SOHO EXPO Exhibitor Kit

EXPO
Showing Others Healthy Options

Nov. 30 – Dec. 3, 2023

Proudly Produced By

SENPA
NATURAL INDUSTRY ALLIANCE

GAYLORD PALMS®
RESORT & CONVENTION CENTER
Kissimmee, Florida
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Visit **SOHOexpo.net** for more sponsorship opportunities

**Exhibitor Set-Up Times:**
- Friday, Dec. 1, 8am-7pm
- Saturday, Dec. 2, 7am-10am

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**Gaylord Palms® Resort & Convention Center**

Kissimmee, Florida

**Senpa**, National Industry Alliance

5946 Main Street, New Port Richey, FL 34652

T 727.846.0320  F 800.828.7250  www.SOHOexpo.net  info@SOHOexpo.net
The highest standards of safety and hygiene will be applied to SENPA/SOHO events, both in the planning of the event, and it’s production and management onsite.

**Enhanced Cleaning:**
All venues and sites where participants will gather will undergo enhanced, deep cleaning before, during and after our events.

**Personal Hygiene:**
Hand washing facilities and hand sanitizing stations will be provided at all hotels and venues.

**Environmental Considerations:**
With venue partners, SENPA will review the air filtration provided by the meeting venues' heating, ventilation and air conditioning systems.

**Registration:**
SENPA will employ a system that facilitates limited contact badge distribution for all participants when available.

**Physical Contact:**
Handshakes and embraces will be discouraged for those not vaccinated. Digital alternatives for printed materials are recommended.

**Food & Beverage:**
SENPA will work closely with venue partners to employ the highest standard of food safety.

**PreCheck:**
SENPA discourages attendance from participants who become symptomatic (fever, loss of sense of taste or smell, nausea, etc.) at any time prior to traveling to SENPA/SOHO events.

**Self-Assessment Screening:**
SENPA Requests Please Do Not Enter

1. If you are experiencing these symptoms:
   - Fever
   - Flu-like symptoms
   - Cough (dry)
   - Loss of smell or taste
   - Difficulty breathing/shortness of breath
   - Body Aches

2. If you’ve been in close contact within the last 14 days with someone confirmed or suspected to have COVID-19
FULL EXHIBIT SPACE(S) INCLUDES*:
- Draped 8’ Backdrop (Black/Blue/White)
- 3’ Side Rails (Black)
- 7” x 44” Identification Sign
- 6’ long x 30” high x 24” wide Draped (White) Table
- No substitutions unless sharing booth
  (shared booth has (2) 4’ long x 30” high x 24” wide tables)
- Complimentary Carpet – Black
- Two Chairs and one wastebasket
- Listing in Show Program/Exhibit Guide or Addendum (print deadlines apply)
- Size of booth: 10’ x 10’
- SENPA Membership Included

HALF EXHIBIT SPACE(S) INCLUDES*:
- Size of booth: 5’ x 10’
- 4’ long x 30” high x 24” wide Draped (White) Table
- Two Chairs and one wastebasket
- All other items listed per Full Booth

NEW MARKET SQUARE PAVILION TABLES
See page 10 - item 6 for details

SHOW COLORS:
- Black/Blue/White
- Carpet: Black
- Aisles: Tuxedo

Plants and poinsettias will be used for added color.

*Any changes in pre-set booth to be ordered and paid for through AGS Expo Services.

YOU'RE INVITED TO THE PRESIDENT’S PARTY
Saturday, Dec 2nd, 7:30pm -10:30pm
OPEN TO ALL Cash Bar/Prizes

Visit SOHOexpo.net for more sponsorship opportunities
**EXHIBITOR KITS**
**QUICK REFERENCE GUIDE**

<table>
<thead>
<tr>
<th><strong>Certificate of Insurance</strong></th>
<th><strong>Deadline</strong></th>
<th><strong>10/27</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ShowGuide Advertising</strong></td>
<td><strong>Deadline</strong></td>
<td><strong>10/6</strong></td>
</tr>
<tr>
<td><strong>ShowGuide Event Listings</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Golf Tournament Pre-Registration</strong></td>
<td></td>
<td><strong>11/3</strong></td>
</tr>
<tr>
<td><strong>Name Badge Registration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>New Product Display</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Buyers Card</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ShowGUIDE Addendum</strong></td>
<td><strong>Deadline</strong></td>
<td><strong>11/3</strong></td>
</tr>
<tr>
<td><strong>Show Retailer Prizes</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sponsorship &amp; Promotions</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Inside SOHO Exhibitor Kit**

or contact: **727-846-0320**

Note revised deadline dates

| **Inside Gaylord Services Kit** | **Deadline** | **Advanced Price:** | **11/3** |
| **Deadline**                    |              | **Standard Price:**  | **11/4–11/20** |
| **Warming/Sampling Form**       |              | **Price:**           | **11/3** |
| **Electrical**                  |              | **Price:**           | **11/3** |
| **Utility Services**            |              | **Price:**           | **11/3** |
| **Telephone-Internet**          |              | **Price:**           | **11/3** |
| **Food or Catering needs**     |              | **Price:**           | **11/3** |
| **Pre-paid Parking**            |              | **Price:**           | **11/3** |
| **Ice**                        |              | **Price:**           | **11/3** |
| **Additional Security**         |              | **Price:**           | **11/3** |

**Note:**
A clean up utility sink is provided inside the exhibit hall at the end of **AISLE 100**

**Inside Gaylord Services Kit**

or contact: **407-586-2288**

Create Your account: You may use the one created last year or create a new one.

**Inside AGS Expo Services Kit**

or contact: **407-292-6162**

Create Your account

**Other Services:**

- **Lead Retrieval**
- **Audio**

For complete list of additional services

Visit **SOHOexpo.net/ExhibitorResources/ExhibitorKit**

Then go to **AGS Expo Services** or **Gaylord Quick Links**

**Exhibitor Set-up Times:**
**FRIDAY 8am-7pm • SATURDAY 7am-10am**

**Show Hours:**
**SATURDAY 10:30am-5pm • SUNDAY 9:30am-3pm**

Show Office is CLOSED Tuesday, Nov. 28th & Wednesday, Nov. 29th

REOPENS: Thursday, November 30th at Gaylord Convention Center
**Official Show Information**

As the Official Service Contractor for the SOHO Expo 2023, AGS Expo Services would like to say welcome! The information below is only a brief summary of the important times, dates, addresses, and details regarding your event. More detailed information has been provided in each section of this Exhibitor Service Manual and at www.ags-expo.com.

<table>
<thead>
<tr>
<th><strong>Show Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OFFICIAL SERVICE CONTRACTOR</strong></td>
</tr>
<tr>
<td>AGS Expo Services</td>
</tr>
<tr>
<td>4561 SW 34th Street</td>
</tr>
<tr>
<td>Orlando, FL 32811</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>EXHIBIT HALL INFORMATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit Hall(s): Hall A-D</td>
</tr>
<tr>
<td>Backwall Drape: .. Black/Blue/White/Blue/Black</td>
</tr>
<tr>
<td>Sidewall Drape: .. Black/Blue/White/Blue/Black</td>
</tr>
<tr>
<td>Exhibit Hall Carpet Color: .. Black</td>
</tr>
<tr>
<td>Aisle Carpet Color: .. Tuxedo</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Booth Equipment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Booth Size: 10’x 10’</strong></td>
</tr>
<tr>
<td>Includes: 8’ Pipe and Drape</td>
</tr>
<tr>
<td>3’ Pipe and Drape</td>
</tr>
<tr>
<td>(1) ID Sign</td>
</tr>
<tr>
<td>(1) 6’x 30” White Skirted Table</td>
</tr>
<tr>
<td>2 Plastic Folding Chairs</td>
</tr>
<tr>
<td>(1) Wastebasket</td>
</tr>
<tr>
<td>(1) 8’x 8” Booth ID Floor Sticker</td>
</tr>
<tr>
<td>Standard Carpet - Black</td>
</tr>
</tbody>
</table>

| **Booth Size: 5’x 10’** |
| Includes: 8’ Pipe and Drape |
| 3’ Pipe and Drape |
| (1) ID Sign |
| (1) 4’x 30” White Skirted Table |
| 2 Plastic Folding Chairs |
| (1) Wastebasket |
| (1) 8’x 8” Booth ID Floor Sticker |
| Standard Carpet - Black |

| **Booth Size: Market Square Section** |
| Includes: (1) ID Sign |
| (1) 6’x 30” White Skirted Table |
| 2 Plastic Folding Chairs |
| (1) Wastebasket |
| (1) 8’x 8” Booth ID Floor Sticker |
| Standard Carpet - Black |

<table>
<thead>
<tr>
<th><strong>Show Schedule</strong></th>
<th><strong>Other Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXHIBITOR MOVE-IN</strong></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>December 1, 2023</td>
</tr>
<tr>
<td>Saturday</td>
<td>December 2, 2023</td>
</tr>
<tr>
<td><strong>EXHIBITOR MOVE-OUT</strong></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>December 3, 2023</td>
</tr>
<tr>
<td><strong>EXHIBITOR HOURS</strong></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>December 2, 2023</td>
</tr>
<tr>
<td>Sunday</td>
<td>December 3, 2023</td>
</tr>
</tbody>
</table>

- Empty crates and cartons will be returned beginning at **3:00 PM on Sunday, December 3rd**
- All carriers must check-in no later than **6:00 PM on Sunday, December 3rd**
- All exhibitor materials must be removed from the exhibit facility by **9:00 PM on Sunday, December 3rd**
- Freight Re-Route Deadline: All unconsigned materials remaining on the event floor will be re-routed via the official show carrier, ABF Freight at 6:01 PM on Sunday, December 3rd
- Avoid long wait times, order Premium Return service (pg. 101). Store up to (3) priority pieces during show for quick return during move-out; dismantle faster, leave sooner!
SOHO Expo 2023  
Gaylord Palms Resort & Convention Center  
Kissimme, FL  
November 30 - December 3, 2023

**AGS Exhibitor Service Center Hours**

AGS Expo Services will be available to take care of your on-site needs. All services and production personnel will be available to handle any needs you might have such as furniture, rental exhibits, labor, cleaning, and material handling. We are available during move-in, move-out, and exhibit hours.

For the AGS on-site Service Center phone number, please call our main office during business hours at 407.292.0025 or email us at eventservices@ags-expo.com

**Shipping Information**

Below are the advance warehouse and direct shipping addresses for your event. Please know that a Method of Payment must be on file to receive your materials for the event.

Name of Exhibiting Company
SOHO Expo 2023
Booth #: ________
[PLACE APPROPRIATE ADDRESS HERE]

**Advance Shipments to Warehouse**

<table>
<thead>
<tr>
<th>AGS Expo Services</th>
<th>Delivery Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>c/o ABF Freight</td>
<td>Delivers only accepted between 10/27/23 - 11/27/23</td>
</tr>
<tr>
<td>3732 Bryn Mawr</td>
<td>Closed for Thanksgiving: Thursday 11/23/23 - Friday 11/24/23</td>
</tr>
<tr>
<td>Orlando, FL 32808</td>
<td>Receiving Dock Open: Monday - Friday 8:00 AM - 4:30 PM</td>
</tr>
<tr>
<td></td>
<td>Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.</td>
</tr>
</tbody>
</table>

**Direct Shipments to Exhibit Site**

<table>
<thead>
<tr>
<th>AGS Expo Services</th>
<th>Delivery Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>c/o Gaylord Palms Resort &amp; Convention Center</td>
<td>Friday, December 1, 2023 - 8:00 AM - 7:00 PM</td>
</tr>
<tr>
<td>Halls A-D</td>
<td>Saturday, December 2, 2023 - 7:00 AM - 10:00 AM</td>
</tr>
<tr>
<td>3208 Gaylord Way</td>
<td>All booths must be set by 10:00 AM on Saturday, December 2, 2023</td>
</tr>
<tr>
<td>Kissimme, FL 34747</td>
<td></td>
</tr>
</tbody>
</table>

**Discount Deadlines & Policy Reminders**

Take advantage of our substantial price discounts. To get our lower prices, return your order with payment by the discount deadline(s) on the order forms provided.

**Show Order Discount Deadline - November 17, 2023**

Please review our payment policy carefully. As a reminder, AGS Expo Services requires payment in full at the time your order is placed along with a completed Method of Payment Form. This may be used to cover on-site charges such as labor and material handling, not included with your initial payment.

It is important to review the local labor and/or Union jurisdiction policies located in this Service Manual. Policies vary by state and location.

Please contact our Event Services Department with questions or special requests. We will provide you with all of your show needs and appreciate the opportunity to work with you.
Gaylord Palms is excited to be hosting
SOHO Expo 2023

We’re happy to provide access to on-line ordering for all your booth needs including:

Electricity | Internet | Water | Parking Pass | And more!

To create an account or to log in, click the link below.
https://gaylorpalmboomerecommerce.com

<table>
<thead>
<tr>
<th>Discount Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Price Deadline</td>
</tr>
<tr>
<td>November 3rd, 2023</td>
</tr>
<tr>
<td>Standard Price Applies</td>
</tr>
<tr>
<td>November 4th 2023 to November 20th 2023</td>
</tr>
<tr>
<td>Online Ordering Deadline</td>
</tr>
<tr>
<td>November 21st 2023</td>
</tr>
<tr>
<td>Show Site Price Applies</td>
</tr>
<tr>
<td>December 1st 2023</td>
</tr>
</tbody>
</table>

Below you will find a price list for some of our most ordered services. Please visit our website for a full list of pricing and a listing of Exhibitor Rules/Regulations.

<table>
<thead>
<tr>
<th>Service</th>
<th>Advance</th>
<th>Standard</th>
<th>Show Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 Volts/ 4 AMP/ Single Phase</td>
<td>$216.00</td>
<td>$311.00</td>
<td>$341.00</td>
</tr>
<tr>
<td>120 Volts/ 8 AMP/ Single Phase</td>
<td>$252.00</td>
<td>$361.00</td>
<td>$397.00</td>
</tr>
<tr>
<td>120 Volts / 12 AMP/ Single Phase</td>
<td>$297.00</td>
<td>$425.00</td>
<td>$467.00</td>
</tr>
<tr>
<td>120 Volts / 20 AMP/ Single Phase</td>
<td>$352.00</td>
<td>$503.00</td>
<td>$541.00</td>
</tr>
<tr>
<td>Shared Wireless Connection - Per Connection</td>
<td>$220.00</td>
<td>$275.00</td>
<td>$330.00</td>
</tr>
<tr>
<td>Wired Non - Dedicated Internet Access</td>
<td>$840.00</td>
<td>$1,050.00</td>
<td>$1,260.00</td>
</tr>
<tr>
<td>Wired Dedicated Connection 3 Mbps</td>
<td>$6,619.20</td>
<td>$8,274.00</td>
<td>$9,193.00</td>
</tr>
</tbody>
</table>

*Subject to a 7.5% Sales Tax - **Subject to a 7.5% Sales and a taxable 25% Facilities Charge

Important Information Regarding Food & Beverage

All food and/or beverage served from your booth must be approved prior to arrival (this includes but is not limited to, logo bottled water or any type of pre-packaged food).

Looking to serve samples at your booth?

**Vendor product samples are permitted in 2-3 ounce sample serving sizes. A onetime corkage fee of $400 will apply for samples larger than 3 ounces. These samples must be produced by your company and will require a "Sample Request and Food Waiver" form to be completed before the event along with a valid certificate of insurance (please see sample for correct wording). Please email completed forms to gpeexhibits@gaylordhotels.com for approval.

** Remember to order Ice in advance should you need it for your samples**

Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Florida, please create your account first and then contact us at gpeexhibits@gaylordhotels.com. We’ll need to receive a copy of your Florida Tax Exempt Certificate and a front back copy of your credit card (all but the last 4 digits should be redacted) before you can process your order.

Please contact an Exhibitor Services Representative at (407) 586-2219 or gpeexhibits@gaylordhotels.com for any questions or additional assistance. Your Exhibit Hall Manager will be Chris Dawe | cdawe@gaylordhotels.com
LOADING DOCK PASS

Load In & Parking Instructions

- Access into the building through the loading dock area is only available for the below hours. Outside of these times you will only be able to enter and exit through the Convention Center Entrance. See the reverse side for Guest Parking directions.
  - 12/1 8:00 AM - 7:00 PM
  - 12/2 7:00 AM - 10:00 AM
  - 12/3 3:00 PM - 5:00 PM (For Load Out)

- Exhibitors must have this pass on dashboard to gain access to the loading dock area.
- Each exhibitor will have 20 minutes to unload their items and remove their vehicle from the dock area.
- Someone must accompany the vehicle at all times.
- No parking is allowed in front of trailers or dumpsters.

Please fill out contact information below and leave on the dashboard.

Exhibitor Name: ______________________________
Cell Phone Number: ___________________________

** Dock Access for load out will be on 12/3 from 3PM – 5PM. Exhibitors must pack up booths before bringing a car to the docks.**

Thank you for exhibiting at SOHO Expo 2023.
Request to Serve Vendor Samples

Name of Show: ___________________________ Booth # _____________

Company Name: ____________________________________________

Contact Name: ___________________________ Phone # _______________

Email Address: _______________________________________________

By order of the Osceola County Fire Department, Department of the Fire Marshal’s Office, use of cooking and heating appliances must be disclosed at the time of application for permit and will require a fire watch/s (fees may apply). Each exhibit using cooking or food warming devices will be subject to an individual inspection by the Fire Marshall. Type K extinguisher is required for all deep fryers. A full size 3A40BC fire extinguisher must be in booth if cooking or using heating appliances, microwaves, heat lamps, of jellied fuel heat sources. Exhibitors are responsible for providing a fire extinguisher. All heating equipment must be turned off during non-show hours and exhibitors may be required to order a Fire Watch through hotel security and also Osceola county depending on the devices being used if one is not already assigned for the show floor.

Gaylord Palms Resort & Convention Center is exclusive for food and beverage. Vendor manufactured or produced food or beverage samples are permitted in 3 oz. sizes or smaller with hotel approval prior to event. A one time corkage fee of $400 will apply for larger samples. Please complete this request form and return to Gaylord Palms Exhibitor Services at gpxexhibits@gaylordhotels.com along with a copy of your Certificate of Insurance with the required verbiage noted under the "Insurance" clause of the attached Food Waiver & Indemnification Agreement. Please note any alcohol services will require a Resort Bartender to be staffed.

Please describe items to be served (including size & quantity):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please indicate number of appliances which will be used and the UL number on the device:

___________ Electrical Cooking Appliance* (other than deep fryer)

*List Equipment:

___________ Deep Fryer (limited to 288 sq. in., Type K fire extinguisher required)

___________ Heat Lamps

___________ Sterno or other jellied fuel heat source

___________ None

(Initial) I have received and returned the Food Waiver & Indemnification Agreement. I am able to provide a Certificate of Insurance with general liability insurance including products liability and contractual liability for bodily injury or property damage with a combined single limit of not less than $1 million each occurrence.

Signature: ___________________________ Date: ___________________________

Print Name: ___________________________
Food Waiver & Indemnification Agreement

HOTEL POLICY:

It is the policy of this Hotel to discourage Hotel patrons from purchasing food and from using the Hotel facilities to prepare or to prepare and serve food to Hotel guests. Improper handling of food may lead to food poisoning and other health hazards. However, the Hotel recognizes that for religious or other special reasons a Hotel patron may have, it may be necessary to permit such preparation and service. In the event that a patron insists on the purchase, preparation or serving of food by persons other than Hotel employees, the Hotel may allow such activity or activities only if such patron acknowledges, by its signature below, its agreement to accept the responsibility and abide by the terms set forth in this Agreement.

WAIVER:

The undersigned patron ("Patron") agrees to waive any claim for damages of any nature whatsoever and to release the Hotel, the Hotel owner, the Hotel Manager, Marriott International, Inc. and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from any liability or responsibility whatsoever for any ill-effect, injury, or loss incurred by Patron or any third party including, but not limited to, all manner of actions, causes of action, suits, debts, damages, claims, demands, costs, losses and expenses of any type or kind whatsoever, arising from, connected with or related to the purchase of food and the preparation or serving of food to Hotel guests by persons other than Hotel employees.

INDEMNIFICATION:

Patron agrees to indemnify, defend and hold harmless the Hotel, the Hotel owner, the Hotel Manager, Marriott International, Inc., and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from and against all liability, claims, actions, causes of action, suits, demands, damages, judgments, costs, losses and expenses, including reasonable attorney’s fees, to which any of the above-named parties may be subject, including, but not limited to, any claim for any injury to or the sickness or death of any person or persons, or for damages to property or otherwise, arising from, connected with or related to the purchase of food and the preparation or serving of food to Hotel guests by persons other than Hotel employees.

INSURANCE:

Patron shall carry comprehensive general liability insurance including products liability and contractual liability for bodily injury or property damage with a combined single limit of not less than $1 million each occurrence. Patron shall provide the Hotel with a certificate of insurance evidencing such coverage prior to using the Hotel facilities to prepare or to prepare and serve food to Hotel guests.

**The following verbiage should be placed in the Description field of the COI exactly as shown.** "Gaylord Palms Resort & Convention Center, Marriott International, Inc., Marriott Hotel Services, LLC, Ryman Hospitality Properties, Inc., GP Limited Partnership, RHP Operations GP, LLC, Xentury City Development Company LLC, XCDC LLC. are included as Additional Insured.**"**

OPERATION OF KITCHEN FACILITIES:

The Patron agrees that it, its employees and agents will follow the rules, directions and instructions of the Hotel kitchen staff. If the Hotel determines that Patron is using the kitchen facilities in a dangerous manner it may immediately revoke Patron’s privileges to use the kitchen facilities. In the event Patron damages any of the kitchen equipment, Patron agrees to promptly pay for all costs of repair or replacement of the damaged kitchen equipment.

PATRON’S ACKNOWLEDGMENT:

Patron’s signature below indicates that Patron has read and understood this Agreement and agrees to its contents. Patron also acknowledges that the person signing on behalf of Patron is authorized to bind Patron to the terms of this Agreement.

Print Name: ___________________________ Title: ___________________________

Organization Name: ___________________________ Booth Number: ___________________________

Signature: ___________________________ Date: ___________________________
# ACORD CERTIFICATE OF LIABILITY INSURANCE

**PRODUCER**
ABC Insurance Agency  
Fax: (212) 441-5555  
1234 Broker Lane  
New York, NY 10895  
Attn: Joe Agent  
(212) 441-6102 ext. 1234

**INSURED**
Big Boom Company, Inc.  
1234 Corporate Lane  
New York, NY 10895  
Attn: Joe Smith  
Phone: (212) 324-5349  
Fax: (212) 324-5355

**INSURERS AFFORDING COVERAGE**
- **INSURER A:** Hartford Insurance Company of Illinois  
- **INSURER B:** Aetna Casualty & Surety Company  
- **INSURER C:** Travelers Insurance Company  
- **INSURER D:** Royal Insurance Company

**COVERAGES**
The policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term of condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

<table>
<thead>
<tr>
<th>INSURER LTR</th>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>POLICY EFFECTIVE (MM/DD/YY)</th>
<th>POLICY EXPIRATION DATE (MM/DD/YY)</th>
<th>LIMITS</th>
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<tbody>
<tr>
<td>A</td>
<td>GENERAL LIABILITY</td>
<td></td>
<td>01/01/XX</td>
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<td></td>
<td>COMMERCIAL GENERAL LIABILITY</td>
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<td>EACH OCCURRENCE</td>
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<td>CLAIMS MADE X OCCUR</td>
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<td></td>
<td>FIRE DAMAGE (Any one fire)</td>
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<td>GENERAL AGGREGATE LIMIT APPLIES PER:</td>
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<td>MED EXP (Any one person)</td>
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<td>POLICY X PROJECT X LOC</td>
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<td>PERSONAL &amp; ADV INJURY</td>
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<td>01/01/XX</td>
<td>01/01/XX</td>
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<td>B</td>
<td>AUTOMOBILE LIABILITY</td>
<td></td>
<td>01/01/XX</td>
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<td></td>
<td>ANY AUTO</td>
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<td>COMBINED SINGLE LIMIT</td>
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<td>ALL OWNED AUTOS</td>
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<td>(EA accident)</td>
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<td>SCHEDULED AUTOS</td>
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<td>BODILY INJURY</td>
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<td></td>
<td>HIRED AUTOS</td>
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<td>(Per person)</td>
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<td>NON-OWNED AUTOS</td>
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<td>BODILY INJURY</td>
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<td>01/01/XX</td>
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<td>GARAGE LIABILITY</td>
<td>AUTO ONLY-EA ACCIDENT</td>
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<td>ANY AUTO</td>
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<td>AUTO ONLY: AGG</td>
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<td>A</td>
<td>EXCESS LIABILITY</td>
<td>AUTO ONLY-EA ACCIDENT</td>
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<td>OCCUR</td>
<td>CLAIMS MADE</td>
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<td>DEDUCTIBLE</td>
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<td>RETENTION</td>
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<tr>
<td>C</td>
<td>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</td>
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<tr>
<td>D</td>
<td>OTHER</td>
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<tr>
<td></td>
<td>Professional Liability</td>
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</tr>
</tbody>
</table>

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

**CERTIFICATE HOLDER**
Gaylord Palms Resort & Convention Center  
6000 W Osceola Parkway  
Kissimmee, FL 34746

**CANCELLATION**
Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents of representations.

Authorized Representative
John Smith, CIC  
John Smith, CIC

ACORD 25 (2001/08)
**Audio Visual Exhibitor Order Form**

(All prices include the cost of labor to setup and remove, all taxes and fees are included in the price.)

<table>
<thead>
<tr>
<th>Video and Projection</th>
<th>Qty</th>
<th>Daily</th>
<th>Days</th>
<th>Weekly</th>
<th>Weeks</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tripod Screen</td>
<td></td>
<td>$35.00</td>
<td>$105.00</td>
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<tr>
<td>LCD Projector</td>
<td></td>
<td>$200.00</td>
<td>$600.00</td>
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<tr>
<td>23&quot;-25&quot; LCD TV (tabletop Stand only)</td>
<td></td>
<td>$75.00</td>
<td>$225.00</td>
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<tr>
<td>32&quot; LCD TV</td>
<td></td>
<td>$125.00</td>
<td>$375.00</td>
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<tr>
<td>40&quot;-42&quot; LCD/Plasma TV</td>
<td></td>
<td>$200.00</td>
<td>$600.00</td>
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</tr>
<tr>
<td>47&quot;-50&quot; Plasma TV</td>
<td></td>
<td>$225.00</td>
<td>$675.00</td>
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<tr>
<td>Dual Post Pole Stand</td>
<td></td>
<td>$100.00</td>
<td>$300.00</td>
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<tr>
<td>DVD Player</td>
<td></td>
<td>$20.00</td>
<td>$60.00</td>
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<tr>
<td>BlueRay Player</td>
<td></td>
<td>$30.00</td>
<td>$90.00</td>
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<tr>
<td>DVD/VHS Combo</td>
<td></td>
<td>$20.00</td>
<td>$60.00</td>
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**Audio**

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Qty</th>
<th>Daily</th>
<th>Days</th>
<th>Weekly</th>
<th>Weeks</th>
<th>Total</th>
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<tbody>
<tr>
<td>8-10&quot; Speaker Package setup</td>
<td></td>
<td>$75.00</td>
<td>$225.00</td>
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<tr>
<td>12&quot; Speaker Package setup</td>
<td></td>
<td>$100.00</td>
<td>$300.00</td>
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<tr>
<td>15&quot; Speaker Package setup</td>
<td></td>
<td>$125.00</td>
<td>$375.00</td>
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</tr>
<tr>
<td>Packages include 1 speaker with stand and a mixer</td>
<td></td>
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</tr>
<tr>
<td>CD Player</td>
<td></td>
<td>$20.00</td>
<td>$60.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Microphone</td>
<td></td>
<td>$30.00</td>
<td>$90.00</td>
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<tr>
<td>Wireless Microphone (choice of Handheld or Lav)</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Laptop Audio Interface</td>
<td></td>
<td>$100.00</td>
<td>$300.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop Computer with windows 7</td>
<td></td>
<td>$125.00</td>
<td>$375.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black and White Laser Printer</td>
<td></td>
<td>$80.00</td>
<td>$240.00</td>
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</tr>
<tr>
<td>Color Laser Printer (includes 1500 pages) (each additional is $0.10 per page)</td>
<td></td>
<td>$275.00</td>
<td>$825.00</td>
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<td></td>
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<tr>
<td>Easel</td>
<td></td>
<td>$10.00</td>
<td>$30.00</td>
<td></td>
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</tr>
<tr>
<td>Flipchart with Pad and Markers (1 pad for day rental, 3 pads for week)</td>
<td></td>
<td>$40.00</td>
<td>$120.00</td>
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</tr>
</tbody>
</table>

**Grand Total**

If you do not see an item on the list that you need, please contact us via numbers provided above and we can get you a quote.

**Payment**

Credit Card Type: ______________________ Credit Card Number ______________________ Exp Date __________ Security Cod __________

Address (Credit card assigned to) ______________________

City State Zip Code ______________________

Orders must be received no later than 72hrs prior to event start, any orders received after the 72hr deadline will be subject to price change. Any Cancellations must be made 72hrs prior to event start, if a cancellation is made after the 72hr deadline, full amount will be billed to customers credit card.

Name: ______________________ Company Name ______________________ Booth Number ______________________

Delivery Date: ______________________ Pickup Date: ______________________

Signature ______________________ Date ______________________

Email Address: ______________________

Phone #: ______________________
LEAD RETRIEVAL ORDER FORM

Click here to ORDER ONLINE

Click here to ORDER ONLINE

Click here to ORDER ONLINE

MobilePlus™
Handheld
"State of the Art"
Honeywell Scanner

iPad® Mini Plus™
Use our iPad &
our LeadsPlus
Application

LeadsPlus™ App
Use your own
iOS or Android
Devices

ITEM
Mobile Plus
iPad Mini Plus
LeadsPlus App
(First License)
LeadsPlus App
(Additional License)
3 Pack
6 Pack
10 Pack
Mobile Plus Add-Ons:
Developer Kit
Custom Survey
Delivery & Setup

DIS. DEADLINE
$ 369.00
$ 449.00
$ 359.00
$ 99.00
$ 499.00
$ 799.00
$ 999.00
Post Dis. Deadline

SHOW RATE
$ 419.00
$ 499.00
$ 409.00
$ 149.00
$ 549.00
$ 849.00
$ 1049.00

QTY

SUBTOTAL
$ 419.00
$ 499.00
$ 409.00
$ 149.00
$ 549.00
$ 849.00
$ 1049.00

COMPANY ________________________________
EMAIL(S) ________________________________
ADDRESS ____________________________________________
CITY, STATE, ZIP, COUNTRY ____________________________
ORDER CONTACT ____________________________
PHONE NO. ________________________________
ONSITE CONTACT ____________________________
ONSITE CELL PHONE ____________________________
CREDIT CARD NO.: ____________ / ____________ SECURITY CODE: ____________
CARDHOLDER NAME: ________________________________
EXPIRATION DATE: ____________ / ____________
CARDHOLDER SIGNATURE: ________________________________

Visit Us at: www.american-tradeshow.com Email Orders to: orders@american-tradeshow.com
Questions? Please call: 985-240-5507 Fax: 985-809-1888
Mail Checks to: ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471

592x20
15

Sub-Total = $ ____________
Add Sales Tax FLOS 7.50%= $ ____________
Total Due (in US Funds) = $ ____________
CHILDREN:  
› Children will be required to wear name badges.  
› Children under 16 will be issued badges free when pre-ordered.  
› All children under 12 must be supervised by an adult at all times.  
› Strollers must be occupied by a child.  
› Children under 12 are prohibited on the exhibit floor during set-up and tear-down of booths please. STRICTLY ENFORCED!

ANIMALS:  
Animals are not permitted on Gaylord Palms Resort and Convention Center. Florida premises except as service animals for the physically challenged. Animals that are approved to be on the Gaylord Palms Resort and Convention Center Florida premises must be on a leash and under control. The owner or handler will be fully responsible for his/her animal.

ANNOUNCEMENTS:  
Show Management reserves the right to make public address announcements in the exhibit hall for conference sessions, meetings and other official SENPA events, or in the event of an emergency. Unauthorized announcements or advertisements are not allowed.

Individual exhibitor prizes to be awarded will be announced at the close of exhibits Saturday and Sunday.

BADGE REQUESTS:  
Exhibitor Badges will be issued to Exhibitors through an on-line process within limits specified. Badge link will be sent once the exhibitor’s Certificate of Insurance is received. There is a limit of free badges allowed per booth and they must be ordered before 11/10/2023. Extra badges are $25 ordered by 11/10/2023 and $40 after cut-off date and on-site. This rule is enforced. Badge allowance if your company has:

- For each P booth(s) 10 FREE badges per booth
- For each A or B booth(s) 8 FREE badges per booth
- For each C or D booth(s) 6 FREE badges per booth
- For each E or F booth(s) 4 FREE badges per booth
- For each New Market Square Pavilion table(s) 2 FREE badges per table

Other details on the Exhibitor Badge Request Form. Additional badges are provided at no charge to SOHO EXPO sponsors. Contact office for details. Temporary work passes are available for your move-in crew.

BOOTH CLEANING:  
Cleaning services may be ordered from AGS Expo Services. Refer to AGS Expo Services service kit. You are responsible for keeping your booth clean throughout the show. 4 HR minimum can be split between 2 days.

BOOTH LOCATION:  
Every effort has been made to place your company in the location you requested. We apologize in advance if you are not completely satisfied as we cannot change booth locations during the show.

BREAKING DOWN EARLY:  
Exhibits may not be removed from the exhibition hall from the time of the opening of the show until closing time except on written permit from Show Management and the permit will designate the hours at which that removal is to take place. Penalty for tear down of booth before official closing (per program) on Sunday, 12/3/2023, will mean loss of priority in space selections for the 2024 show.

Visit SOH0expo.net for more sponsorship opportunities
DISPLAY VEHICLES:
Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected and taped. The gas tank must be locked and sealed and may contain no more than one quarter (1/4) capacity or ten (10) gallons of fuel, whichever is less. Carpet protection shall be placed under the engine. When positioning motorized vehicles, consideration must be given to exits and exit access. Vehicles shall not be moved during show hours.

ELECTRICAL, WATER, AIR, INTERNET, TELEPHONES, FOOD & BEVERAGE, AUDIO/VISUAL:
Order electrical, compressed air, water & drain (plumbing), Internet, telephones, and/or rental products through the Gaylord Palms Convention Services. Refer to the Gaylord Services Kit — Forms to order.

EXHIBIT CONSTRUCTION:
Exhibitors cannot obstruct the vision to other booths by displays, signs, etc. Booth roof and aisle panels cannot extend more than 4 feet forward from the back wall, or be more than 8 feet high. Side panels that extend beyond 4 feet from the back wall may not exceed 3 feet in height for the balance of the distance (forward to the aisle). No part of the booth, signs, or props may exceed 8 feet in height at any location. Reasonable variance will be considered provided renderings/sketches are presented to Management at least 60 days in advance of move-in. All materials used in booth decoration must be flame retardant. If you have any questions about your display, contact Show Management immediately.

FIRE AND SAFETY REGULATIONS:
Fire regulations are strictly enforced. Fire marshals will be at the show to ensure that all guidelines are strictly adhered to. Violations may result in booth closure without refund.

LIABILITY INSURANCE (Business Liability):
Exhibitors MUST carry additional business insurance to cover exhibit materials against damages and loss, and public liability insurance against injury to the person and property of others. Copy of insurance coverage must be submitted to SOHO EXPO management BEFORE exhibitor can pick up show badges or set up exhibit. For more details see page 10 - item 22 of this Exhibitor Kit.

LABOR:
If you use labor service companies or decorators other than those officially designated, SOHO EXPO 2023’s official decorator AGS Expo Services, requires that the Request for Set-up by Non-Official Contractor form (included in their service kit) along with the Certificate of Insurance naming AGS Expo Services as an additional insured must be received by AGS Expo Services.

LITERATURE:
Show Management will be previewing the exhibits on Saturday morning and throughout the show. We will remove any literature that does not follow the current laws.

MATERIAL HANDLING:
Material handling (drayage) is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your material to and from the event. AGS Expo Services is the sole provider of material handling/drayage services. Please refer to AGS Expo Services service kit for current rates and pricing.

MUSIC LICENSES:
Please let SOHO Management know if you plan to have music in your booth. Email info@SOHOexpo.net

SOHO EXPO 2023
Exhibitor Set-Up Times:
Friday, Dec. 1, 8am-7pm
Saturday, Dec. 2, 7am-10am

SMOKING POLICY:
The Gaylord Palms Resort and Convention Center Florida is a smoke-free environment. Smoking is permitted in designated areas only. If a guest smokes in their room, there is a $250 deep cleaning charge that will be charged to the individual.

MEETINGS, EVENTS AND SEMINARS:
All meetings, events and seminars must be registered with Show Management. Meetings, events and seminars not designated or organized as a part of the show, are not permitted during show floor hours or SOHO EXPO hosted events. Exhibitors wishing to organize an event must do so through Show Management.

PARKING:
Parking is charged on all move-in, show and move-out days. Parking on the loading dock is prohibited; violators’ vehicles will be towed at owners’ expense. Parking fee is $22 per day for self-parking or $29 per day for valet for hotel guests. Exhibitors can purchase a pre-paid multi-day self parking pass that allows in/out privileges. The pre-paid exhibitor self-parking “order form” is included in the Gaylord Palm’s Service Kit.

PHOTOGRAPHY/VIDEOGRAPHY:
Exhibitors are permitted to photograph and/or videotape their own booth. Working members of the press are required to check in with SOHO EXPO Show Management to receive an official SOHO EXPO Press Badge and be escorted by the show staff in order to photograph and/or videotape at the show. No other photography or videography is permitted. Exhibitors who do not want the press to photograph or videotape their booth should inform the SOHO EXPO Show Management-onsite.

ROLLING CARTS AND STROLLERS:
Due to liability factors, rolling carts, rolling luggage, dollies, etc. will not be permitted on the show floor at any time. Please leave these items at home or drop off at the bag check. Please go to the Show Office in the Registration Area for any on-site questions or needs.

SIGNAGE:
An identification sign comes with your booth. Should you desire additional signage, you may order directly through AGS Expo Services. Refer to the AGS Expo Services service kit.

PRESS & PUBLIC RELATIONS:
All Press will be validated before being issued a badge. Please remember we will have Press attending the show. We advise you to have a spokesperson appointed. Every effort will be made to properly identify and escort the Press. Please be responsible with the remarks and the literature you disseminate.
STROLLERS:
Strollers must be occupied by a child at all times.

SALES:
SOHO EXPO 2023 is a trade show. Due to Sales Tax laws, over-the-counter retail sales are not permitted during the show. Orders must be taken for future delivery only.

SECURITY:
24-hour security is provided from move-in through move-out to help protect your valuable exhibit materials. However, even though SENPA provides this service, it is not liable for any loss of material by an exhibitor. We ask your cooperation in the wearing of badges at all times. If deliveries or pick-ups of any kind are to be made prior to, during, or after the show, you must obtain the necessary paperwork/credentials for these people to gain access to the hall.

SHARING BOOTHS:
The only companies allowed to have personnel or sales literature in a booth are those officially registered with Show Management. Subleasing or sharing of space with another business or company is not permitted unless approved by Show Management. Contact SENPA for information and forms regarding booth sharing.

SHIPPING:
To receive discounted advance shipment rates, shipment must arrive by Monday, 11/27/2023.
Advance Warehouse Shipping Address: (material handling costs apply)
(SOHO Expo 2023)
COMPANY NAME & BOOTH NUMBER
AGS Expo Services
c/o ABF Freight
3732 Bryn Mawr
Orlando, FL 32808

Direct Show-Site Shipping Address: (material handling costs apply)
(Not to arrive prior to Friday, December 1, 2023)
SOHO EXPO 2023
Exhibiting Firm Name & Booth Number
Gaylord Palms Resort and Convention Center - Halls A-D
c/o AGS Expo Services
3208 Gaylord Way
Kissimmee, FL 34746

All shipments must be prepaid — collect shipments will not be accepted.

Material Handling Fees apply.
See AGS Expo Services services kit. AGS Expo Services will handle shipping even when sent to Gaylord.

STORAGE OF REFRIGERATION AND FREEZER ITEMS:
It is the responsibility of exhibitor to make arrangements for storage of refrigerated or frozen items. Contact the SOHO Expo Office for assistance.

SPECIAL NOTES:
Exhibits or displays, equipment, stock and/or supplies will not be allowed to enter or leave by way of the front entrances to the Gaylord Palms Resort and Convention Center – only by way of the loading Dock.

Florida is a “right to work” state. You may set up your own booth. We have contracted with AGS Expo Services for your contract labor. If you plan to bring in large quantities that will require help, there will be a charge by AGS Expo Services.

Pallet jacks are not allowed to be used unless by AGS Expo Services.

AGS Expo Services will provide areas near the loading ramp for personally-owned vehicle access.

SUITCasing/WORKING THE AISLES:
Only contracted exhibitors are permitted to promote their products, services or company at SOHO Expo 2022. Unless a marketing opportunity (i.e., Sponsorship, New Products Display, Exhibitor-sponsored seminar or event) has been contracted by the exhibitor, all company promotion and product sampling must occur within the contracted booth space. This includes, but is not limited to, “roaming” characters, handing out flyers, approaching exhibitor booths to sell products, leaving and/or distributing product information in public spaces and show floor aisles. Exhibitors found doing so will be sent back to their booth space and materials left will be recycled.

Attendees will be asked to leave the show and forfeit their badge. Any “suitcasers” should be reported to Show Management.

Show Management reserves the right to escort anyone not abiding by the rules off the show floor.

SHOW DISCOUNTS:
Show discounts for ATTENDING RETAILERS ONLY are encouraged. They definitely increase attendance by adding retailers’ incentives. We respectfully request and even urge you to not offer show discounts before or after the show. Please insist the retailer has to place the order at the show to receive the offered discounts. You spend considerable money and time to attend these conventions and offering show discounts to non-attending retailers is counterproductive.

Exhibitor Set-Up Times:
Friday, Dec. 1, 8am-7pm
Saturday, Dec. 2, 7am-10am

Visit SOHOexpo.net for more sponsorship opportunities
SOHO EXPO – RULES & REGULATIONS

These Rules and Regulations have been drawn up for the purpose of providing a well-balanced, well-regulated, attractive and successful SOHO EXPO in an effort to provide the greatest good to the greatest numbers. Convention Management reserves the right in all emergencies to make such ruling as may appear to the best interest of the entire exhibition and the exhibitor agrees to abide by such rulings. Your company and all its representatives agree to abide by all the conditions, rules and regulations listed in this contract as well as all other related materials published concerning the show.

1. WHO SHOULD EXHIBIT:
The Natural Products and Food Industry. Manufacturers, Wholesalers and Suppliers of natural foods and health related products, publications and appliances. Exhibitors will be marketing to retail outlets of the Natural Products Industry.

2. ELIGIBILITY:
All products to be exhibited at the SOHO EXPO must be available through a retail store; if a product can be picked up by an independent dealer and sold from a home, it does not qualify for exhibiting at the SOHO EXPO. Management reserves the right to request a copy of business license, insurance and references.

3. CONTRACT FOR SPACE:
Shall be on space contract provided. Applicants are requested to indicate their preference for spaces, starting them in the order of choice. Any amount of exhibit space may be ordered by one company. Applicants who will represent other companies in exhibit space may include a maximum of two (2) companies per each booth. Multi-booth applications will be considered with a single company's products when management considers priority for specific booth spaces***. (When two (2) companies share an exhibit space each must have its own Exhibit Application Contract. A booth share fee is required.) (**Excludes New Market Square Pavilion.)

4. BOOTH ALLOCATIONS:
Booths will be allocated by a point system using the reservation date, quantity and types of booths purchased, sponsorships and previous participation in SOHO EXPO.

Location of booths requiring compressed air, water or gas will be determined by show management.

5. FULL & HALF BOOTH PRICE INCLUDES:
A Full Booth space is 10’ by 10’ or Half Booth (1/2) is 5’ x 10’
Show carpet on floor and draped back walls and three-foot side railings
A 6 foot draped table (or two – 4’ tables for sharing companies). Half Booth one 4’ draped table
Two chairs and one waste basket
Friday and Saturday night security service at entrances to exhibit hall (see page 7, #20)
Two-line identification sign with booth number (aisles will also be numbered for easier location) – upgrade available
Booth numbers on floor in front of booth
Hall and booths are carpeted, but may purchase other type from convention services
SENPA membership is included with booth purchase
Free Floor Booth # Marker

6. NEW MARKET SQUARE PAVILION
The New Market Square Pavilion requirements and table includes:
First-time exhibitors only – limit up to 15 items in company product lineSKU's
Show carpet on floor and drape behind table
A 6 foot table will be draped in white at front of booth (Show Attendees not allowed behind)
Two chairs and one wastebasket
Friday and Saturday night security service at entrances to exhibit hall (see Page 7, #20)
Two-line identification sign with table number (aisles will also be numbered for easier location) – upgrade available
Displays and signage limited to width of table top (6ft)
SENPA membership is included with booth purchase
Free Floor Booth # Marker

7. PAYMENT OF SPACE RENTAL/CANCELLATION:
Once this contract is signed and exhibit space is allocated, you are contracted to exhibit space. An exhibitor, who cancels, downsizes or moves its booth space reservation must pay a $200 administration fee. Cancellations must be made in writing. Once cancellation is received, the space will be reallocated at the sole discretion of show management. See application #11 for details. Any and all spaces not claimed and occupied before 9 a.m. of opening day may be sold or reassigned without refund.

8. REGISTRATION:
All attendees and participants must wear an official SOHO EXPO Convention & Trade Show identification badge at all times at all functions. Exhibitor Badges will be issued to Exhibitors through an on-line process - within the limits specified. Such badges are authorized for company personnel only and family members. Transfer of badge or inclusion of unauthorized persons is prohibited. All other attendees are to register directly with SOHO EXPO Office – fees may apply. NOTE: See Rule 22 - COI required before badges issued.
10. EXHIBITS:
The Management reserves the right to prohibit the installation or removal from the exhibition any exhibit or part of an exhibit, any exhibitor or employee, which, or who, in the opinion of the Management is objectionable. This may apply to the actual exhibits, to signs, catalogs, souvenirs and printed matter or to persons and their conduct, and include violation of the Rules and Regulations set forth on this application, misrepresentations in applying for booth space and any other action which, in the sole judgment of the management is objectionable or contrary to the best interests of the Association. Such prohibition or removal may take place at any time and no exhibitor shall have any claim against the Management on account of such action.

Exhibitors cannot obstruct the vision to other booths by displays, signs, etc. Booth roof and aisle panels cannot extend more than 4 feet forward from the back wall, or be more than 8 feet high. Side panels that extend beyond 4 feet from the back wall may not exceed 3 feet in height for the balance of the distance (forward to the aisle). No part of the booth, signs or props may exceed 8 feet in height at any location. Reasonable variance will be considered provided renderings/sketches are presented to Management at least 60 days in advance of move-in. If you have any questions about your display, contact Convention Management immediately.

11. EXHIBITOR SOCIAL FUNCTIONS:
Exhibitors are prohibited from holding any function simultaneously with any scheduled SENPA convention event. Exhibitors must get approval, in advance, from the Convention Director for such activities. Penalties for such violations will include removal of the company’s exhibit, without refund, and exclusion from the next SENPA convention. Friday and Saturday Night Vendor Programs are available after 7:30pm, call office for details.

12. GOODS TO BE EXHIBITED:
No exhibitor shall promote or exhibit or permit to be exhibited in the space allotted to him/her any goods other than those specified in the Exhibit Contract for Trade Show Space when signed by management, nor shall he/she exhibit or permit to be exhibited thereon displays or advertising other than his/her own or as specified in the Exhibit Contract for Trade Show Space. No exhibits/displays/signs/personnel will be permitted in the convention center common areas or hotels in any place other than the regular assigned exhibit.

13. EXHIBITOR CREDIT:
The exhibitor will furnish to Management, upon request, credit information and credit reference.

14. COOKING FOODS:
Foods cooked at exhibitor's booth for sale on show floor is prohibited. Exhibitor must abide by rules of the Gaylord Palms Resort & Convention Center. No open flame devices allowed. The Cooking & Warming Food Form must be submitted by 11/1/2023 for advanced pricing. See Gaylord Palms Service Kit for form.

15. ADDITIONAL SERVICES IN BOOTH:
If you will require additional services such as: Compressed Air, Water (piped-in, dispenser with hot & cold, or just cold), Gas, or Ice in your booth contact show management in advance. NOTE: These items are billed separately by Convention Services.

16. SUB-LEASING:
Exhibitors may not sub-let their space, nor any part thereof.

17. FORCE MAJEURE:
SENPA shall not be liable for delay or failure of performance with respect to this subscription caused by an Act of God, action by any government or quasi-governmental entity, fire, flood, insurrection, riot, explosion, embargo, terrorist attacks, strikes whether legal or illegal, labor or material shortage, transportation interruption of any kind, work slowdown, or any condition beyond the control of the SENPA ("Force Majeure Events") which, in SENPA’s reasonable judgment, would make it commercially impracticable for either party or its members to perform their obligations. In such event, SENPA shall be entitled to retain such portion of the Contract Price as required to compensate SENPA for expenses incurred up to the time of the Force Majeure Event.

18. MUSIC, PHOTOGRAPHS, PUBLIC ADDRESS SYSTEMS, AND ANY COPYRIGHTED MATERIAL:
Loud speakers, public address systems or other audio visual aids, which may be distracting or disruptive, are prohibited. Final decision as to the level of distraction remains with show management. Each Exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted material in the Exhibitor's booth or display. No exhibitor will be permitted to play, broadcast or have performed any music or use any other copyrighted material, such as photographs or other artistic works without first presenting to Management proof satisfactory that the Exhibitor has, or does not need, a license to such music or copyrighted material. Management reserves the right to remove from the exhibit all or any part of any booth or display which incorporates music, photographs or other copyrighted material for which the Exhibitor fails to produce proof that the Exhibitor holds all required licenses. The Exhibitor shall remain liable for and shall indemnify and hold Management, their agents and employees, harmless from all loss, costs, claims, cause for actions, suits, damages, liability, expenses, and costs, including reasonable attorney's fees, arising from or out of any violation or infringement (or claimed violation or infringement) of any patent, copyright or trade secret rights or privileges by Exhibitor, Exhibitor's agents or employees.

19. TEAR-DOWN OF EXHIBITS:
Retailers cannot buy product if you are closing down. No exhibits may be removed from the exhibition hall from the time of the opening of the show until closing time except on written permit from the Management and the permit will designate the hours at which that removal is to take place.

Penalty for tear down of booth before official closing (per program) on Sunday, December 3, 2023, will mean loss of priority in space selections for the 2024 show or may be subject to a refundable deposit to act as a bond.
20. INSURANCE OF EXHIBIT:
The Management has provided guards and will use every possible effort to safeguard exhibitor's property. SENPA cannot be held responsible for products in exhibits. If insurance is desired, it must be purchased by the exhibitor at his own expense, exhibitor may allow any article that will void or raise the premium of the insurance held by SENPA or the Gaylord Palms Resort & Convention Center. Exhibitor is responsible for any damage it inflicts on the facilities. Any violation will cancel the contract for exhibition space without refund.

21. HOLD HARMLESS:
It is understood that SENPA or the Gaylord Palms Resort & Convention Center or legal entities which own, lease, and/or operate these entities nor their members, officers, directors, or employees shall be held responsible or liable for injury to any person or persons or for loss or damage to any property belonging to the exhibitor or any person or persons while in the Gaylord Palms Resort & Convention Center or his goods while in transit to or from the building or while in the building for any cause whatsoever or otherwise, except for the gross negligence or willful misconduct of the Gaylord Palms Resort & Convention Center and their employees. The exhibitor assumes full responsibility and liability for all loss, damage, or destruction of the property of the exhibitor, his guests and all property of the Gaylord Palms Resort & Convention Center used by the exhibitor or brought upon the Gaylord Palms Resort & Convention Center premises in his behalf, except for the gross negligence or willful misconduct of the Gaylord Palms Resort & Convention Center and their employees. The exhibitor assumes full responsibility and liability for all injury to any and all persons or property in any way connected with the exhibitor display caused by the exhibitor's employees. The exhibitor indemnifies and agrees to hold harmless the SENPA or the Gaylord Palms Resort & Convention Center and legal entities which own, lease, and/or operate the Gaylord Palms Resort & Convention Center and SENPA, their members, officers, directors, and employees against any and all damage to property or personal injury caused by the exhibitor or his agents, representatives, employees, or any other person.

22. LIABILITY:
Exhibitor agrees that if SENPA should incur liability for any act whatsoever, as determined by an appropriate court of law or any other binding, decision-making body, the damages to which the exhibitor shall be entitled shall be limited to the amount of the exhibit fee paid by exhibitor.

Exhibitor agrees to obtain and keep in effect during the event a commercial general liability insurance policy with a combined single limit for personal injury and property damage of $1,000,000 per occurrence and $2,000,000 in the aggregate. Each Exhibitor will provide a certificate of insurance (COI) confirming such coverage to SOHO EXPO management before exhibitor will be able to pick up badges and allowed to exhibit.**

**The following verbiage should be placed in the Description field of the COI exactly as shown: “Gaylord Palms Resort & Convention Center, Hotel Manager, Ryman Hospitality Properties, Inc., RHP Property GP, LP, RHP Operations GP, LLC, Marriott International, Inc., GP Limited Partnership, Xcentury City Development Company, LC, XCDC SPD, LLC and SENPA, Inc. are included as Additional Insured”.

23. EXHIBITOR SAMPLES:
Exhibitors may only distribute product samples, literature, or other material from their booth site and nowhere else in the Gaylord Palms Resort & Convention Center or hotel during the convention. Violations may result in closure of the exhibitor's booth without refund. Samples should be provided at no cost. SELLING OF SAMPLES OR PRODUCTS IS NOT ALLOWED.

24. HEALTH DEPARTMENT REQUIREMENTS:
Management requires that exhibitors who are handling food samples be aware of and follow any applicable State Health Department requirements which may apply to food handling. Management will not assume responsibility for monitoring these requirements.

25. PRE-SHOW DISCOUNTS:
Management respectfully requests that exhibitors at the SOHO EXPO refrain from offering pre-show discounts to retailers. This practice is harmful to the show and discourages show attendance.

26. SMOKING:
Smoking is prohibited at all times in the exhibition hall and during SENPA sponsored programs during the SOHO EXPO.

27. EXHIBITION SERVICE:
AGS Expo Services is the official exhibition company. Shipping and handling information will be provided. Florida is a “Right-to-Work State”.

28. EXHIBIT LOGISTICS:
An Exhibitor Service Kit containing detailed information will be available online at www.SOHOexpo.net in ample time for advance planning. The Kit will contain information regarding shipment, labor, electrical service, rental items, exhibit hours, etc. Service order forms for all available services will be included and should be returned promptly. Exhibitors must abide by the rules outlined in the Exhibitor Service Kit.

29. COMPLAINT PROCEDURE:
The Management agrees every exhibitor has the right to exhibit without harassment from another SOHO EXPO attendee. If you find a product or literature you consider questionable, please notify show management. A special committee will be available for the show management to notify in order to address the issue. All other issues should also be reported directly to the show management as soon as possible during the convention.

30. FALSE, MISLEADING OR DISPARAGING LITERATURE AND/OR PRODUCTS:
Show Management reserves the right to request that signs, catalogs, souvenirs and literature be submitted for review prior to accepting this application or prior to booth set-up. SENPA is committed to producing a trade show that represents all segments of the health food/natural products industry. Any company making claims about products or dispensing literature that can't be substantiated with significant scientific data in their booth may be subject to removal from the trade show floor without refund. SENPA does not permit the display of products labeled, marketed or promoted as "legal highs", or "street-drug knock-offs" or products intended to mask substance abuse or interfere with substance abuse tests. If you find a product or literature you consider questionable, see rule 29, Complaint Procedure.
RULE ENFORCEMENT NOTICE

It is a safe bet that you are not interested in having your company highlighted in an unflattering manner on TV news or in a major magazine. Our industry has experienced many negative reports by the media. Although in such cases the strong negative bias of the interviewer shows through, the sad fact is that what they portray is not always 100% fantasy. Unfortunately, a few in our industry provide just enough examples to lend false credibility to critical stories. SENPA assumes that your company wants to be part of the solution, not part of the problem.

There is no way we can guarantee to screen out journalists with a bad attitude, or even FDA and State agents for that matter. Nor can we reasonably be expected to guarantee that every exhibit is problem-free. But you can guarantee that your booth is such a good example of what the industry proudly represents that you will take all the fun out of witch hunting.

Avoid drug-like benefit claims for supplements.
SENPA will be vigorously enforcing the exhibitor contract provision against objectionable exhibits at SOHO Expo. Products, literature and even whole exhibits that are objectionable by being an embarrassment to our industry will be removed. The following guidelines are examples of minimum actions required.

Resist the temptation to represent, even with pictures, benefits that are exaggerated or unsubstantiated.
Considered the most egregious and newsworthy are claims for cure or treatment of serious diseases. (Example problem – “product X treats AIDS or Cancer.”)

Do not present a product that is marketed for something other than true health enhancing properties.
Example problem – a massive body builder who apparently got big in his sleep because of a magic pill of some kind.
Example problem – a product that would mask drug urine tests.

Review carefully for professionalism the dress of attendants and activities planned for the booth.
SENPA is excited about the SOHO EXPO and certainly wants your company to have a very successful experience financially, but we encourage you to carefully consider the long-range effects and potentially disastrous immediate public relations consequences of stretching the limits in planning your exhibit.

SAVE MONEY—WATCH DEADLINES

October 6, 2023 (Friday)
- ShowGUIDE Advertising Reservation with payment
- ShowGUIDE Prize Donation Listing
- ShowGUIDE Booth Event Announcement
- ShowGUIDE Program Ads – must be “camera ready”
- Exhibitor Listings
- Deadline for Cert of Insurance – any outside Labor Co’s.

November 1, 2023 (Wednesday)
- Deadline for advanced price savings for Gaylord Palms Convention Services rental items and services.
- Cooking Foods & Warming Foods Form Gaylord Palms Kit

November 3, 2023 (Friday)
- Golf Tournament Pre-registration for reduced rate of only $125*!
  *Box lunch included
- Deadline for Buyer’s Card Participation.
- Exhibitor Badges – add $15/badge starting 11/4/2023
- New Product Display
- ShowGUIDE Addendum
- Prize donations pre-delivery to SOHO EXPO office
- Booth Event Announcement to be listed in Addendum
- Hallway Banner pre-delivery to SOHO EXPO office

November 7, 2023 (Tuesday)
- Cut-off date for Gaylord Palms Resort special room rate.
  Register at SOHOexpo.net > Host Hotel Information

November 27, 2023 (Monday)
- Deadline for shipment to AGS Expo Services to obtain advanced pricing.

November 28, 2023 (Tuesday) & November 29, 2023 (Wednesday)
- Office Closed – Moves to Onsite location at Gaylord Convention Center.

November 30, 2023 (Thursday)
- Office Opens – Onsite at Gaylord Convention Center.

December 1, 2023 (Friday)
- Hallway Banner & Show Prizes to Onsite Office.

Exhibitor Set-Up Times:
Friday, Dec. 1, 8am-7pm
Saturday, Dec. 2, 7am-10am
## Quick Schedule at a Glance

### Thursday, November 30, 2023
- 12:00pm: Annual SOHO EXPO Golf Tournament – Alan Kristowski Memorial – Celebration Golf Club – as low as $125 (boxed lunch included) with 11:00am registration – Shotgun start

### Friday, December 1, 2023
- 8:00am - 7:00pm: Exhibitor Set-up – Exhibitors only
- 8:00am - 4:00pm: SENPA Summit at SOHO Expo - Business Education for Natural Products Retailers
- 4:00pm - 4:45pm: Annual Business Meeting - Elections OPEN TO ALL ATTENDEES
- 5:00pm - 7:00pm: Dinner & Education Program Sponsored by Enzymedica *(Full-Access Badged Retailers Only)

### Saturday, December 2, 2023
- 7:00am - 10:00am: Exhibitor Set-up – Exhibitors only
- 8:15am - 10:15am: Breakfast & Education Program Sponsored by EuroPharma *(Full-Access Badged Retailers Only)
- 10:30am - 5:00pm: EXHIBITS OPEN - EXHIBIT HALLS A, B, C, D
- 5:30pm - 7:30pm: Dinner & Education Program Sponsored by True Grace *(Full-Access Badged Retailers Only)
- 7:00pm - 11:00pm: President’s Party - Networking - All Attendees Welcomed

### Sunday, December 3, 2023
- 8:00am - 10:00am: Breakfast & Education Program Sponsored by Bluebonnet *(Full-Access Badged Retailers Only)
- 9:00am - 10:15am: Exhibitor Access to Exhibit Hall
- 9:30am - 3:00pm: EXHIBITS OPEN – EXHIBIT HALLS A, B, C, D
- 3:00pm - 3:15pm: Close of show – Prize Drawings!

SOHO EXPO is The Natural Products Industry trade show and convention. Show is closed to the general public. ALL attendees must register with Show Management.

Visit **SOHOexpo.net** for more sponsorship opportunities
Hints for a Successful Show

SHOW-ONLY DISCOUNTS
This is a PROVEN method of increasing attendance: promote “show-only” discounts or offerings for attendees in advance!

History shows retailers that attend the show are generally more successful.
By attending the show, they can meet with you and your representatives and see your entire line “up close and personal.” The networking opportunity provided by attending trade shows is a win-win for all participants!

Please help us to help you have a successful show. Encourage retailers to come to the SOHO EXPO. Join us in promoting the show.

SOHO EXPO NOT OPEN TO THE PUBLIC
We strive very hard to make sure that retailers and their staff are the ones shopping the convention floor. Others will have a guest badge on so you can identify them.

COST FOR RETAILERS TO VISIT THE SHOW
Please do not offer badges to retailers with your company’s name on them. That is very counterproductive. Retailers are allowed into exhibits FREE! Pre-registered non-member retailers are allowed entrance to the exhibits only at no charge.

ON-SITE BADGES
We screen attendees! So if you have a sales rep show up at the convention and there is no name badge, it will cost a minimum of $15 and we will have to get him/her approved. This will take you away from your booth and potentially lose you orders. Please register in advance and do not ask your friends to drop by without making arrangements to meet them.

THE PAGING SYSTEM WILL NOT BE USED DURING THE SHOW EXCEPT FOR LIMITED ANNOUNCEMENTS.

Helpful Information

WHEELCHAIRS AND SCOOTERS RENTALS
For the physically challenged, make getting around the hotel and show floor easier by renting a wheelchair or scooter.

Contact: Visit website www.SOHOexpo.net for more information

Reserve Early!

CHILDREN ON SHOW FLOOR
Children under 12 are prohibited on show floor during set-up and tear-down of booths.
HOST HOTEL & SOHO EXPO
Gaylord Palms Resort & Convention Center
(a Marriott Property)
6000 W. Osceola Parkway
Kissimmee, FL 34746
www.gaylordpalms.com
Reservations: (877) 382-7299 Mention: SOHO Expo
Online: Click to hotel information & reservations directly from SOHOexpo.net>Host Hotel

SHOW ROOM RATE:
*$204.00 per night plus taxes and $20 resort fee.
Rate good through Tuesday, November 7, 2023

TO RECEIVE THE SHOW RATE
Be sure to mention SOHO EXPO or SENPA

CHECK IN / CHECK OUT
Check in time: 3:00pm
Check out time: 11:00am

*YOUR RESERVATION INCLUDES:
— Complimentary local and 1-800 telephone calls (first 20 minutes)
— High-speed internet access
— Daily newspaper (available from lobby)
— Two bottles of purified water (complimentary in-room)
— 24 hour access to fitness center
.....and much more!

CANCELLATION POLICY:
Deposit will be refunded if notice is received at least three (3) working days prior to arrival and a cancellation number is obtained.

Exhibitor Set-Up Times:
Friday, Dec. 1, 8am-7pm
Saturday, Dec. 2, 7am-10am
Exhibit Hall Site Plan

Florida Exhibition Hall
Convention Center | Level 1

19 Dedicated Loading Docks

Florida Exhibition Hall

A  B  C  D  E  F

Seminars on Ballroom Level

To Hotel

Registration

Seminars on Ballroom Level

Checkpoints

11 Points of Sale

KEY:
- Loading Dock
- Registration Desk and Offices
- Service Areas
- Freight Elevators
Golf Tournament Registration
24th Annual Alan Kristowski Memorial Golf Tournament

Thursday, November 30, 2023
Celebration Golf Club
12:00pm (Warm Up 11:00am)

Register to play with your peers at SOHOexpo.net
Prizes For 1st, 2nd & 3rd Place - Gross vs. Net

$125 Per Person Registration

Celebration Golf Club’s course radiates an atmosphere of beautiful tranquility and fun but challenging golf. The layout is protectively framed by borders of native trees and natural wetlands and speckled with clusters of native oaks, pine and magnolia trees. It features strategic hazards and challenging greens.

STEP #1 – REGISTRATION

Individual or Multiple Players

Individual Registration
☐ I am registering individually (before or on 11/3/2023) $125.00*
☐ I am registering individually (after 11/3/2023) $140.00*
☐ Place me with a team
☐ I am playing with the following people - please make sure we are on the same team: ______________________________________________________

TOTAL DUE: $__________
Proceed to Step #2

Multiple Players Registration
☐ I am registering and paying for ________ players @$125.00* (before or on 11/3/2023) $_________
☐ I am registering and paying for ________ players @$140.00* (after 11/3/2023) $_________

TOTAL DUE: $__________
Proceed to Step #2

STEP #2 – PAYMENT INCLUDED FOR THE FOLLOWING GOLFER(S):

Golfer #1
Company __________________________________________
Address __________________________________________
City, State, Zip _____________________________________
Email _____________________________________________
Phone ___________________________ Handicap _________

Golfer #2
Company __________________________________________
Address __________________________________________
City, State, Zip _____________________________________
Email _____________________________________________
Phone ___________________________ Handicap _________

Golfer #3
Company __________________________________________
Address __________________________________________
City, State, Zip _____________________________________
Email _____________________________________________
Phone ___________________________ Handicap _________

Golfer #4
Company __________________________________________
Address __________________________________________
City, State, Zip _____________________________________
Email _____________________________________________
Phone ___________________________ Handicap _________

REWARDS:
- Awards
- Prizes
- Goodie Bag
- Trophy
- One post-round drink
- Shirt with collar
- No Blue Jeans
- Metal Spikes are prohibited

STEP #3 PAYMENT INFORMATION

☐ Check #__________ (made payable to SENPA, Inc.)
NOTE: Company checks not accepted after November 10, 2023. Must be paid by cashier’s check or money order.

☐ Pay by credit card. American Express, MasterCard and VISA Accepted.
NOTE: Invoice will be sent with payment instructions.

REQUIRED: Authorized Signature: __________________________________________ Date: _____ / _____ / _____
Print Name: __________________________ Title: __________________________

LOCATION
Celebration Golf Club
701 Golfpark Dr
Celebration, FL 34747

INFORMATION AT-A-GLANCE

FORMAT: Shotgun Start, 4-man Scramble (Captain’s Choice)

REWARDS: Awards, Prizes, Goodie Bag, Trophy

FEE: $125* early registration (*includes box lunch)
     $140* late registration (*includes box lunch)

LIBATION: Includes one post-round drink

DRESS CODE: Shirt with collar, No Blue Jeans,
              Metal Spikes are prohibited

SENPA
NATURAL INDUSTRY ALLIANCE
5946 Main Street
New Port Richey, FL 34652
727.846.0320
www.SOHOexpo.net

FAX completed form to
800.828.7250
OR
EMAIL completed form to
info@SOHOexpo.net

Nov. 30 – Dec. 3, 2023
Booth Event Announcement

Event at YOUR Booth?

Promote It!

Yes, include our special event in the FREE Listing on the Events and Booth Activities page of the ShowGuide

Company Name: ___________________________________________________________________________________________________

Contact (PLEASE PRINT): _____________________________________________________________________________________________________

Phone ( _____ ) ____________________   Fax: ( _____ ) ___________________   E-MAIL: _________________________________________

Cancellation must be made in writing before October 20, 2023 to receive refund less a non-refundable $25.00 fee.

DEADLINES:

10/6/2023 for your announcement to be listed in the ShowGUIDE
11/3/2023 for your announcement to be listed in the ShowGUIDE Addendum

Maximum of 3 lines per company listing - PLEASE PRINT - Show Management not responsible for illegible forms.

Line 1 - Exhibiting As: (Maximum 32 Spaces)

Line 2 - Event Description (Maximum 32 Spaces)

Line 3 - Event Time (Maximum 22 Spaces)

Booth Number
Show Prizes for Retailers

Captive Audience: You have their attention!

SOHO EXPO has budgeted thousands of dollars for prizes and we encourage exhibitors to add prizes. Prizes increase the excitement and encourage retailers to stay throughout exhibit hours. Only official SOHO EXPO drawings will be announced.

RETAILERS MUST BE PRESENT TO WIN, KEEPING THEM ON THE SHOW FLOOR!

RETAILERS ARE ENCOURAGED TO PLACE ORDERS WHILE AT THE SHOW.
The more orders placed during the show by retailers, the MORE CHANCES THEY HAVE TO WIN PRIZES!!

HOW DO WE DO THAT? Every time the retailer places an order with YOU, the exhibitor, they can bring proof of that order (you must provide) to the SOHO TICKET BOOTH and redeem for an entry ticket.

THE MORE RETAILERS ORDER FROM YOU, THE MORE CHANCES THEY HAVE TO WIN.

DONATION NOTES:
- Prize Donation Form must be completed and accompany each donation.
- Prize donations must have a minimum value of $50 each or they will be bundled with other donations.
- Prizes are awarded to retail stores, not individuals.
- EXHIBITORS ARE REQUESTED TO PROVIDE RETAILERS COPIES OF ORDERS PLACED.
- REPLY DEADLINE: 10/6/2023 for your prize to be listed in the ShowGUIDE and 11/3/2023 to be listed in the ShowGUIDE Addendum

INSTRUCTIONS:
☐ Ship directly to SENPA (c/o Prize, 5946 Main Street, New Port Richey, FL 34652) before 11/18/2023.
☐ Deliver prize to ONSITE Show Office on Saturday, 12/2/2023
☐ Will ship prize directly to retailer after the show.
Other:

You will be notified what retailer won your prize. Retailers must be present to win. Retailers who place orders have more chances to win!
Proof of Order Form

Help Retailers Win Prizes!

Retailers require proof of order to receive additional prize drawing tickets. Each time they place an order increases their chance to win.

Please be prepared to give retailers a proof of order for their orders at the show.

Your company order forms will be accepted or you may reprint and use the forms provided below. You may also supply a signed business card for each order placed.

Please insert your company name.

<table>
<thead>
<tr>
<th>PROOF OF ORDER</th>
<th>PROOF OF ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place Company Business Card Here</td>
<td>Place Company Business Card Here</td>
</tr>
<tr>
<td>Fill in Company Name and Address</td>
<td>Fill in Company Name and Address</td>
</tr>
<tr>
<td>You may also supply a signed business card for each order placed</td>
<td>You may also supply a signed business card for each order placed</td>
</tr>
<tr>
<td>The following retail store has placed an order at the SOHO EXPO 2023</td>
<td>The following retail store has placed an order at the SOHO EXPO 2023</td>
</tr>
<tr>
<td>Company</td>
<td>Company</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Exhibitor Representative</td>
<td>Exhibitor Representative</td>
</tr>
</tbody>
</table>

PROOF OF ORDER

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<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Exhibitor Representative</td>
<td>Exhibitor Representative</td>
</tr>
</tbody>
</table>
## SOHO Expo Sponsorship Packages

Reach Retailers All Year Long!

<table>
<thead>
<tr>
<th>Logos featured as Show Sponsor - Logo sized based on Sponsorship level</th>
<th>Platinum</th>
<th>Gold</th>
<th>Silver</th>
<th>Patron</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Media (Over 11,000 Views) Sponsorship Group + Unique Mentions (# of checks indicates mentions)</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Newsletters - print and digital (Over 5600 Exposures)</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Show Guide recognition with listing</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Mailings - postcards, flyers, printed and digital (Over 20,000 Exposures)</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Registration brochures Over 4,000 Exposures + Website Views</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Show Guide (2,000 printed)</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Onsite Graphics</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Website – logo placement (Over 10,000 Exposures)</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Special Show Sponsor Identifying Ribbon for each member of your team</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Logo printed on insert with Hotel Rebate Check</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Photo of booth and company rep in SENPA SPEAKS Show roundup edition (2,000 mailed + Website Views)</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Personalized article in SENPA SPEAKS one-time during year of sponsorship ($500.00 Value)</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Customized digital Flyer advertising sponsorship participation in SOHO EXPO (Unlimited exposures)</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Free Buyers Card Promotion ($500 value) 500 printed</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Free Inside New Product Display ($55.00 Value)</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Free Outside New Product Display ($85.00 Value)</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Sponsorship Award to display at booth</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
<tr>
<td>Company Banner placement at show ($500 value per location - restrictions apply) (# of checks indicates locations)</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
<td>✔ ✔ ✔</td>
</tr>
</tbody>
</table>

### Advertise to Our Unique Audience!

**$7500**  **$5000**  **$3000**  **$500**

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Multi-Year Show Sponsor

Investment Level

Long-Term Partnership

Our Investment Sponsorship package has been created to offer sponsor(s) a long-term, value-added program that has the broadest reach to retailers across the U.S. who attend SOHO EXPO. The program offers a year-long package that includes one of the industry’s best natural products show, SOHO EXPO, SOHO HEALTHFEST and ROAD SHOW EVENTS.

$10,000 per year - 3 Year Partnership

Terms of Agreement: SOHO EXPO Sponsorship 3 years from current year signing of sponsorship agreement through the first SENPA SPEAKS Newsletter published and mailed in February of 4th year

Yearly Sponsorship Scope:

• Highlighted as Investment Sponsor listed in all marketing pieces including Onsite, Website, and Official Show Program
• Featured as a Platinum & President’s Party sponsor with all of its included benefits ($7500) PLUS
• 2 FREE Nights Gaylord Palms Resort & Convention Center (Host Hotel) each year of sponsorship during show.
• FREE Full page ad in the Official ShowGUIDE each year of sponsorship
• FREE sponsor ad in the SENPA SPEAKS Newsletter Retail Registration Issue each year of sponsorship
• Post submitted “show supporting” digital Press Release on the SENPA.org Media Page (some restrictions apply)
• FREE New Products Display, Inside and Outside
• FREE Buyers Card Promotion
• FREE "digital" SOHO EXPO Flyer Template for inserting / distributing to your retailer list
• Sponsorship Award to display at your booth
• Special Sponsor Identifying Ribbon
• Featured as an Investment Sponsor at all SOHO Road Show Events

Included: Platinum Sponsorship Benefits

• Highlighted as a Sponsor with your logo featured on all Retail Registration Forms
• Included in all marketing materials (online and print) highlighting you as a rebate promotion sponsor for qualified retailers staying at the Gaylord Palms Resort & Convention Center (Host Hotel)
• Opportunity to place TWO standing banners during entire show at the show registration area and on the main walkway to the convention (some restrictions and deadlines apply)
• Sponsorship Acknowledgment Announcement during each education session and all event marketing collateral including promoting your booth assignment

Included: President’s Party Sponsorship Benefits

• Highlighted as a President’s Party Sponsor with your logo on all flyers, signage, and party event tickets
• FREE 6ft sponsor display table at President’s Party for marketing and promoting to attendees
• Logo included on any logo’d item handed out to all party attendees (if available)

Our show sponsorship programs have been designed to give your company the highest level of exposure and support your marketing goals.
SOHO Expo Sponsorship Packages

Packages for success!

Investment Sponsorship
$10,000 for 3 years
 Amount
$30,000

SOHO Expo Sponsorship
Platinum $7,500
Gold $5,000
Silver $3,000
Patron $500

President’s Party Sponsorship
$3,000

TOTAL INVESTMENT

Name (Authorized Agent): ____________________________ Date: __________

Company Name / Exhibiting As: ________________________________

Email: ____________________________ Phone: (_________ ) ________________

You will receive an email confirmation along with deadlines and instructions.

The EARLIER you sign up... the EARLIER you’ll be reaching retailers!
Sponsorships BEGIN when payment is received.

PAYMENT METHOD

☐ Check #__________ (made payable to SENPA, Inc.)
   NOTE: Company checks not accepted after 11/17/2023, must be paid by cashier’s check or money order.
   Applications received after 8/14/2023 must be accompanied by 100% of the fee.

☐ Pay by credit card. American Express, MasterCard and VISA Accepted.
   NOTE: Invoice will be sent with payment instructions.

REQUIRED: Authorized Signature: ____________________________ Date: _____ / _____ / _____

Print Name: ____________________________ Title: ____________________________

Dates to make payment: 1st ___________ 2nd ___________ 3rd ___________ 4th ___________

Visit SOHOexpo.net for more sponsorship opportunities
2023 SOHO EXPO
Meal Program Sponsorship

2-hour program with meal served for first 30 minutes* (½ hour) buffet style
Speaker presentation may run up to 90 minutes (1 ½ hours)

SOHO EXPO MEAL SPONSORSHIP LEVEL BENEFITS:

• Your Logo on Meal Sponsor Banners
• Your Logo with link on official sohoexpo.net website
• Your Logo in SENPA SPEAKS newsletter - starting immediately
• Your Logo in all pre-show mailings (print / email) - starting immediately
• Your Logo recognition in official ShowGUIDE under meal sponsors
• Your Logo on registration forms (online and printed where possible)
• Your Logo in post-show SENPA SPEAKS newsletter – January edition
• Complimentary location on Inside New Product Display ($70 value)
• Award to display at booth
• Special "Sponsor" ribbons for staff to wear during SOHO EXPO
• Promoted as a meal sponsor on our social media reach
• Customized PDF flyer promoting your presentation with the SOHO EXPO registration on side two for your pre-show mailings /distribution to retailers
• Complimentary Hallway Banner Location ($500 value) - Sponsor may provide assembled banner (at sponsor's expense) for display during the SOHO EXPO. For maximum exposure, banner should be delivered to SOHO registration area Thursday or Friday of the show. Placement to be determined by SOHO management and hotel guidelines. SOHO staff will move the banner to the sponsor's event and replace to original location after the program. Sponsor will make arrangements for the banner to be returned to their offices after the show unless retrieved on-site.

SPONSOR RESPONSIBILITIES:

SPONSOR RESPONSIBILITIES:

• SPEAKER: Chosen and paid for by the sponsor. Topic to be submitted to SOHO EXPO committee for approval. SOHO/SENPA asks that Information not to be totally product based. Recognizing products and distributing literature and samples is acceptable, however, we ask that the main part of the program be educational.

• AUDIO/VISUAL: Sponsor will pay $880 to cover all audio/visual cost. Management negotiates prices and includes in show’s package in order to reduce overall costs. (i.e., sharing costs with other sponsored programs using the same hall and duplicate equipment).

• ADDITIONAL FEES: Benefits may not be changed after signing. SOHO EXPO is run by a non-profit organization and meal functions do not create revenue for the show, therefore additional benefits to those listed above or promotions will not be added and all fees incurred are the responsibility of the sponsor.

• CATERING: Sponsor is responsible directly to the Gaylord Palms for the meal function and all hotel charges for the dinner. SOHO EXPO show management will work directly with sponsor to arrange menu, take reservations, and work on final catering guarantee.

• FOOD DONATIONS: SOHO EXPO management will make every effort to obtain healthy donations to be included on the buffet, but will not guarantee those donations. If any additional costs are incurred for donations, sponsor will have the opportunity to approve in advance and be responsible for those fees. Companies donating foods/products will be acknowledged.

• MEAL PROGRAM TIMELINE: Buffet will open at beginning of session time and be closed down at the beginning of the speaker presentation to help lessen the noise and offer a better atmosphere for attendees. *Sponsor may request a time change for closing the buffet line with the SOHO EXPO representative in charge.

• ATTENDEES & INVITED GUESTS: Please note, registered “full-access” RETAIL attendees are invited to attend sponsored meal functions at no cost to them. They will be required to “preregister” for the event. Sponsors are encouraged to promote and invite retailers making sure they include the following on any invitations, etc.: “All retailers attending meal functions are required to preregister as a FULL-ACCESS Retail Attendee at the SOHO EXPO. TO REGISTER visit SOHOexpo.net or call (727) 846-0320.”

CANCELLATION CLAUSE: Once this contract is signed, you are agreeing to sponsor and pay for a meal session at SOHO Expo and you will be promoted as such. In the event of a sponsor cancellation, the fees are as follows:

• From signing to August 14th, sponsor is liable for 50% of the meal costs (unless sponsorship is able to be resold)
• After August 14th, sponsor is liable for 100% of the meal costs (unless sponsorship is able to be resold)

Cancellations must be made in writing and the final invoice will be sent to sponsor immediately after the convention.

FINAL INVOICING: A final invoice of any additional fees will be sent to sponsor immediately after the convention. Invoice will be due upon receipt unless other arrangements have been agreed to in advance.

For more information on meal sponsorship availability, please contact the office at 727-846-0320.
Official SOHO Expo ShowGUIDE

REACH RETAILERS AT THE SHOW

The official ShowGUIDE is a year-long resource

TARGET MARKET ADVERTISING - perfect vehicle for branding and building product awareness
BROKERS - offers listings of companies they represent (as of date noted in program)
FIRST TIME EXHIBITORS - retailers use the guide looking for new items and promotions
CALENDAR OF EVENTS - reminds retailers about upcoming shows & education
SPONSOR RECOGNITION - encourages retailers to thank sponsors with their support

Ads are available and placed on a first come basis so hurry PLACE YOUR AD TODAY!

COVER PAGES
Inside Front - Full Page Bleed 5.75"w x 8.75"h full-color – $850
Inside Back - Full Page Bleed 5.75"w x 8.75"h full-color – $750
Outside Back- Full Page Bleed 5.75"w x 8.75"h full-color – $850

INSIDE PAGES
Full Page 4.75"w x 7.75"h full-color – $650
Half Page 4.75"w x 3.875"h full-color – $500

ADDENDUM
Half Page 4.5”w x 3.875"h full-color – $500

AD SPECS:
- ShowGUIDE is staple-bound, 5-1/2” wide x 8-1/2” high, full color (4-color process CMYK) cover. Printed on coated paper.
- Full color ads: colors must be CMYK, no spot (Pantone) colors.
- KEEP ALL TEXT INSIDE 4.75” x 7.75” LIVE AREA.
- REQUIRED: Provide an EPS or PDF . All photos at least 300 dpi.
- Before making PDF convert all fonts to outlines/curves.

Advertising/Marketing amount indicated above. Cancellation must be made in writing before October 20, 2023 to receive refund less a non-refundable $25.00 fee.

ShowGUIDE Ad Reservation Form

Company Name: ____________________________________________________________ Exhibiting As: __________________________________________________________

Contact (PLEASE PRINT): ______________________________________________________________________________________________________

Phone: ( _____ ) _____________________   Fax: ( _____ ) ______________________   Email: ________________________________________________________________

Print Name: ________________________________________________________________Title: ____________________________

REQUIRED: Authorized Signature: _____________________________________________ Date: _____ / _____ / ______

PAYMENT METHOD
☐ PAY BY CHECK # ___________ - make payable to SENPA, Inc.
☐ PAY BY CREDIT CARD - Visa, MasterCard and American Express Accepted.
   NOTE: Invoice will be sent with payment instructions.

Be seen long after the show is over. Retailers Hang On to their ShowGuide all Year!

RESERVATION DEADLINE: September 15, 2023
Camera-Ready Ad Deadline: October 6, 2023
EMAIL prepared ad to: info@SOHOexpo.net

PAYMENT METHOD
☐ PAY BY CHECK # ___________ - make payable to SENPA, Inc.
☐ PAY BY CREDIT CARD - Visa, MasterCard and American Express Accepted.
   NOTE: Invoice will be sent with payment instructions.

REQUIRED: Authorized Signature: _____________________________________________ Date: _____ / _____ / ______

Print Name: ________________________________________________________________Title: ____________________________
New Products Display
RETAILERS LOVE NEW ITEMS
Go ahead...show off...not once but twice!

The SOHO EXPO NEW PRODUCTS DISPLAY: 2 Locations

Inside Exhibit Hall. Products will be placed on tables (not glass cases) allowing for retailers to stroll through the area. 12" x 24" space with signage. No height restrictions.

Outside Exhibit Hall at Show Floor Entrance. Products will be placed in glass cases 9" W x 18" D x 12" H space with signage.
- It is your responsibility to get your product to us.
- Spaces are limited.
- Product must have been introduced within the last 12 months.

DELIVER PRODUCTS to registration area during show set-up, 12/1/2023, or MAIL to: SENPA 5946 Main Street, New Port Richey, FL 34652 BEFORE 11/10/2023 (Please label attn: New Products Display - Inside/Outside).

LOGO: Email your company logo in an EPS file format with text converted to curves. Name your logo with your corporate name and your exhibiting as name.

NOTE: Outside New Products Display can only be pre-purchased. No Onsite sales for outside displays.

ONLY EMPTY containers accepted. Management not responsible for stolen merchandise.

SPACE RESERVATION
Please reserve ______ inside space(s) at $70 each.
Please reserve ______ outside glass case(s) at $100 each.

Cancellation must be made in writing before October 20, 2023 to receive refund less a non-refundable $25.00 fee.

Company Name: ___________________________________________ Exhibiting As: __________________________ Booth # ______

Contact (PLEASE PRINT): _______________________________________________________________________________________________

Phone: (_____) ____________________________________________ E-Mail: ________________________________________________________

PAYMENT METHOD
☐ Check #___________ (made payable to SENPA, Inc.)
NOTE: Company checks not accepted after 11/17/2023. Must be paid by cashier’s check or money order. Applications received after 8/14/2023 must be accompanied by 100% of the fee.

☐ Pay by credit card. American Express, MasterCard and VISA Accepted.
NOTE: Invoice will be sent with payment instructions.

REQUIRED: Authorized Signature: ___________________________________________ Date: _____ / _____ / ______

Print Name: ___________________________________________ Title: __________________________

Visit SOHOexpo.net for more sponsorship opportunities
Buyer’s Card Program

HAVE EVERY RETAIL BUYER....

....STOP AT YOUR BOOTH!

Put your company logo on the BUYER’S CARD

SUPER VALUE - $500!

A passport style card, with exhibitor’s logo and booth numbers, is provided ONLY to registered RETAIL BUYERS.

As a participating exhibitor you are provided branded validation stickers. Wait for retail buyers to stop by your booth and tell them about your products!

Retailers love this game; they win PREMIUM prizes for a full card of stickers!

Retail Buyers MUST be present at the close of the show to win!

LIMITED SPACES - SIGN UP TODAY!

YES! We want to be part of the Buyer’s Card Program!

Company Name: _____________________________________________________________ Booth # _______

Exhibiting As Name: _____________________________________________________________

Contact (PLEASE PRINT): _____________________________________________________________

Phone: ( _____ ) ___________________ Fax: ( _____ ) ___________________ E-MAIL: _______________________________________

Cancellation must be made in writing before October 20, 2023 to receive refund less a non-refundable $25.00 fee.

PAYMENT METHOD

□ Check #______________ (made payable to SENPA, Inc.)
   NOTE: Company checks not accepted after 11/17/2023, must be paid by cashier’s check or money order. Applications received after 8/14/2023 must be accompanied by 100% of the fee.

□ Pay by credit card. American Express, MasterCard and VISA Accepted.
   NOTE: Invoice will be sent with payment instructions.

REQUIRED: Authorized Signature: ___________________________________________ Date: _____ / _____ / _____

Print Name: ___________________________________________ Title: ______________
Hallway Banner Display

BE SEEN OVER AND OVER...

...and your message delivered!

Be right where the action is coming and going to and from the show floor! Have your message viewed in the main convention center hallway Saturday & Sunday during the show.

Limited number of banner displays are available so hurry and reserve your opportunity today!

**SUPER VALUE: $500**

**DELIVER** your banner and your retractable display frame to the SOHO EXPO Show Office on **Friday, Dec. 1, 2023** by 10am or

**SHIP TO:** SENPA (c/o SOHO HALLWAY BANNER) 5946 Main Street, New Port Richey, FL 34652 before **Friday, Nov. 10, 2023.**

**PICK UP** banner & frame after SOHO at Show Office on Sunday, Dec. 3, 2023 at 3:00pm

**RETURN SHIPPING:** Provide a pre-paid shipping label and pay a $25 service fee and SOHO EXPO will return your banner and frame.

NOTE: Your banner message pre-approved by show management. Not responsible for any damages to banner.

**YES! We want to be part of the Hallway Banner Display Program!**

Company Name: ________________________________________ Booth # ______

Exhibiting As Name: __________________________________________

Contact (PLEASE PRINT): _______________________________________

Phone: ( ___ ) _____________ Fax: ( ___ ) _____________ E-MAIL: _______________________________________

Cancellation must be made in writing before October 20, 2023 to receive refund less a non-refundable $25.00 fee.

☐ $25 return handling fee *(does not include shipping)*

**PAYMENT METHOD**

☐ Check #___________ (made payable to SENPA, Inc.)

NOTE: Company checks not accepted after 11/17/2023, must be paid by cashier’s check or money order. Applications received after 8/14/2023 must be accompanied by 100% of the fee.

☐ Pay by credit card. American Express, MasterCard and VISA Accepted.

NOTE: Invoice will be sent with payment instructions.

**REQUIRED:** Authorized Signature: ___________________________ Date: _____ / _____ / _____

Print Name: ___________________________________________ Title: _______________________

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**Reservation Deadline:**

**Friday,**

**Nov. 3, 2023**

5946 Main Street
New Port Richey, FL 34652

727.846.0320 www.SOHDeXpo.net

FAX completed form to 800.828.7250 OR EMAIL completed form to info@SOHDexpo.net
Golf Tournament Sponsorship

FREE SPONSORSHIP OPPORTUNITIES
☐ Samples for Goodie Bags (snacks, sunscreen, bug repellent, pain relievers, lotion, etc.)
  List below the samples you will be providing, minimum of 50, must be shipped to the SENPA office to arrive no later than November 13th.

☐ Promotional Items Useful for Golfers (water bottles, travel mugs, hot/cold packs, cooler bags, etc.)
  These items may have your logo on them!
  List below the items you will be providing - minimum of 50, must be shipped to the SENPA Office to arrive no later then November 3rd.

☐ Prizes for contest and Raffle (golf shirts, hats, jackets, clubs, cash, gift cards, etc.)

PAID SPONSORSHIP OPPORTUNITIES
☐ $2,000 Tournament Sponsor (Logo on all signage at tournament, scorecards, golf cart signs and promotional materials)
☐ $500 Boxed Lunch Sponsor (Logo on promotional materials)
☐ $500 Hole-in-One Contest Sponsor (Includes sign at contest hole and logo on contest promotional material)
☐ $500 Drink Ticket Sponsor (Logo on drink tickets)
☐ $500 Water Sponsor (Logo on promotional materials)
☐ $100 Longest Drive Contest Sponsor (Includes sign at contest hole)
☐ $100 Closest to the Pin Contest Sponsor (Includes sign at contest hole)
☐ $100 Longest Putt Sponsor (Includes sign at contest hole)
☐ $50 Hole Sponsor (Includes sign at contest hole)

PAYMENT METHOD
☐ Check #____________________ (made payable to SENPA, Inc.)
  NOTE: Company checks not accepted after November 10, 2023. Must be paid by cashier’s check or money order.
☐ Pay by credit card. American Express, MasterCard and VISA Accepted.
  NOTE: Invoice will be sent with payment instructions.

Company Name: ____________________________________________________________
Contact Name: __________________________________________________________________
Phone: ___________________________ Email: ____________________________________________

REQUIRED: Authorized Signature: ___________________________________________ Date: _____ / _____ / _____
Print Name: ________________________________________________________________ Title: __________________

Visit SOHOexpo.net for more sponsorship opportunities