

# 23<sup>rd</sup> Annual Space Coast Birding & Wildlife Festival: January 22–27, 2020

Eastern Florida State College, Titusville Campus - 1311 North Highway U.S. 1, Titusville, Florida 32796

## Exhibitor Registration Form

**EXHIBIT REGISTRATION CONTACT:** Barb.Eager or Kathy.Rooney @brevardnaturealliance.org

### BUSINESS / ORGANIZATION INFORMATION

Email your Exhibitor Registration form OR mail the form with a check made payable to BNA/SCBWF, P.O. Box 1972, Cape Canaveral, FL 32920. If you choose to email your Exhibitor Registration form, you will be contacted for your credit card payment information.

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Person(s) Attending: \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Country/Nation: \_\_\_\_\_ Telephone/Cell: \_\_\_\_\_

Website: \_\_\_\_\_ Must indicate and provide either Tax Exempt # OR Sales Tax # below:

Tax Exempt #: \_\_\_\_\_ Sales Tax #: \_\_\_\_\_

How did you learn about SCBWF? \_\_\_\_\_

What will you donate to the Silent Auction? \_\_\_\_\_

Are you a Speaker / Field Trip Leader? Yes \_\_\_\_\_ No \_\_\_\_\_ Are you a Sponsor? Yes \_\_\_\_\_ No \_\_\_\_\_ Sponsor Level: \_\_\_\_\_

Are you a First-Time Exhibitor with us? Yes \_\_\_\_\_ No \_\_\_\_\_ If you are a returning exhibitor, do you have a booth number request? \_\_\_\_\_

Will you need a Backdrop/Wall? Yes \_\_\_\_\_ No \_\_\_\_\_ Will you need a Booth Sitter? Yes \_\_\_\_\_ No \_\_\_\_\_

### BOOTH / EQUIPMENT INFORMATION

Sponsorship Amount \_\_\_\_\_ Sponsorship Level \_\_\_\_\_

Exhibit Booths: (enter quantity) \_\_\_\_\_ \$600 = 10'x10'; with electric (See below for a complete description)

Additional Tables: (enter quantity) \_\_\_\_\_ \$30 each Table Additional Chairs: (enter quantity) \_\_\_\_\_ \$5 each Chair

**Total Amount Due:** (includes sponsorship, booths, tables and chairs) \$ \_\_\_\_\_

### PAYMENT INFORMATION - No Debit Cards

Check Number: # \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_ Mail check to: BNA/SCBWF P.O. Box 1972, Cape Canaveral, FL 32920

Credit Card Type:         Cardholder Name: \_\_\_\_\_

Credit Card Number: # \_\_\_\_\_ Expiration Date: (mm/yyyy) \_\_\_\_\_

CVC Security Number: # \_\_\_\_\_ Pin Code (required for Corporate Cards): # \_\_\_\_\_

### ADDITIONAL EXHIBITOR INFORMATION

– Exhibit Center Booths are configured to be approximately 10'x10'. The booths are supplied with electric, 8' back drapes, 3' side rail drapes, one 6' draped table, 2 folding chairs, trash can and two Festival Registrations. **In order to be considerate of the visibility for your neighboring exhibitors tent structures are not allowed.**

– You are required to submit up-to-date Sales Tax or Tax Exempt Documentation to the SCBWF with your Exhibit Registration Payment. Booth assignments will not be made until this document is received.

– Please keep a copy of your registration after completing it. Booth assignment, payment confirmation, detailed policies/procedures for shipping/drayage and furniture rental information will be emailed to you approximately two (2) months prior to the event. If we do not have a booth available, you will be notified upon receipt of application.

– If you were an Exhibitor in 2019 and requested a specific booth, please register with your payment no later than August 15, 2019. Every attempt will be made to fill your request, but there is no guarantee. All other booth assignments will be made on a first-come-first-served basis.

– Booth reservation may be canceled in writing for a refund, less \$100.00 processing fee through October 31, 2019. No refunds after November 1, 2019.

Additional questions: [kathy.rooney@brevardnaturealliance.com](mailto:kathy.rooney@brevardnaturealliance.com)

**Be advised SCBWF Exhibit center layout, program and related contents/documents are subject to change**