

4th Annual

OSCEOLA WOMAN MAGAZINE

# HEAD 2 TOE Show

HEALTH | BEAUTY | HOME

## Exhibitor Agreement

### HERE'S WHAT THE EXHIBITOR PACKAGE GETS YOUR BUSINESS:

- 1- 6FT' Table (10'x10' booth) for you to display your products/services and 2 chairs
- 2 complimentary tickets for 2 table representatives to attend the show and receive access to all Woman's Show activities.
- Networking to hundreds of women in Osceola County.

### EXHIBITOR BOOTH PACKAGE PRICES

10 x 10 Inline.....	\$325.00
10 x 10 Back Wall Corner.....	\$375.00
10 X 10 Premium Corner.....	\$400.00
10 X 20 Double Space.....	\$650.00

Limited amount of booths available!

FIRST COME FIRST SERVE.

To reserve your Exhibitor Package please fax this reservation form and the terms and agreement form to 407-343-4314. We accept check, Master Card, and Visa. For questions, please call 407-891-9771 or visit [www.osceolawoman.com](http://www.osceolawoman.com)

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

Business Contact: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

SEPT.  
10TH

10 a.m. to 3 p.m.

OSCEOLA  
HERITAGE  
PARK

• [www.owmhead2toe.com](http://www.owmhead2toe.com) • 407.891.9771 •

4<sup>th</sup>  
Annual

OSCEOLA WOMAN MAGAZINE

HEAD 2 TOE  
HEALTH | BEAUTY | HOME Show

## Exhibit Space Terms & Conditions – 2016

### PAYMENT DEADLINE & CANCELLATION:

Exhibit space cost must be paid in full in accordance with the specified payment details. OWM Head 2 Toe Expo may cancel this Contract without refund to Exhibitor, upon failure of Exhibitor (i) to make payment required hereby, (ii) to abide by these Terms & Conditions and other rules and regulations as provided, or (iii) to claim its assigned Exhibit Space prior to the opening of the Expo. **Final payment (less deposit if applicable) will be due on August 1, 2016. If paying by credit card, your card on file will be billed without further notice. Checks are due no later than August 1, 2016 to confirm your booth space.**

Exhibitor specifically recognizes and agrees that OWM Head 2 Toe Expo will sustain losses in the event the Exhibitor fails to provide timely written notice of cancellation. In keeping with industry practice, the existence of such practice being hereby acknowledged by the Exhibitor, and because such losses cannot be precisely measured but include the costs associated with the inability to replace those canceling, advertising, credibility, redesigning of floor space, and the like, the Exhibitor agrees upon the following late cancellation assessment schedule as being in the nature of liquidated damages, which schedule is specifically designed to compensate OWM Head 2 Toe Expo for OWM Head 2 Toe Expo losses and not constitute a penalty, should the Exhibitor fail to provide timely written notice, by certified mail, of cancellation of all or any part of OWM Head 2 Toe Expo assigned booth space. All cancellations will be assessed a \$75 processing fee in addition to following schedule.

### CANCELLATION DURING THE PERIOD OF ASSESSMENT:

Prior to July 19, 2016 \$100 deposit retained; July 20, 2016 or there after full Booth cost retained Cancellations will be accepted only in accordance with the above schedule. Failure to make full payment of rental fee on exhibit space by July 19, 2016 on a Contract filed prior to, or on, that date will subject Exhibitor to Cancellation of Contract by OWM Head 2 Toe Expo, forfeiture of payments made and liability for balance due. If booth space is not occupied by 8:30 am on Saturday, September 10, 2016, OWM Head 2 Toe Expo shall have the right to use the space with no refund for the cancellation. Re-letting by OWM Head 2 Toe Expo of an Exhibitor's cancelled space shall not act to excuse Exhibitor from assessment. Exhibitors and OWM Head 2 Toe Expo shall have no further obligations to each other in the event of cancellation of the conference due to fire, strikes, governmental regulations, or causes which would prevent its scheduled opening or continuance. OWM Head 2 Toe Expo will determine if there is any basis for a refund of any portion of the exhibitor fees. In the event a refund is to be made, OWM Head 2 Toe Expo shall determine the equitable basis for such refund and its decision shall be final.

### SET-UP HOURS

Friday, Sept. 9, 2016 – 4pm – 6pm  
Saturday Sept 10, 2016 – 7:30am – 9:00 am  
*Set-up must be complete on  
Saturday Sept 10, 2016 – 9:00 am*

### EXHIBIT HOURS:

Saturday, Sept. 10, 2016 – 10am-3pm

### TEAR DOWN HOURS:

Saturday, Sept. 10, 2016 – 3-6pm

*\* Exhibitors may not tear down prior to 3pm or will be assessed a \$100 penalty charge. This charge will automatically be charged to their credit card on file.*

### LOAD-IN & PARKING:

Map will be provided via email. Parking for Exhibitors are directly behind the building.

**EXHIBITORS SHOW ADMITTANCE:**

Exhibitors and their booth staff are admitted to the OWM Head 2 Toe Expo only if they have their exhibitor's badge. If they do not have their badge, they must purchase a ticket for admittance to the Expo. In addition, if exhibitors or their staff bring friends or relatives, the exhibitor's badge will not admit additional friends, relatives or guests of any kind – it will only admit the OWM Head 2 Toe Expo Exhibitor or booth staff personnel who is wearing the badge. Exhibitor badges will be included in your check-in package that may be picked up during set up hours.

**ASSIGNED SPACE:**

Based off exhibitor's requests, OWM Head 2 Toe Expo makes every possible attempt to satisfy all exhibitors requests and place booths away from their competition. Booth assignments are made on a first come basis. Requests will be considered on an individual basis. Requests should be emailed to [info@osceolawoman.com](mailto:info@osceolawoman.com).

**PRODUCT REGULATIONS:**

To ensure we offer a diverse show that benefits our exhibitors and attendees, we attempt to limit the number of specific product categories and lines represented at the OWM Head 2 Toe Expo. Exhibitors are required to list the specific products and brands they will sell at the event on the online application. Unlisted products attempted to be sold at the event may not be sold without show management's consent. While we make every effort to limit the number of specific lines sold, we do not offer exclusivity and cannot be held liable for any duplications. A full list of exhibitors participating in the event are listed on the website for reference. Please contact us with any questions.

**DISPLAY REGULATIONS:**

Standard booth packages come with black 8 feet back walls, 3 feet side walls, 6 foot table and 2 chairs, unless upgrades have been paid for.

Booth includes uniform ID signs and a wastebasket, provided without charge. Booth flooring is concrete. Exhibitor will provide all other furnishings, equipment, facilities, flooring, etc., at their own expense and responsibility.

*NOTE: We have supplied "Tips for a Successful Show" that includes display tips & recommendations.*

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| <ol style="list-style-type: none"> <li>1. Standard booth backgrounds are 8 feet in height and side rails are 3 feet in height. No exhibit or display item in a standard booth may exceed 8 feet in overall height without show management consent. In any portion of the booth beyond 5 feet from the rear background of the booth, all parts of the exhibit shall not exceed the height of 4 feet. Exhibits not conforming to these specifications or which in design, operation, or otherwise, are objectionable in the opinion of the management will be prohibited.</li> <li>2. All demonstrations and exhibits must be confined to the exhibit booths. Exhibitors may not occupy aisles outside of their assigned booth space or stand at the entrance to distribute any material. All exhibited equipment or materials of any kind may not be displayed or advertised in any area (other than the assigned booth space). Specifically, equipment or materials may not be</li> </ol> | <ol style="list-style-type: none"> <li>displayed or advertised in the parking areas of any facility where Expo activities are taking place. Exhibitors are also strictly prohibited from soliciting other exhibitors during set up, show hours or tear down.</li> <li>3. No exhibitor shall assign, sublet, or share the whole or any part of the booth space.</li> <li>4. No audio or visual electronic or other electrical devices may be used that might prove objectionable to attendees or other exhibitors because of noise, odor or other annoyance. OWM Head 2 Toe Expo reserves the right to determine at what point any audio or visual electronic or electrical devices become objectionable and otherwise interferes with others and must be discontinued. Contact our office with any questions prior to the show. 407.897.9771</li> <li>5. Any special illumination must be indirect and completely shielded so as to eliminate glare and interference</li> </ol> | <ol style="list-style-type: none"> <li>with other exhibitors and guests.</li> <li>6. No helium balloons may be used as decoration, or inflated to distribute to attendees or guests by exhibitors, unless approved by the OWM Head 2 Toe Expo. A fee of \$150 per balloon will be assessed for any helium balloons that are released and require facility assisting in removal. Objects (including such items as flags, banners, poles, etc.) may extend no higher than the 8 feet height of the drape backdrop of the exhibit booth, except with the written permission of OWM Head 2 Toe Expo show management.</li> <li>7. Hanging of Signs: Hanging signs are allowed in booths which are greater than 10 feet in depth and occupy 400 square feet or more. The length of a hanging sign may not exceed 50% of the corresponding dimension of the exhibit space. Signs may be no taller than 4 feet in height, must hang at or below 20 feet (measured from floor to top of sign, and the sign's bottom must not hang lower than 2 feet above the</li> </ol> |
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top of other structures in the booth. Signs must be set back at least 25% of the booth's dimension from the corresponding side line. (i.e., a 20'x40' booth may have a sign that is up to 10'x20'x4' in dimension, which must be set back into the booth by 5 feet from the 20 foot side lines, and 10 feet from the 40 foot side lines.) All hanging signage must be approved by OWM Head 2 Toe Management.

8. No flammable fluids, substances, or materials of such nature, including decorative materials, may be used in any booth. No hazardous displays or demonstrations will be permitted and no hazardous materials will be permitted in the exhibit.
9. All materials used in the construction and decoration of the exhibit including curtains, drapes, and decorations must be constructed of flameproof

material, or treated with an approved flame proofing solution. The use of open flames, such as lanterns and candles, is prohibited.

10. Additional Policies & Procedures required by Osceola Heritage Park are included for Exhibitor's review.
11. OWM Head 2 Toe Expo reserves the right to require modification to or removal of questionable exhibits.

## SUPPLIERS

### ARRANGEMENT OF THE EXHIBITS:

In the event of conflicts regarding space requests, or conditions beyond its control, OWM Head 2 Toe Expo reserves the right to revise the floor plan, including the relocation of any and all previously assigned booths. The exhibit space diagram shows the floor arrangement of space. Dimensions and location of each booth are believed to be accurate but only warranted to be approximate.

### FOOD:

No food or beverage may be served/handed out during the Expo without compliance with the Osceola Heritage Park Convention Center guidelines. Bottled water is not allowed to be distributed. Please refer to the guidelines.

### OPERATION RESTRICTIONS:

1. Exhibitors must confine their activities to their contracted space. Be courteous to your neighbor!
2. Exhibitors may not use projection devices to project marketing text, images or other content onto walls or other surfaces outside of their booth.
3. Exhibitors will not be permitted to use strolling entertainment or to distribute marketing material, samples or souvenirs except from their own booth.
4. OWM Head 2 Toe Expo reserves the right to withhold or withdraw permission to distribute gifts, souvenirs, advertising, giveaways, or other materials considered offensive.
5. Exhibitors who use costumed models or mannequins must ensure that their manner of appearance and dress is such as to not offend even the most critical.
6. Exhibitors must comply with all safety provisions as required by the Facility and Fire Marshall.
7. The laws of the State of Florida shall govern the construction, interpretation and enforcement of this agreement.
8. No exhibitor may offer or distribute any publication or other material created through the offering of the sale of advertising to exhibitors or other public works related organizations not in attendance at the exhibition or tradeshow, with the express intent that such publication or material would be distributed or be made available at OWM Head 2 Toe Expo tradeshow.
9. OWM Head 2 Toe Expo shall have the right to determine and specify what vendors will be permitted to provide services and products to the exhibitors at its exhibitions and tradeshow. No exhibitor shall have the right to hand out any information that purports to be, or can in any way be construed as being related to the OWM Head 2 Toe Expo or that provides a product or service to any other exhibitor, without first obtaining OWM Head 2 Toe Expo's written permission.
10. Any firm or organization NOT officially assigned space in the exposition will NOT be permitted to engage in any activities within the exhibit area.

### CARE OF BUILDING AND EQUIPMENT:

Exhibitors and their agents shall not injure or deface the walls, floors or any part of the exhibit building or any booth materials and equipment of another exhibitor, contractor, Show Management, or OWM Head 2 Toe Expo. When such damage appears, the exhibitor causing such damage is liable to the owner of the property so damaged. The distribution of peel-off labels or decals is prohibited. Tape may not be used to adhere signs to any of the building's walls, pillars, or floors.

**INSTALLATION AND DISMANTLING REGULATIONS:**

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| <p>1. All displays must be completely installed by 8:30 am on Saturday, September 10, 2016.</p> <p>2. Noisy or unsightly work in any exhibitor's booth area after the above deadline and/or during open show hours is prohibited.</p> <p>3. Exhibitor goods/materials received after the exposition opening on Saturday, September 10, 2016 must be delivered to the exhibitor entrance at the east side of building. No ex-</p> | <p>hibitor's will be allowed to enter for set-up through the front entrance. Delivery during official exhibit hours is prohibited.</p> <p>4. Goods and materials used in any display (except bona fide samples) may not be removed from the exhibit hall until the exposition has been officially closed unless approved by OWM Head 2 Toe Management.</p> <p>5. The deadline for removal of all materials from the exhibit hall will be</p> | <p>enforced. It is the sole responsibility of each exhibitor to have materials packed and exit the building by 6:00 pm, September 10, 2016.</p> <p>6. Show Management reserves the right, with no liability whatsoever for damage, spoilage or loss, to dismantle, dispose of, store or clear from the premises any display materials, goods, property or merchandise of an exhibitor who fails to comply with the removal requirements and to order such work to be done at the sole expense of the exhibitor.</p> |
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**TRASH:**

Exhibitors are responsible for their own trash.

**AMERICAN WITH DISABILITIES ACT:**

Disability Provisions: Exhibitor represents and warrants (a) that its exhibit will be accessible to the full extent required by law, (b) that its exhibit will comply with the Americans with Disabilities Act ("ADA") including, but not limited to: 36" pathways, ramp capabilities for raised or lowered flooring, and installation of tightly woven carpeting less than 1/2" thick to facilitate wheelchair movement and (c) that it shall indemnify and hold Show Management and Exposition Management harmless from and against any and all claims and expenses, including attorney's fees and litigation expenses, that may be incurred by or asserted against Show Management and Exposition Management, its officers, directors, agents or staff on the basis of the exhibitors breach of this paragraph or noncompliance with any of the provisions of the ADA.

**PRODUCTS & SERVICES TO BE EXHIBITED:**

Products and services to be exhibited must meet the standards of generally accepted public works practices and professionalism. In the event of disagreement, OWM Head 2 Toe Expo management's decision shall be final. Any equipment or item that requires a forklift or other motorized vehicle to move it into the booth space must be specifically pre-approved by and arranged through OWM Head 2 Toe management. Exhibitors not in compliance will be required to remove the equipment or item in question.

**SALES TAX:**

Exhibitors are responsible for their own Sales Tax.

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*I have read and understood the above terms & conditions.*

Signature of

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

Credit Card Information: Visa / Master Card

Credit card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Authorized signature for any charges accrued during Head 2 Toe Show 2016. (please sign below)

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