



Exhibitor Application

Saturday, October 20, 2018

8:00 AM to 3:45 PM

Bishop McLaughlin High School
13651 Hays Road, Spring Hill, FL 34610

Business Name: _____

Contact Person: _____

Name of Person Attending the event: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Daytime Phone: _____ Fax: _____

E-mail Address: _____

Description of business or services offered for use in the Conference Program (Must be no more than 300 words. The Coalition reserves the right to edit all descriptions as needed):

Do you require electricity: Yes No

Event Fees:

For Profit Agency/Organization/Business Table (one 8' table included)

 If paid by Friday, August 17th: \$150 + 1 Door Prize

 If paid by Friday, September 21st: \$250 + 1 Door Prize

 If paid by Friday, October 5th: \$350 + 1 Door Prize

Non-Profit Organization Table (1 Door Prize) (one 8' table included)



Logistics and Requirements:

Exhibitor applications, logo and payment (if required) are due by **Friday, September 7, 2018**. Please email your organization's logo **in vector format** to: m.hayes@phelc.org for use in the Conference Program.

The Early Learning Coalition reserves the right to refuse admittance to any exhibitor whose product/work is deemed offensive or of questionable taste.

Each exhibitor will be responsible for providing their own set up materials, chairs and extension cords if needed. The Coalition will provide one 8' table.

Each exhibitor is responsible for his/her own display in the **8x8 space provided**, and must be set up **4pm to 6 PM Friday, October 19th**. All exhibitors must be pre-registered, no exceptions.

SET-UP: Rules and set-up logistics will be sent with an exhibitor confirmation package approximately one week prior to the event.

BREAK DOWN AND CLEAN UP: Exhibitors are required to break down their booths AFTER the close of the event. Clean up of booths and surrounding areas is the responsibility of each exhibitor.

GENERAL RELEASE: (Must sign and return with each application)

I (print name), _____ agree to the rules stated in this agreement between myself and the EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC. I also agree to indemnify, defend, and hold harmless the EARLY LEARNING COALITION, any and all sponsors/exhibitors, and all members or agents from all claims, injuries, damages, or actions caused or suffered by the exhibitor. I also agree to save and hold harmless the EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC., any and all sponsors /exhibitors and any and all member or agents, for the damage of or loss of personal property and or effects of the sponsor /exhibitor that may have been stored, used or sold during the activity in which the sponsor /exhibitor was participating.

APPLICANT'S SIGNATURE: _____ DATE: _____

Make checks payable to:

Early Learning Coalition of Pasco and Hernando Counties

Mail application and check (if applicable) for event fees to:

Early Learning Coalition of Pasco and Hernando Counties, Inc.

Attention: Melissa Hayes
15506 County Line Road
Spring Hill, FL 34610

Email Questions to:

Melissa Hayes at: m.hayes@phelc.org

Exhibitor Applications must be received no later than Friday, September 7th.

Selection of exhibitors is at the sole discretion of the Early Learning Coalition of Pasco and Hernando Counties, Inc. Confirmed exhibitors will be notified by email.

