

## WF&FSA 2017 Table Top Rules and Regulations

1. **Assignment of Space:** Assignment of table top space will be made on a first-come, first-served basis by the WF&FSA office. Space is limited and will not be assigned until full payment is received in the WF&FSA office. If a table top request is received without payment it will not be considered, or placed in queue for assigning, until full payment is received. WF&FSA will make a reasonable effort to follow up with exhibitors who do not provide full payment at time of their table top request, but Exhibitors understand it is their sole responsibility to provide payment for requested Table Top space. Exhibitors are limited to two (2) table tops (a "double" table top). WF&FSA reserves the right of final decision and the right to amend floor plans to relocate exhibits as necessary.
2. **Payment for Space:** Total payment of the table top booth fees must be paid prior to the assignment of requested table top space and prior to the program date and cannot be processed without the individual Conference attendee registration form for at least one person responsible for attending the booth. In the event of withdrawal by August 18, 2017, all fees paid for exhibit space will be returned to the Exhibitor. Exhibitors who withdraw between August 19, 2017 and September 17, 2017 will be charged a cancellation fee of US\$700.00. Any withdrawal received after September 17, 2017 will not be refunded.

REGISTRANT TYPE	By 8/21/17	After 8/21/17
Member Single (5' x 10')	US \$2,000	US \$2,500
Member Double (10' x 10')	US \$4,000	US \$5,000
Non-Member Single (5' x 10')	US \$3,000	US \$3,500
Non-Member Double (10' x 10')	US \$6,000	US \$7,000

3. **Liability:** Neither WF&FSA nor its agents or representatives will be responsible for any injury, loss or damage that may occur to the Exhibitor or to the Exhibitor's employees or property from any cause whatsoever. Under no circumstances will WF&FSA be liable for lost profits or other incidental or consequential damages. WF&FSA shall not be liable for failure to perform its obligations under this contract as a result of strikes, riots, acts of God or any other cause beyond its control. The rights of WF&FSA under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of WF&FSA.
4. **Security and Insurance:** Exhibitor is solely responsible for its own materials and those wishing to insure their goods must do so at their own expense.
5. **Responsibility of the Exhibitors:** The Exhibitor is responsible for damage to hotel/convention center property. No signs or other articles may be attached to walls, doors, etc. in such a manner as to deface or damage them. Exhibitors must be self-contained within the table top areas assigned, and no chairs, furniture or exhibit materials are to be placed outside the booth area, or set up in such a manner as to block other booths or any fire exits.
6. **Table Top Areas & Displays:** Exhibitors will be provided with a 5' x 10' ("single") or 10' x 10' ("double") area and a booth identification sign. One 8'x 30" skirted table is available upon request. Exhibits are restricted to a maximum height of eight and a half feet (8.5') from the floor, or six feet (6') from the top of a provided table. Exhibitors may use their table top area to display company literature, signage, products, samples, prizes, giveaways or information that is not in violation of local fire or safety ordinances and that can fit within the confines of the table tops area, including space for exhibiting employees. Electrical services may be ordered by each exhibitor directly from the Hotel by completing an electrical request form. Exhibits may not contain any hazardous materials or equipment and may not produce noise levels that would be intrusive of other table top areas.
7. **Booth Staff:** Exhibit areas may be staffed by any number of company employees (one minimum required) who have each registered as paying attendees to the Floral Distribution Conference.

Exhibitors must limit the number of staff working the table top area at any one time, to avoid congestion in the exhibit hall aisles. No exhibit staff may block passage within the aisles or take space outside the designated table top area.

8. **Move-in, Move-out:** Exhibitors may move materials into their table top area once the Exhibit Hall has been set, due to be on Wednesday, October 18 by 8:00 AM. All exhibit materials must be removed from the exhibit area no later than 2:00 PM on Friday, October 20. Move-in, move-out time is subject to change and WF&FSA will make reasonable attempts to notify exhibitors prior to the Floral Distribution Conference of final times. Security will not be provided for move-in or move-out. Exhibitors understand they are fully responsible for their table top area and all materials at all times the table top exhibits are open. WF&FSA recommends you do not leave your table top area, items, or materials unattended during the move in, move out process.
9. **Shipping Service:** Exhibitors are encouraged to use the WF&FSA shipping partner for assistance with in-bound materials shipping. WF&FSA will not accept direct inbound shipments from exhibitors. The hotel will charge the exhibiting company per pound of their incoming and outgoing shipment. These charges are outside the control of WF&FSA and cannot and will not be accepted or paid by WF&FSA nor its agents. Shipping information, along with the Table Top registration confirmation form, will be provided to each registered exhibitor prior to the Floral Distribution Conference. No materials will be handled for packing or outbound shipping by any WF&FSA representative. All materials remaining in the exhibit area after the conclusion of the Table Top program will be considered trash, and will be disposed of appropriately.
10. **Agreement on Conditions:** Each Exhibitor, for him/herself and his/her employees, agrees to abide by these conditions and by subsequent amendments and additions thereto; it being understood and agreed that the sole control of the Table Top program and exhibit area rests with the Wholesale Florist & Florist Supplier Association.

PLEASE REFER ALL QUESTIONS CONCERNING THE EXHIBIT PROGRAM TO THE WF&FSA  
OFFICE 1-888-289-3372.

WF&FSA  
Wholesale Florist & Florist Supplier Association