



2009 Visiting Nurse Association Air Show Vendor/Exhibitor Application

November
14th & 15th, 2009
9 a.m. - 5 p.m.
Martin County Airport
Witham Field
Stuart • Florida

Application Deadline is October 16, 2009

Company Name		
Main Contact Name	Title	
Address		
City	State	Zip Code
Phone	Cell Phone	
Fax	Email Address	
Check One: <input type="checkbox"/> Vendor (I will be selling item(s) at the Air Show) <input type="checkbox"/> Exhibitor (I will not be selling anything at the Air Show)		
If you checked Vendor, please list the items you wish to sell:		

- * Vendor / Exhibitor Booth Spaces are 10' x 10' and guarantee a SPACE only. Tents and/or tables & chairs are available for a nominal fee.
- * If your display requires more space than 10' x 10', please list your requested additional space requirements below and include a photograph and/or footprint of your requested layout
- * Note to Military Exhibitors - Please let us know in advance if you need to be set-up near/next to a particular aircraft display.
- * Aircraft Vendors/Sponsors are entitled to two (2) aircraft, each additional aircraft will be \$300.00.
- * You will receive your space assignment when you arrive at Vendor Check-In on Thursday, November 12th or Friday, November 13th

PAYMENT INFORMATION

10' x 10' Booth Space - Check one:	<input type="checkbox"/> Standard Rate	<input type="checkbox"/> Non-Profit Rate	Amount
Payment received by July 17th, 2009	\$550.00	\$250.00	
Payment received after July 17th but by August 14th, 2009	\$600.00	\$300.00	
Payment received after August 14th, 2009	\$700.00	\$350.00	
Optional Additional Supplies			
10' x 10' Tent	\$140.00	\$140.00	
One Eight Foot Table & Two Chairs	\$40.00	\$40.00	
Additional General Admission Tickets	\$10.00	\$10.00	
TOTAL DUE			\$

List Additional Space Requirements Here:

- Insurance: All Sponsors/Vendors/Exhibitors must have in effect, liability insurance of no less than \$250,000. This is required by Martin County as a condition of use of the airport. **Vendor/Exhibitor must provide the Visiting Nurse Association Air Show, Inc. (VNAA) a "Certificate of Insurance" naming VNAA & Martin County as a certificate holder.**
- Non-Profit Sponsors/Vendors/Exhibitors must include proof of 501(c)(3) status with application.
- Sponsor/Vendor/Exhibitor acknowledges that the Visiting Nurse Association Air Show, Inc. nor its officers, agents, employees or representatives, shall be liable or responsible for any injury to the the undersigned, their employees, guests or invitees for any injury, damage or loss that may occur during the air show or while Sponsor/Vendor/Exhibitor is in transit to or from the air show.
- Sponsor/Vendor/Exhibitor shall comply with any and all applicable state, local or municipal regulations, laws and ordinances, included but not limited to health, fire, electrical and revenue. Sponsor/Vendor/Exhibitor shall collect and remit all sales tax, if required by Florida law.
- The Visiting Nurse Association Air Show, Inc. nor its officers, agents, employees or representatives, shall be liable or responsible for any event beyond its reasonable control such as acts of God, weather delays or government restrictions.
- All Sponsors/Vendors/Exhibitors must read and follow the Vendor/Exhibitor Rules.

Please read Vendor/Exhibitor Rules, complete application form and return with Certificate of Insurance and check payable to:

Visiting Nurse Association Air Show, Inc.
Attn: Teresa Roberts
2400 SE Monterey Road, Suite 300
Stuart, FL 34996

Signature of Vendor / Exhibitor

Print Name

Date

If you have any questions regarding booth space, please contact Teresa Roberts: 772.286.1844, teresa.roberts@vnaflorida.org



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Vendor/Exhibitor Rules

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Please read all of the Vendor/Exhibitor Rules before signing the Application Form

1. All Sponsors/Vendors/Exhibitors must check in at the "Vendor Registration" tent upon entering the show grounds. **Set-up times for sponsor/vendor/exhibitor booths are Thursday, November 12, 2009, and Friday, November 13, 2009, 9 a.m. - 4 p.m. No cars will be allowed on the airfield after 4 p.m. on Friday, November 13, 2009.** Therefore, it is recommended that all booths be completely set-up by 4 p.m. on Friday.
2. Sponsor/Vendor/Exhibitor shall collect and remit all sales tax, if required by Florida law. Purchasers shall be provided a receipt for all purchase transactions.
3. Sponsor/Vendor/Exhibitor shall confine its exhibit to its own booth. Any questions concerning allowable areas for distribution shall be determined at the discretion of the Visiting Nurse Association Air Show, Inc. (VNAA). Please direct questions of this nature to the Vendor Coordinator.
4. No part of a sponsor/vendor/exhibitor display may interfere in any way with other sponsors/vendors/exhibitors or reach beyond the limits of the rented booth space. No vehicles are to be parked next to or behind sponsor/vendor/exhibitor booths. Vehicles parked beside/behind booths will be towed at the owner's expense.
5. Sponsor/Vendor/Exhibitor booth shall be manned at all times during the air show hours of 9 a.m. to 5 p.m. both Saturday and Sunday.
6. Sponsor/Vendor/Exhibitor shall keep booth neat, attractive and free of debris at all times.
7. Sponsor/Vendor/Exhibitor Booths should not be left unattended. The VNAA will provide overnight security, however, will not be held liable for any loss/damage to equipment or property.
8. Each registered sponsor/vendor/exhibitor will be provided with (4) General Admission Tickets to allow employees/booth personnel admission to the show. Each ticket is valid for one person for one day. Sponsor/Vendor/Exhibitor entry tickets are for the sole use of allowing SPONSORS/VENDORS/EXHIBITORS and their employees entry to the show. The tickets are not for resale. If you have more than 4 people working in your booth over the 2-day show, you must purchase additional tickets. Tickets are \$10.00 each and must be purchased in advance through the Vendor Coordinator. If you do not purchase your additional tickets through the Vendor Coordinator in advance, you will be responsible for purchasing tickets at the gate for \$20.00 each. Every person must have a ticket to be admitted into the Air Show. Each registered sponsor/vendor/exhibitor will also receive (2) Sponsor/Vendor/Exhibitor Parking passes. Each parking pass will allow you to park one vehicle in the Sponsor/Vendor/Exhibitor parking area. Each parking pass is valid for Saturday and Sunday. Due to limited sponsor/vendor/exhibitor parking, additional booth personnel must park in General Parking. Tickets and parking passes are not required for set-up on Thursday & Friday during designated set-up times.
9. NO HELIUM BALLOONS are allowed at the show. The show management reserves the right to limit any items from being sold or distributed that may cause potential danger to the aircrafts or spectators.
10. No food or beverage items may be sold or used as give-away items.
11. The show management must approve all giveaways no later than two weeks prior to the Air Show.