

# Orlando International Airport (MCO)



*Presents:*

## **“THE TRAVEL EXPO”**

**October 10th., 2024 (9 AM - 2 PM)**

**Location: The Brownwood Hotel & Spa**

**3003 Brownwood Blvd, The Villages, FL 32163**

**Caravan Conventions** is happy to be hosting the Fall 2024 TRAVEL EXPO in the Villages, FL. This event will be held on October 10th., 2024 from 9 AM to 2 PM in the grand ballroom of the Brownwood Hotel & Spa. We are actively seeking for vendors and sponsors to showcase their businesses to the community. Admission is free for all visitors. If you or your business is interested in participating, please fill out the attached forms and e-mail to:

[info@caravanconventions.com](mailto:info@caravanconventions.com)

For more info please call:

**Andy Balogh: 732-310-0007**

### **A note from our staff:**

To booster exposure for your business, our marketing plans will include consecutive days of advertising for sponsors in “The Villages Daily Sun” newspaper and multiple (:60) second commercial spots on “The Villages Radio Station-WVVG”. Plus, we will be posting show info on social media platforms and sponsor info on the Caravan Conventions website.

Please do your best to join us and spread the word to customers, friends and colleagues.

Thank you all very much for your support.

Sincerely,

The **Caravan Conventions** team

# **SPONSORSHIPS**

Sponsorships are limited and will be awarded to vendors who register first.

The following are the benefits of sponsorships at the referenced level:

## **GOLD LEVEL SPONSORS - \$2,000**

- + Includes Free 10' x 10' booth space
- + High Visibility location
- + Your Logo on all our print advertising: The Villages Daily Sun
- + Your Company Name mentioned on our radio spots on WVLG Radio
- + Your Logo (medium size) on our web page with link to your website
- + One (1) Interview by WVLG – Live radio feed during the event

## **SILVER LEVEL SPONSORS - \$1,250**

- + Includes Free 10' x 10' booth space
- + Your Logo on all our print advertising - The Villages Daily Sun
- + Your Company Name mentioned on our radio spots on WVLG Radio
- + Your Logo (small size) on our web page with link to your website

# SPONSORSHIP APPLICATION

ALL SPONSORSHIP REQUESTS FOR THE TRAVEL EXPO 10/10/24 MUST USE THIS FORM. ALL INCOMING REQUESTS ARE HANDLED ON A FIRST-COME, FIRST-SERVED BASIS. PRIOR TO COMPLETING THIS FORM, PLEASE REVIEW THE OFFICIAL TERMS AND CONDITIONS. PLEASE COMPLETE THE FORM, E-MAIL OR POSTAL MAIL THE COMPLETED AND SIGNED COPY TO:

[info@caravanconventions.com](mailto:info@caravanconventions.com) or Call: **Andy Balogh** (732) 310-0007 for questions or comments

**Company Name** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_

**Zip Code** \_\_\_\_\_

**Country** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Website URL** \_\_\_\_\_

## Level of Sponsorship

Please select your level of sponsorship by initialing to the left of your level choice and printing your company name on the adjacent line to the right. Descriptions of each level are listed on the previous page.

\_\_\_\_\_ **Gold - \$2,000.00** \_\_\_\_\_

\_\_\_\_\_ **Silver - \$1,250.00** \_\_\_\_\_

**BY SIGNING THIS AGREEMENT, YOU AGREE TO COMPLY WITH ALL TERMS & CONDITIONS SET FORTH IN THIS APPLICATION**

Please fill out this form and e-mail back to us at: [info@caravanconventions.com](mailto:info@caravanconventions.com)

**OR CALL: Andy Balogh (732) 310-0007 WITH ANY QUESTIONS**

**\*Signature of Sponsor's Legal Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name & Title** \_\_\_\_\_

# (NON-SPONSOR) BOOTH SPACE APPLICATION

TO REGISTER PLEASE FILL OUT ALL FIELDS CLEARLY AND SUBMIT

## “THE TRAVEL EXPO”

At the Brownwood Hotel

October 10th., 2024 from 9 AM - 2 PM

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email : \_\_\_\_\_

Booth Fee: **10' x 10' location = \$600\***  
**20' x 10' location = \$1,100\***

Booth Qty: \_\_\_\_\_ Total Payment: \$ \_\_\_\_\_

**Door Prizes:** Exhibitors are requested to donate a “Door Prize” for random drawings from our visitor list, no purchase necessary. All door prizes will be handed out by you the vendor at your booth location. Please note that only vendors who participate in giving away a door-prize will receive a copy of the “Attendee List” approximately 2-3 weeks after the expo is complete.

**Note\*** Each booth is loosely based on a 10'x10' footprint. You can combine as many booths as needed. One 6ft. Table, 2 chairs, Electric and WIFI are included for each booth location. (bring your own extension cord)

**Note\*\*** Individual signing this contract represents and warrants that they understand and are legally and duly authorized to execute this binding contract, which includes the T+C's, rules and regulations of Caravan Conventions, LLC. Please note a “no-show” of a vendor will constitute forfeiture of entire payment.

**\*\*Signature:** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# PAYMENT FORM

(All payments made out to: Caravan Conventions)

Choice of Payment:  Credit Card  Check  Cash  Wire  Other

Circle One if paying with credit-card: **Visa - MasterCard - Amex - Discover**  
(If paying by credit-card, a 4% fee will be added on to total charges)

Amount of Payment: \_\_\_\_\_

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

CVV Code: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(By signing I agree to the cancellation terms as detailed in line item 4 of the terms and conditions and agree to pay according to this contract and if paying by credit-card, according to the card-holder agreement)

**Please return this application either in person, by e-mail or by postal mail:**

**If in person call: (732) 310-0007**

**If by email: [info@caravanconventions.com](mailto:info@caravanconventions.com)**

**If by regular mail:**

Caravan Conventions, LLC  
3403 Cocard Ct.  
Windermere, FL 34786

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**[Below for Caravan Conventions, LLC Management Only]**

Assigned Booth: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Corners: \_\_\_\_\_

Sponsorship Details: \_\_\_\_\_ Price \$ \_\_\_\_\_

# SPONSORSHIP TERMS AND CONDITIONS

1. ALL SPONSORSHIPS WILL BE AWARDED ON A FIRST-COME, FIRST-SERVED BASIS
2. AFTER RECEIVING WRITTEN ACKNOWLEDGEMENT BY CARAVAN CONVENTIONS, THE SPONSOR MUST PROVIDE A COMPLETED SIGNED COPY OF THE SPONSORSHIP FORM, SPONSORSHIP FUNDS, LOGO IMAGE (a vector file is preferred) AND OTHER DETAILS REQUIRED (SUCH AS CORRECT USE OF SPONSOR'S NAME, TRADEMARKS, ETC.) TO CARAVAN CONVENTIONS WITHIN 15 DAYS OF RECEIPT OF ACCEPTANCE
3. SPONSORSHIP PLEDGES CANNOT BE PROCESSED WITHOUT PAYMENT. FUNDS MUST BE PAYABLE IN U.S. DOLLARS. ALL CHECKS SHOULD BE MADE PAYABLE TO: CARAVAN CONVENTIONS. SPONSORSHIP FEES ARE NON-REFUNDABLE WITH THE EXCEPTION OF UNFORESEEN CIRCUMSTANCES THAT FORCE A CANCELLATION OF THE ENTIRE EVENT

**Payments using credit-card form or bank check should be mailed to:**

**Caravan Conventions**

**3403 Cocard Ct.**

**Windermere, FL 34786, USA**

4. THE SPONSORSHIP FEE WILL INCLUDE ALL BENEFITS RELATED TO THE DESIRED LEVEL OF SPONSORSHIP CHOSEN (SEE FORM FOR DESCRIPTIONS). IF ANY ADDITIONAL SERVICES ARE REQUIRED FROM THE EXPO FACILITY (EXTRA ELECTRICITY FOR BOOTH SPACE, SHIPPING, DREYAGE / STORAGE, INTERNET SERVICES, ETC.), SPONSORS MUST COORDINATE THESE EXTRAS WITH CONVENTION SERVICES. THEY ARE NOT INCLUDED IN THIS AGREEMENT
5. ACCOMMODATION AND TRAVEL COSTS ARE NOT INCLUDED WITH THE EXPO SPONSORSHIP
6. DUE TO CERTAIN PRODUCTION TIMES FOR PRINT, RADIO OR WEB DESIGN, SPONSORS WHO SUBMIT SIGNED AGREEMENTS AFTER **Oct. 1st., 2024**, MIGHT NOT BE MENTIONED IN SOME CONVENTION MATERIALS
7. SPONSORS MAY NOT SUBLET, ASSIGN OR APPORTION ANY PART OF THE ITEM(S) SPONSORED NOR REPRESENTED, ADVERTISE, OR DISTRIBUTE LITERATURE OR MATERIALS FOR THE PRODUCTS OR SERVICES OF ANY OTHER FIRM OR ORGANIZATION EXCEPT AS APPROVED IN WRITING BY CARAVAN CONVENTIONS
8. CARAVAN CONVENTIONS WILL NOT BE LIABLE FOR DAMAGE OR LOSS TO A SPONSOR'S PROPERTIES THROUGH FIRE, THEFT, ACCIDENT, OR ANY OTHER CAUSE, WHETHER THE RESULT OF NEGLIGENCE OR OTHERWISE, AND FURTHER LIMITS ANY LIABILITY RESULTING FROM INJURY OR DEATH OF SPONSOR, THEIR EMPLOYEES OR ASSIGNEES, TO THE FULL EXTENT LEGALLY ALLOWABLE. THE SPONSOR SHALL HOLD CARAVAN CONVENTIONS HARMLESS FROM AND INDEMNIFY CARAVAN CONVENTIONS AGAINST ANY AND ALL CLAIMS, DEMANDS AND ACTIONS BASED UPON OR ARISING OUT OF ANY ACTIVITIES PERFORMED BY THE SPONSOR AND ITS EMPLOYEES AND AGENTS UNDER THIS AGREEMENT AND SHALL, AT THE REQUEST OF CARAVAN CONVENTIONS, DEFEND ANY AND ALL ACTIONS BROUGHT AGAINST CARAVAN CONVENTIONS BASED UPON ANY SUCH CLAIMS OR DEMANDS
9. THE EXPO FACILITIES AND CERTAIN CONVENTION SERVICES ARE BEING PROVIDED BY: THE BROWNWOOD HOTEL; CARAVAN CONVENTIONS IS NOT RESPONSIBLE FOR THE ACTIONS OR INACTIONS OF THE BROWNWOOD HOTEL OR ANY OF ITS EMPLOYEES, AGENTS, OR CONTRACTORS
10. NO PART OF AN EXHIBIT AND NO SIGNS OR OTHER MATERIALS MAYBE PASTED, NAILED, OR OTHERWISE AFFIXED TO WALLS, DOORS OR OTHER SURFACES IN A WAY THAT MARKS OR DEFACTS THE PREMISES OR EQUIPMENT AND FURNISHINGS. DAMAGE FROM FAILURE TO OBSERVE THIS NOTICE IS PAYABLE BY THE SPONSOR
11. CARAVAN CONVENTIONS RESERVES THE RIGHT TO SELECT AND FINALIZE DESIGN OF EACH BRANDED CONVENTION ITEM
12. ANY INFORMATION AND PROMOTIONAL MATERIALS MAY DISPLAY INFORMATION ABOUT YOUR PRODUCTS. ANY TAXES PAYABLE TO ANY GOVERNMENTAL BODY AS A RESULT OF SALE OF PRODUCTS AT THIS EVENT IS THE SOLE RESPONSIBILITY OF THE SPONSOR/EXHIBITOR.
13. THIS AGREEMENT IS GOVERNED BY THE LAWS OF THE STATE OF FLORIDA WITH PROPER JURISDICTION BEING IN THE VILLAGES
14. THE TERMS OF THIS AGREEMENT COMPRISE THE ENTIRE AGREEMENT
15. SHOULD ANY PART OF THIS AGREEMENT BE RENDERED OR DECLARED INVALID BY A COURT OF COMPETENT JURISDICTION OF THE STATE OF FLORIDA, SUCH INVALIDATION OF SUCH PART OR PORTION OF THIS AGREEMENT SHOULD NOT INVALIDATE THE REMAINING PORTIONS THEREOF, AND THEY SHALL REMAIN IN FULL FORCE AND EFFECT

# **BOOTH SPACE TERMS AND CONDITIONS**

**1. Contract for Space:** This application for space at “**Travel Expo 10/10/24**” and the resulting booth assignment constitute a contract for the Exhibitor’s right to use the space in accordance with the show rules and regulations.

- All sales activity must be contained within the contracted booth space. Soliciting business outside of the contracted booth location is not allowed and penalties will be charged
- Booth Assignment subject to change

**2. Booth Rental** rates = \$600.00 per 10’ x 10’ space; \$1,100.00 if 20’ x 10’ space.

**3. Payment Schedule: Full Payment due with application (unless otherwise approved by Caravan Conventions, LLC)**

Returned checks will be charged an additional \$50 processing fee

**4. Cancellation of Exhibit Space:** In the event that the exhibitor cancels exhibit space contracted herein, The exhibitor must do so in writing with confirmed receipt by Caravan Conventions. Management will accept cancellation of this contract subject to the Following schedule:

- Cancellation on or prior to **Sept. 18th., 2024** will result in 50% refund of total booth costs only
- Cancellation after **Sept. 18th., 2024** results in no refund to be paid back to exhibitor

**5. Any Refunds will be made within 30 days after the completion of the **Travel Expo 10/10/24****

**6. Reduction of Exhibit Space:** At any time the Exhibitor may request a reduction of exhibit space, however, this may require a reassignment of booth location. Exhibit space reduction will not result in a refund of any kind

**7. Liability Limitation and Indemnification:**

**A. Insurance:** All property of the exhibitor is understood to remain under the exhibitor’s custody and control in transit to, from and within the confines of the exhibit area. Each exhibitor shall maintain insurance covering such property

The exhibitor is responsible for general liability coverage of at least \$1,000,000.00 naming Caravan Conventions and The Brownwood Hotel as co-insured. Appropriate Certificates of Insurance shall be furnished by the Exhibitor and made available to show management upon request

**B. Claims:** Exhibitor waives all claims of every kind against the expo event, its sponsors, show management, directors, officers and employees

**C. Indemnification:** Exhibitor agrees to indemnify and save Caravan Conventions, LLC, its sponsors and show management harmless from claims by exhibitor’s agents or employees or by any other person arising out of any act or omission in any way related to exhibitor’s participation in the show whether negligent or not

**11. Cancelled/disrupted show:** In the event of cancellation or disruption of the show for any cause, the Agreement shall be terminated and the exhibitor waives any claim for damages or compensation, except that the exhibitor shall be entitled to a refund of the amount paid for exhibit space for that portion of the show that is either canceled or disrupted. For cancellations due to extreme weather, shows will be postponed for a period of 1 - 12 calendar weeks or until weather is manageable at the discretion of The Brownwood Hotel and Caravan Conventions.

**12. Failure to occupy Rented Space and Subleasing:** In the event that the exhibitor fails to use all or part of any space contracted, refunds will not be made on the unused portion of space. Exhibitors shall not sublease any part of the exhibit space to another vendor without notifying Caravan Conventions’ management.

**13. Conditions:** Caravan Conventions’ management reserves the right to restrict exhibits because of loud music, noise, method of operation or any other reason that becomes objectionable or otherwise detracts from the show. Exhibitors will be given a warning to correct the offense and then will be shut down if they don’t abide by the rules. Exhibitors are responsible for meeting all building rules & regulations and any subsequent amendments

- i. • Exhibitors shall comply with state and local health and safety standards and applicable rules and Regulations of local fire authorities in the town of The Villages
- ii. • Exhibitors are to surrender spaces occupied by them in the same condition it was at the time it was first occupied
- iii. • Exhibitors are liable for any damage within their contracted booth space to floors, walls, columns or other parts of the exhibit property
- iv. • Exhibitors will abide by the tax laws of the state of Florida

**14. Distribution of any material or literature is restricted to the exhibitor’s booth area only**

**15. Additions and Amendments to the Rules:** Caravan Conventions and/or its sponsors may from time to time issue additional rules as it deems necessary for the orderly presentation of the event. Rules may be amended at any time, provided such amendment shall not substantially diminish the rights or increase the liability of the exhibitor

# WAIVER/RELEASE FOR COMMUNICABLE DISEASES INCLUDING COVID-19

## ASSUMPTION OF RISK / WAIVER OF LIABILITY / INDEMNIFICATION AGREEMENT

In consideration of being allowed to participate on behalf of **Caravan Conventions, LLC** and related events and activities, the undersigned acknowledges, appreciates, and agrees that:

Participation includes possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,

I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,

I willingly agree to comply with the stated and customary terms and conditions for participation as regards protection against infectious diseases. If, however, I observe and any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,

I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS **Caravan Conventions, LLC** their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("RELEASEES"), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IF FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Name of participant: \_\_\_\_\_

Name of Exhibitor represented: \_\_\_\_\_

Participant signature: \_\_\_\_\_

Date signed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_