

Exhibitor Information

The Children's Trust 11th Annual Family Expo
Saturday, September 9, 2017, 10 a.m. – 5 p.m.
Registration Dates: May 15 - June 16



Dates & Times:

Exhibitor Set-up: Friday, September 8, 10 a.m. – 6 p.m.

Expo Dates & Times: Saturday, September 9, 10 a.m. – 5 p.m.
All exhibitors booths must be show ready and staffed by 9 a.m.

Exhibitor Breakdown: Saturday, September 9, 6-8 p.m.

Location: Miami-Dade County Fair & Exposition, Arnold Hall & Fuchs Pavilion
10901 Coral Way (SW 24 Street), Miami, FL 33165
Tel. 305.223.7060

Booths: Each exhibitor will receive:

- ONE (1) 10'x10' booth with the following:
 - 3' high draped side rails
 - 1 six-foot skirted table, qty. 1
 - 2 chairs
 - 1 wastebasket
 - 1 booth identification sign (organization name and booth #)

Booth Numbers:

- Each exhibitor will be assigned a booth number that corresponds to the floor plan. Booth assignments are subject to change. You will be notified of your booth number at least one week prior to event date.

Booth Restrictions:

- Booths have 3' high draped side rails and depending on the location of the booth, some will also have a 3' high draped back rail. This means that most booths are not equipped to display banners, artwork or posters on the walls or draping, since they do not have a high enough support backdrop area.
- Exhibitor displays cannot exceed 5' in height. Large displays must be approved in advance by the Family Expo organizers.
- All displays taller than 5', physical activities, and arts & crafts planned for your booth must be pre-approved by The Children's Trust. Photos of proposed displays and activities must

be sent for approval upon registering. The Children's Trust reserves the right to approve or reject any display. This includes games with balls, jump rope activities, clowns, facepainters, finger-painting, etc.

- Animals are not permitted, unless pre-approved by The Children's Trust.
- Absolutely NO food demonstrations will be allowed.
- Due to restrictions placed by the facility, food giveaways are not allowed. This includes candy and beverages
- Balloons are not permitted.
- Access to electrical outlets is limited and must be requested in advance, upon registration ONLY. Please note that if you request electricity for your booth and it is not used during the event, your organization will be charged a \$25 fee by The Children's Trust. Please plan on bringing your own extension cord, since we will not be providing them for exhibitors. If you are planning on displaying a tall screen, please make sure to specify upon registration that you need a location by a wall. Electrical needs may include a computer, DVD player or TV sets or screens for presentations, which will need to be plugged in. The deadline for electrical outlet requests is June 16, 2017.
- There are strict fire codes that must be followed. Please do not change the layout of your booth. Any changes to booth layout will be changed back to the proposed position.

Set-up:

- Exhibitors can ONLY set up their booths on Friday, September 8, 2017, 10 a.m. – 6 p.m.
- Exhibitors are responsible for bringing their own materials, cases, boxes, cartons, additional signs, décor, audio visual, etc. and their own booth set-up.
- Bring your own tools and set-up supplies (i.e. tape, stapler, scissors, pens, pencils, paper, hammer, etc.).
- If you have your own cart, please do bring it. We will have a limited amount available.
- Advance shipping and storage is not allowed. The Miami-Dade County Fair & Exposition WILL NOT receive or hold packages for exhibitors prior to the event. Please make the appropriate arrangements. If you would like to messenger/courier materials on set-up day, someone from your organization must personally be on-site to accept the packages. The Children's Trust will not be responsible for your personal items, materials or booth décor left before, during and after the Family Expo.

Breakdown:

- Exhibitors that breakdown prior to 6pm on event date will not be able to participate in future Family Expos.

- Out of courtesy, we require that you not dismantle your booths in advance, since this disrupts traffic flow and the enjoyment of the event. Exhibitors that breakdown early will not be able to participate in future Family Expos.
- Exhibitor's booths must be staffed at all times during show hours. Exhibitors are not allowed to drop-off information and leave the booth without a representative being present. If your organization cannot commit to staffing your booth during the entire event, please do not register to participate. This will be strictly enforced. Exhibitors that leave their booths unmanned will not be allowed to participate in future Family Expos. We recommend staffing by shifts.

Badges & Parking Passes:

- Exhibitors will receive two (2) parking passes and four (4) exhibitor badges per organization.
- ID badges and parking passes are to be picked up on set-up day ONLY, Friday, September 8, between 10 a.m. and 6 p.m., and will be located on your booth's table
- Please make sure that everyone representing your organization at a booth has an ID badge at all times. Security will be checking during set-up and breakdown.
- Additional parking passes will not be distributed. All others must park in the general parking lots, which are free to the public.

Parking Information:

- **Set-up Day:** Exhibitors may park their vehicles in either the VIP Parking Lot located at Gate #4 (access through 112 Ave. & Coral Way) or at the exhibitor parking area on the South end of the Fuchs Pavilion (Gate #2 on 109 Ave. & Coral Way). Parking passes are not needed for set-up day.
- **Day-of Family Expo:** Exhibitors can park in either the VIP Parking Lot located at Gate #4 (access through 112 Ave. & Coral Way) or at the exhibitor parking area on the South end of the Fuchs Pavilion (Gate #2 on 109 Ave. & Coral Way).
- General public and exhibitors without parking passes will be able to park for free in two general parking areas on September 8. One is the Red Parking Lot (112 Ave. & Coral Way) located in front of the main gate and the other is on the South end of the Fuchs Pavilion (Gate #2 on 109 Ave. & Coral Way).

Additional Information:

- The event is free for exhibitors and open to the public.
- There will be two information booths. One near the entrance to Arnold Hall and another at the main entrance of the Fuchs Pavilion.

- There will be overnight security starting on set-up day and throughout the day of the Family Expo. Police officers will also be available during the event.
- There will be two main stages featuring diverse entertainment during the Family Expo, as well as other ongoing activities. The event will also feature popular children's characters, facepainters, clowns, balloon sculptors, book fair, martial arts corner, arts & crafts corner and much more.
- There will be food available for purchase at the event.
- Transportation will not be provided. Individuals and organizations are responsible for their own transportation to the Family Expo.

Expected Attendance: We anticipate approximately 15,000 visitors.

Directions: For directions visit, <http://bit.ly/MiamiDadeFairDirections>

Contacts: For additional information or questions, please e-mail expo@thechildrenstrust.org.

Please address any questions or concerns regarding your participation prior to the event.

PLEASE NOTE THAT CHILDREN SHOULD NOT BE LEFT UNATTENDED. THERE ARE THOUSANDS OF EVENT GOERS IN A CONTAINED ENVIRONMENT. PARENTS MUST MAKE SURE THAT AN ADULT ACCOMPANIES THEIR KIDS AT ALL TIMES.

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