative nor Lee County Parks and Recreation** will not be held liable for such loss(es), injury(ies) or accident(s), and all Exhibitors shall keep **Lee County Parks and Recreation** indemnified with respect to losses or damages to property of **Veterans Park**, its employees, contractors or agents, other Exhibitors, their employees or agents and the general public. However caused, any Exhibitor responsible for damage or loss to property of **Veterans Park** and/or the Event Venue, is responsible for payment in full for such loss or damage.
- c. **Lehigh Acres Community Initiative nor Lee County Parks and recreation** will not be responsible for the malfunction and loss of equipment due to lightning, power outage, vandalism and/or terrorism.

7. EQUIPMENT AND GOODS USED AT LEHIGH ACRES COMMUNITY INITIATIVE & VETERAN'S PARK

- a. Extra booth fittings and exhibits must conform to the requirements of **Lehigh Acres Community Initiative**, management, the local Fire Department and any other authority under whose jurisdiction the Event Venue falls. **Lehigh Acres Community Initiative** reserves the right of final decision regarding any dispute arising from the unsuitability of any equipment, fittings and exhibits in accordance with the above-referenced authorities.
- b. All food vendor Tents **MUST** meet all Fire Retardant requirements to be erected at the Veteran's Park grounds. A Fire Extinguisher **MUST** also be placed within the Food Vendor booth.

8. DELIVERY, SET UP AND DISMANTLING OF BOOTHS, ETC.

- a. Exhibitors shall not deliver any goods or try to set up their tables or booths at the Event Venue before 12:00 pm on the day of the Event.
- b. Exhibitors must be set up by 2:00 pm on the day of the Event. Vendors who arrive late (after 3:00 pm) may be refused entry to the event due to safety issues.
- c. Upon finalization of the Event, ALL property belonging to Exhibitors, Vendors must be removed from the premises of the Event Venue no later than 10:00 pm on the day of the Event. Exhibitors will indemnify the **Lee County Board of Commissioners** and **Lehigh Acres Community Initiative**, it's assigns, affiliates, employees or volunteers for all costs incurred by Exhibitors with respect to such property being on the Event Venue site outside the declared hours.

9. PACKING AND STORAGE MATERIALS AND OBSTRUCTION OF AREAS

- a. Exhibitors are not to stack or store their boxes or other packing materials anywhere other than within their booth space or outside of the Event Venue at their own facilities. All packing materials must be removed from **Lehigh Acres Community Initiative** property no later than one hour prior to the opening of the event and may not be brought back into **Lehigh Acres Community Initiative** property prior to the closing of the event. **Lehigh Acres Community Initiative** will advise Exhibitors regarding any storage facility that may be available within the **Lehigh Acres Community Initiative**, if one is available. All packing boxes or materials must be accompanied by a label identifying the Exhibitor, including name, address and telephone number.
- b. Exhibitors are not to obstruct or cause an obstruction of driveways, gangways, hallways, lobby area or open areas with their goods or in any other manner. Any items found obstructing passageways and deemed potentially dangerous, posing a risk of injury, will be removed at the owner's expense.

10. REMOVAL OF VENDOR BOOTHS OR TABLES

Exhibitors **WILL NOT** be allowed to dismantle, breakdown or remove any part or all of their booth display prior to the closing of the Event. Exhibitors who breakdown and dismantle their booths prior to closing will be **penalized \$25.00** for breaking down early. Penalty for early dismantling or breakdown will be at the full discretion of **event staff**. Any exhibitor who dismantles and leaves early **WILL NOT** be invited back to the next Lehigh Acres Community Initiative, Inc. and it's affiliates events.

11. EXHIBITING AND MANNING VENDOR BOOTHS

- a. All Exhibitors must staff their tables or booths throughout the scheduled hours of the Event. If an Exhibitor has not arrived or set up one hour prior to opening time, **Lehigh Acres Community Initiative** may reassign said space to another Exhibitor. In this case, all payments made to **Lehigh Acres Community Initiative** will be forfeited.

12. POSTERS, BANNERS, SIGNS OR AISLE-WALKERS, ETC.

- a. Unless authorized and approved in writing by **Lehigh Acres Community Initiative**, Exhibitors are not allowed to place or distribute any advertising material inside or outside any part of the **Lehigh Acres Community Initiative** except within the table or booth space assigned by **Lehigh Acres Community Initiative**.

13. DAMAGE TO IRRIGATION SYSTEM, LAWN AREA AND OR BUILDING STRUCTURES

- a. Exhibitors are not allowed to cut, modify or damage any part of the **Lee County Board of County Commissioners** property, inside or outside, nor allowed to interfere with any barriers, nor shall any fitting or exhibit be in any way attached to any part of the Event Venue building structure.
- b. Exhibitor will assume responsibility for any and all damage caused by their employees, representatives, agents or themselves to any part of Event Venue. Exhibitors with tents with spikes, must first confer with **Lee County Parks and Recreation** staff to make sure no spikes hit the irrigation system. Veterans Park staff will be marking the grounds to indicate where the irrigation lines are located.

14. REPRODUCTION OF ANY PART OF EVENT OR SHOW

- a. Exhibitors and their representatives release and consent **Lehigh Acres Community Initiative** to take a photograph(s) and a video(s) of them, their booths, personnel and any other items related to the Event.
- b. Exhibitors agree that **Lehigh Acres Community Initiative** may take photograph(s) of the Exhibitor's booth space, exhibit, and exhibit personnel before, during and after the open hours of the Event, for any and all promotional use by **Lehigh Acres Community Initiative**.

15. ELECTRICAL SUPPLY, LIGHTING, ETC.

- a. Electric service is available, but it is limited to whatever is available. Telephone service is NOT available. Exhibitors must order electric service through **Lehigh Acres Community Initiative** or its representatives, employees or agents. Exhibitors must not tamper with or draw power from any electrical device other than that supplied to them by **Lee County Board of Commissioners** or its authorized agents.

16. SECURITY SERVICES AND RESPONSIBILITY FOR LOSSES

- a. It is the responsibility of the Exhibitor to protect their goods and services during the Event.

17. MODIFICATIONS OF FLOOR PLANS OR ASSIGNMENT OF TABLES OR BOOTHS

- a. **Event staff**, its officers, employees and authorized agents reserve the right to change booth locations and/or floor plans as needed, without notice.

18. VIOLATION OF TERMS & CONDITIONS

- a. All Exhibitors understand and agree that if they violate any of the foregoing terms and conditions or any other policies herein set forth by which they have agreed to abide by or any subsequent modifications thereof, **Lehigh Acres Community Initiative** may void the Agreement between itself and Exhibitor. **Lehigh Acres Community Initiative** will dismiss Exhibitor, their representative(s), employee(s), agent(s) and goods from the Event, without liability to **Lehigh Acres Community Initiative**, its employees, representatives or agents in any way whatsoever, nor shall such dismissal release the Exhibitor from any payments or obligations for which they may still be liable.

19. AMENDMENTS TO TERMS & CONDITIONS

- a. In order to protect the Event and its business endeavors, **Event Staff** reserves the right to alter, modify, amend, delete or add to any of the Terms and Conditions. **Event Staff** reserves the right to have the final decision on any issues, concerns or questions that may arise regarding any or all of the terms and conditions.

By signing below, the undersigned acknowledges and agrees to all of the above. This agreement shall be governed under the laws of the State of Florida. Please note: Page (1) MUST accompany page (4) of this agreement when submitted.

(____) Yes, please reserve my table or booth space at the Make A Difference Day Celebration, scheduled for **Saturday, October 26, 2013**, at the **Veterans Park in Lehigh Acres, Florida 33936**.

Exhibitor's Signature

Date

Lehigh Acres Community Initiative Representative

Date

Questions? Please call: 239.477.1485 or email info@lehighacrescommunityinitiative.com
visit www.LehighAcresCommunityInitiative.com

A Join Venture Event between: Lehigh Acres Community Initiative, Inc., & Lee County Parks and Recreation