

Exhibitor Guidelines



Florida Natural Gas Association
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FNGA and the Operating and Marketing Committees as well as the Supplier Section have set forth the following guidelines and common courtesies that we expect all exhibitors to adhere to for maximum productivity and fairness to all our members and exhibitors:

1. Booths, six-foot tabletops, are on a first-come, first-serve basis. **You cannot hold booths for others that will arrive later.** Early Registration and set-up is Monday, September 20 from 3:00 – 8:00 p.m. Exhibitors can also set up Tuesday morning from 8:00 a.m. - 5:00 p.m. to be ready for the Supplier Reception that will take place in the Exhibit Hall at 6:30 p.m.
2. **The tabletop booths cannot be turned or moved in any other direction than how they are originally placed.** If you have a floor display, move the skirted table and place floor display facing the center isle along with all other displays and booths. This especially pertains to booths at the end of the isles.
3. **No early tear-down of the booths are allowed.** Tear-down of the booths are Wednesday evening from 4:30 p.m. – 5:30 p.m. In the past, many exhibitors have disassembled their booth early. This creates a problem for other exhibitor as well as our trade show coordination. **We ask that you respectfully keep your booth open until 4:30 p.m.** All exhibits must be packed and ready for shipment no later than 5:30 p.m. on Wednesday, September 22nd.

The trade show will open on Tuesday evening during the Supplier's Reception from 6:30-8:30 p.m. with the Breakfast and Lunch being served in the exhibit hall as well. Exhibit will open on Wednesday at 12:00 p.m. – 4:30 p.m. This is a 4 1/2 hour tradeshow featuring lunch inside the exhibit hall, interactive participation with the attendees through door prize give-a-ways and Get-To-Know-Your-Vendors activities.

Shipping Instructions

Please note that when shipping any material prior to your event, the following information must be on all packages to ensure receipt:

ATTENTION: Ms. Kim Barber, FNGA Meeting Planner
Contact Phone: 850-570-8558
c/o: **[[Your Name and Company Name goes here]]**
FNGA Conference & Trade Show
Group Arrival: Monday, September 20, 2010
1500 Masters Blvd
ChampionsGate, FL 33896
Number of Boxes: **[[You fill this in]]**

Packages may be delivered to the resort within 3 days of the date of the function. Packages or materials out of the norm with excessive weight must be approved for receipt by the resort prior to shipping. There will be a \$.60cent per lb/per box incoming and \$8.00 outgoing handling charge for all boxes processed by the resort's Shipping and Receiving department. Note FedEx and UPS do not provide Saturday/Sunday pickup or delivery services. A storage fee of \$5.00 per box per day will apply for any boxes received prior to 5 days for the first function. This storage

fee will also apply to each empty packing container stored during the function.