

25th Space Coast Birding & Wildlife Festival: January 24-28, 2024

Radisson Resort at the Port - 8701 Astronaut Blvd., Cape Canaveral, FL 32920



Exhibitor Registration Form

EXHIBIT REGISTRATION CONTACT: kathy@scbwa.net

BUSINESS / ORGANIZATION INFORMATION

Email your Exhibitor Registration form OR mail the form with a check made payable to SCBWA, P.O. Box 956, Cape Canaveral, FL 32920. If you choose to email your Exhibitor Registration form, you will be contacted for your credit card payment information if not provided.

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? _____

Are you a First-Time Exhibitor with us? Yes _____ No _____ Are you a Sponsor? Yes _____ No _____ Sponsor Level: _____

Interested in Being a Speaker? Yes _____ No _____ Interested in Being a Field Trip Leader? Yes _____ No _____

Will you need a Back Wall? Yes _____ No _____ Will you need a Booth Sitter? Yes _____ No _____

BOOTH / SPONSORSHIP INFORMATION

Sponsorship Amount _____ Sponsorship Level _____

Exhibit Booths: (enter quantity) _____ \$600 = **8'x8'**, 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: SCBWA P.O. Box 956, 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

- Expo Center Booths are configured to be approximately **8'x8'**. The booths are supplied with electric, 8' back drapes, 3' side rail drapes, one 6' 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 SCBWA with your Exhibit Registration Payment. Booth assignments will NOT be made until payment is received and any applicable tax exempt documentation is received.**

- Please keep a copy of your registration after completing it. Booth assignment, payment confirmation, detailed policies/procedures for shipping/dragage 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 and an opportunity to be wait listed.

- If you are a previous exhibitor, please register with your payment no later than August 10, 2023. After this date booths will become available on a first-come-first-served basis.

- Booth reservation may be canceled in writing for a refund, less \$200.00 processing fee through October 15, 2023. No refunds after October 15, 2023.

Additional questions, email: kathy@scbwa.net

DATE: _____

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