

Trade Show Application and Contract

International Master Gardener Conference and Trade Show

Instructions to Applicants

1. Read the Rules & Regulations in this booklet.
2. Complete the Trade Show Application and Contract, sign it and return it with payment in accordance with the Rules and Regulations to the Office of Conferences and Institutes (OCI). If payment is not received, exhibit space will not be confirmed. Applications must be received by March 31, 2001, and will be accepted on a space available basis.

Booth Fee Information

Early **REDUCED** exhibit booth rental charge is **\$1,000** for each 8' deep x 10' wide space, **reserved and paid for by December 15, 2000**. After this date, the **REGULAR** fee of **\$1,250** applies.

First Booth Representative: *(All correspondence will be issued to this individual.)* Please **PRINT OR TYPE**.

Contact: _____

Title: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ FAX: _____

Email: _____

Web Site: _____

Second Booth Representative:

Contact: _____

Title: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ FAX: _____

Email: _____

Web Site: _____

Booth Selection

Please refer to the enclosed Trade Show Diagram and determine your choice of booth location in order of preference. Booths will be assigned first-come, first-served. Indicate your first six preferred booth numbers below.

Choice 1 _____ Choice 2 _____ Choice 3 _____

Choice 4 _____ Choice 5 _____ Choice 6 _____

If all of the above choices are taken, can we assign the best available booth space without advising you? Yes No

Door Prizes for Drawings

Check here if you wish to donate a door prize for drawings.

Description: _____

_____ Est. Value: \$ _____

Booth Sign

Please indicate how you would like your booth sign to read:

Example: ABC Flower Company
Magnolia, Alabama

Line 1 _____

Line 2 _____

Attendee Labels

Check here if you wish to order pre-registered attendee mailing labels at a cost of \$300 per set. Preferred Delivery Date: _____. If a date is not specified, labels will be shipped 45 days prior to the conference. Select label order:

Alpha by Last Name Zip Code Order

Final Agreement

I, the duly authorized representative of the above named company, on behalf of said company, subscribe and agree to all the terms, conditions, authorizations and covenants contained in the Trade Show Application and Contract and the Rules and Regulations. By submitting this Trade Show Application and Contract, we agree to pay OCI for said space in accordance with the terms and conditions outlined herein, and this constitutes a valid and binding contract between OCI and us.

Signature: _____ Date: _____

RESERVE A BOOTH IN ONE OF THREE EASY WAYS:

1) Pay by Credit Card and REGISTER ONLINE at:

www.ifas.ufl.edu/~conferweb/mg

2) Make check or money order payable to:

UFLEF (Univ. of FL Leadership & Education Foundation, Inc.)
(U.S. currency ONLY) Fed. ID: 59-3104978 (PROJECT #0102)

AND Mail this form with payment to: International Master Gardener, UF/IFAS, Office of Conferences & Institutes (OCI)

PO Box 110750, Gainesville, FL 32611-0750 (PH: 1-352-392-5930).

3) Pay by credit card and FAX this form to the Office of Conferences & Institutes (OCI) at 1-352-392-9734.

_____ Booths @ \$1,000/booth = \$ _____

(For applications & payments received BEFORE Dec. 15, 2000)

_____ Booths @ \$1,250/booth = \$ _____

(For applications & payments received AFTER Dec. 15, 2000)

_____ Label Sets @ \$300/set = \$ _____

TOTAL AMOUNT DUE: \$ _____

Charge my: VISA Master Card **(Note: No other cards accepted.)**

Credit Card #: _____

Name of cardholder: _____

Amount: \$ _____ Exp Date: _____

Signature: _____

CANCELLATION: *In the unfortunate event that your company must cancel its participation, a 50% refund will be returned if written notice is received by April 26, 2001. There will be no refunds after April 26, 2001.*

OFFICE USE ONLY Receipt #: _____ Check #: _____ Cash: _____

Date Received: _____ PO #: _____ Money Order: _____ Amount Received: _____