



## Expo Information & Guidelines

Each company will receive the following:

- 10' x 10' space (marked in grass)
- 6' table and two chairs
- 2 event tickets for staff working the booth

You may bring additional items to setup in your space and represent your company/organization. Tents/Canopies (see guidelines below), table coverings, signage, etc.

**Setup Time:** 8:30am – 10:30am

*You can park on field to bring items to your space. Must have vehicles off field by 10:30am. Gates open to public at 11am.*

**Strike Time:** 4pm

*You can bring a car back on field after 4pm.*

If you would like to setup a tent over your space, **you must follow** the Melbourne Fire Department's guidelines:

- Tents must be flame retardant and shall meet the flame propagation performance criteria specified by NFPA 701. All tents must be certified by an approved testing agency and the vendor shall provide evidence of the flame spread certification. The tag must be visible on the tent for ease of inspection. Non-flame retardant tent fabrics or materials such as retail store camping tents or tarps do not meet the NFPA 701 Standard and will not be accepted.
- All tents and/or canopies must be weighted or tied down to prevent accidental overturn from excessive winds and/or sudden storms in a manner acceptable to the authority having jurisdiction (AHJ).

Type of organization  For profit  Non-profit  United Way Partner Agency

Company/Organization Name: \_\_\_\_\_

Name: \_\_\_\_\_ email: \_\_\_\_\_

Name(s) of Representatives for 11/11:

Name: \_\_\_\_\_ cell phone: \_\_\_\_\_

Name: \_\_\_\_\_ cell phone: \_\_\_\_\_

Display Location Assigned \_\_\_\_\_

**Price: \$250 per booth/display space. Payment and form is due to United Way of Brevard: 1100 Rockledge Blvd, Suite 300, Rockledge FL 32955 or visit [www.uwbrevard.org](http://www.uwbrevard.org) by November 2.**

Questions, email Jackie Johnson, [johnsoneventcompany@gmail.com](mailto:johnsoneventcompany@gmail.com)