

Exhibitor/Sponsor Registration Form

26th Space Coast Birding & Wildlife Festival: January 22-26, 2025

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

Mailing Address: Space Coast Birding and Wildlife Association (SCBWA), P.O. Box 74 Mims, FL 32754.

Contact director@scbwa.net to pledge a sponsor level (See Sponsor Levels sheet) or to request exhibitor space (\$600).

We will email you an invoice through Quickbooks with payment options, including check, credit card, Zelle or wire.

Non-profit organizations may email to request information on discounted rates (space available basis).

BUSINESS / ORGANIZATION INFORMATION

Business/Organization Name: _____ Date: _____

Contact Name: _____ Email: _____

Person(s) Attending: _____

Mailing Address: _____ City: _____ State and Zip Code: _____

Country/Nation: _____ Telephone/Cell: _____

Tax ID#: _____ If you plan to sell merchandise, please provide a copy of your resale certificate. It is the Exhibitor's responsibility to collect and submit applicable sales and use taxes for any products or services sold by your organization during the SCBWF. Are you a 501(c)(3) non-profit organization? _____ (If yes, provide a copy of your IRS determination letter and tax exempt certificate).

Are you a First-Time Exhibitor with this festival? Yes ___ No ___

How did you learn about the Space Coast Birding & Wildlife Festival (SCBWF)? _____

Are you a Sponsor? Yes ___ No ___ Sponsor Level: _____ Thank you!

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 \$ _____

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)

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, small trash can and two Festival Registrations. In order to be considerate of the visibility for your neighboring exhibitors, tent structures are not allowed.

* **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/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 and you will have an opportunity to be waitlisted.

- If you are a previous exhibitor, please register with your payment no later than **August 1, 2024**. 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 a \$200.00 processing fee, through October 15, 2024.
No refunds after October 15, 2024.

Additional questions, email: director@scbwa.net.

Be advised: the SCBWF Expo Center layout, program and related contents/documents are subject to change.