

# 2023 Florida AgTech and AI Expo

## Exhibitor Terms and Conditions

### Showcase location, dates and hours

Charlotte Harbor Event & Convention Center  
75 Taylor Street  
Punta Gorda, FL 33950

Wednesday, December 13, 2023	9:00 am – 5:00 pm	Installation of Exhibits
Thursday, December 14, 2023	8:00 am – 5:00 pm	Event
Thursday, December 14, 2023	5:00 pm – 8:00 pm	Dismantling of Exhibits

### General Rules

The Gulf Citrus Growers Association, Inc. is referenced as the Event Management listed in these terms and conditions.

All attendees including exhibitors, sponsors, volunteers, speakers will comply with the following. Prohibited items include: alcoholic beverages, use or possession of illegal or controlled substances of any kind, concealed weapons, glass containers, large/oversized bags, back packs, duffle bags, laser pointers, outside food and drink, video/audio recording devices, abusive language, threats, assault, vandalism and theft. All the above items will result in immediate removal from the premises and prosecution if appropriate.

The Charlotte Harbor Event & Convention Center is designated as a smoke-free facility.

### Contract

Exhibitors are required to complete and execute a contract and submit with payment to secure space.

### Liability/Indemnity Insurance Requirements

Exhibitors will not hold the Charlotte County Harbor Event and Conference Center, ASM Global, Gulf Citrus Growers Association and UF/IFAS for any loss or damages before, during and after the Florida AgTech and AI Expo.

### Booth Guidelines

Exhibitors will be assigned a specific booth location. Installation and dismantling will take place in the booth assigned to each exhibitor. Pipe and drape that is installed by the Charlotte Harbor Event & Convention Center is not to be moved or dismantled by exhibitor. Booth space will include: 10x10 booth, 1 – 8ft table and 2 chairs; 10x20 booth, 2 – 8ft tables and 4 chairs; 20x20 booth, 4 – 8ft tables and 8 chairs; 20x40 booth, 8 – 8ft tables and 16 chairs.

For safety and building structure reasons drones, unmanned aircraft systems (UAS), unmanned aircraft (UF), remotely operated aircraft (ROA), unmanned aerial vehicles (UAV), and other similar devices, including radio operated blimp, **are not permitted to be flown inside** the Charlotte Harbor Event & Conference Center.

House lighting, ventilation, heat or air conditioning will be provided during event. Energy conservation and minimal light and comfort levels will be maintained during installation and dismantling exhibits.

**Equipment**

If an exhibitor is displaying equipment including, but not limited to, tractors, sprayers, trailers, and trucks must list equipment to display on the Exhibitor Application and Agreement form. Move in times for all equipment will be scheduled by Event Management and will be brought through the loading dock only. Only equipment that is on Exhibitor Application and Agreement form will be allowed on the show floor.

**Installation of Exhibits**

Wi-Fi is offered throughout the building.

Any items arriving via delivery on the day of installation will be directed to Event Management. Deliveries before the day of installation is not allowed.

During installation of exhibits, all attendees will comply with the following.

No drinking of alcoholic beverages, use or possession of illegal or controlled substances of any kind is prohibited, No speeding or reckless use of vehicles or equipment is permitted, no gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporary in the building,

Installation of exhibits must take place through the loading bays only, not through public entrances. Carts to bring items into the building are not supplied. It is recommended that exhibitors bring their own wheeled equipment to help with installation.

Cases, crates, boxes, etc. must be stored offsite or kept in your designated booth area.

**Dismantling of exhibits**

Dismantling of exhibits will take place on December 14, 2023 from 5:00 pm – 8:00 pm.

Dismantling of exhibits must take place through the loading bays only, not through public entrances. Carts to bring items into the building are not supplied. It is recommended that exhibitors bring their own wheeled equipment to help with dismantling.

Any debris, items or materials left in your booth will be removed by Event Management or ASM Global at the Exhibitor's cost and at no liability or expense to Event Management or ASM Global.

**Exhibitor Payment**

Payment is due with the executed contract to reserve your space. Your booth will not be reserved until payment is received. Types of payment include check or credit card. Checks are to be made payable to: Gulf Citrus Growers Association, 11741 Palm Beach Blvd, Ste 202, Ft. Myers, FL 33905. There will be a 3.5% charge for credit card payments.

**Cancellation of event**

In the event the expo is cancelled, for any reason, a refund in the amount agreed upon on the Exhibitors Application and Agreement form will be returned to the exhibitor by Event Management.

**Cancellation by exhibitor**

Cancellation requests must be received via email, [bernie.rashford@gulfcitrus.org](mailto:bernie.rashford@gulfcitrus.org) . Payment for exhibit space is nonrefundable unless the expo has been cancelled by Event Management.

**Parking**

Parking is an open air surface lot and is on a first-come, first-served basis. Spaces are not guaranteed. Additional parking is located within walking distance from event center.

Parking in the employee parking area is prohibited. All unauthorized vehicles will be removed at owner's expense.

No parking in fire lanes, loading dock areas or any other location posted "no parking". All unauthorized vehicles will be removed at owner's expense.

**Photo Policy**

Photographs taken at the Charlotte Harbor Event & Convention Center during events may be used in presentations, on display boards, flyers, brochures and other promotional material.

**Exhibit, Sponsor, Emergency Contact information**

Exhibitors, exhibitor representatives and sponsors must properly register and will be provided with a name badge and lunch ticket(s). Exhibitors must provide emergency contact information (direct e-mail address and cell phone number) to Event Management. This will allow Event Management to contact exhibitor personnel in case of emergency circumstances that may arise.

**Management Rights**

Event Management reserves the right to amend the terms and conditions but will accept the terms and conditions that the exhibitor has agreed to with the exhibitor's executed application and agreement.

**Enforcement**

Violations of the Exhibitor Terms and Conditions on part of the exhibitor, its employees or agents shall constitute cause for the Event Manager to terminate this agreement, expel exhibitor from the expo with no reimbursement of fees paid and may bar involvement from future involvement in the Florida AgTech and AI Expo.