



# EXHIBITOR SPACE

## APPLICATION & CONTRACT



### EXHIBITOR INFORMATION

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

Contact Name/Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

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

### BOOTH RENTAL INFORMATION

Cost of each booth includes 8' high back wall and 3' high side drape, one 7" x 44" one-line identification sign, and a listing of the exhibitor in the Conference Program and on the conference website. Tabletop spaces are for the draped table only, and an exhibitor may only reserve one table. Exhibitors may have a display board set up behind the table, and it can only extend the width of your workspace (i.e., it cannot be wider than 6'). **10' x 10' booths and larger do not come with furniture. It is the vendor's responsibility to coordinate with Freeman for the rental of tables, chairs and other equipment; or you may choose to bring your own.**

- |   |          |
|---|----------|
| <input type="checkbox"/> 6' Table Top (for small vendors and nonprofits only) | \$250    |
| <input type="checkbox"/> Single Booth (10' x 10')                             | \$3,000  |
| <input type="checkbox"/> Double Booth (10' x 20')                             | \$6,000  |
| <input type="checkbox"/> Quad Booth (20' x 20')                               | \$12,000 |
| <input type="checkbox"/> Larger space (20' x 30')                             | \$18,000 |

Total number of booths requested: \_\_\_\_\_

List booth selection(s) in order of preference: \_\_\_\_\_

Please note that booths will be assigned to event sponsors first. The remaining booths will be assigned on a first-come, first-served basis. If your booth preferences are not available, you will be contacted for further selection options. Booths may not be shared or sublet without written permission from CWD.



The FFL Exhibit Hall isn't your average experience—get creative! Some vendors have made slime, created a remote-control obstacle course, and even brought in a screen printer to create custom t-shirts. The theme is space!

#### QUESTIONS?

For more information, or to request a sponsorship, please contact:

#### RACHAEL JACQUES

Director of Advancement

[rachaeljacques@childrenwithdiabetes.com](mailto:rachaeljacques@childrenwithdiabetes.com)

763-228-2099

## EXHIBITOR RESPONSIBILITY

The exhibitor assumes all responsibility for any and all loss, theft, or damage to exhibitor's displays, equipment and other property while at Disney's Coronado Springs Hotel (Hotel) premises, and hereby waives any claim or demand it may have against the Hotel, Children with Diabetes and their respective parents, subsidiaries and other related or affiliated companies ("Affiliates") arising from such loss, theft, or damage. In addition, the exhibitor agrees to defend, indemnify and hold harmless Children with Diabetes and the Hotel and their Affiliates from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including without limitation, attorneys' fees and costs, arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission of the exhibitor or its employees, subcontractors or agents.

### Important

No food or beverages may be served by exhibitors within the exhibit hall without the prior approval of CWD. Alcoholic beverages may not be distributed in the exhibit hall. Nuts and nut products are not permitted in the exhibit hall.

## EXHIBIT HALL HOURS

- Set up:** Monday, July 7, 2025, from 2:00 pm to 6:00 pm (8:00 am – 2:00 pm Freeman ONLY)  
Tuesday, July 8, 2025, from 8:00 am to 5:00 pm  
Wednesday, July 9, 2025, from 7:00 am to 6:00 pm
- Exhibition:** Wednesday, July 9, 2025, exhibit hall open 7:00 pm to 10:00 pm  
Thursday, July 10, 2025, exhibit hall open 10 am to noon, 1:00 pm to 4:30 pm  
Friday, July 11, 2025, exhibit hall open 9 am to noon, 1:00 pm to 4:00 pm
- Tear down:** Must be complete by midnight on Friday, July 11, 2025

## EXHIBITOR REGISTRATION

All exhibitors are required to register for the conference—even if they are only participating in the exhibit hall. Registrations cost \$300 per person and can be completed at [ffl.is/RegisterForOrlando](https://ffl.is/RegisterForOrlando). You will receive exhibitor registration instructions after you have been approved and assigned to an exhibit hall space.

## PAYMENT INFORMATION

Payment for booth space is due in full when requesting the exhibit space. You may attach payment to this application, or CWD will invoice your company, payable upon receipt. Cancellations prior to March 3, 2025 will result in a 50% penalty. No refunds will be offered for cancellations on or after March 3, 2025. A 3% processing fee will be added to payments made by credit card.

☐ Check (payable to Children with Diabetes, Inc.) ☐ Credit Card (AMEX, Visa or MasterCard)

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

Card # \_\_\_\_\_ Expiration: \_\_\_\_\_ CVV: \_\_\_\_\_

Signature: \_\_\_\_\_

I agree to the terms that follow: \_\_\_\_\_ (initials)

### Please send the application and payment by mail, or email, to:

**Mail:** Children with Diabetes  
8216 Princeton-Glendale Rd # 200  
West Chester, OH 45069-1675  
**Email:** [ashlyn@childrenwithdiabetes.com](mailto:ashlyn@childrenwithdiabetes.com)

**For more information, call 850-445-7958.**





## CONFERENCE RULES & REGULATIONS

**Please note:** These rules and regulations may be supplemented by additional rules included in the Exhibitor Service Manual as well as any updates or clarifications communicated to exhibitors by CWD.

**Assignment of Booth Space:** Please note that booths will be assigned to event sponsors first. The remaining booths will be assigned on a first-come first-served basis. If your booth preferences are not available, you will be contacted for further selection options.

**Blood Samples:** Only licensed individuals, including phlebotomists and technicians, are permitted to take blood samples, either by fingertip or intravenous drawing of blood. Exhibitor is responsible for disposing of samples and the materials used to obtain the samples in accordance with local and state health ordinances and laws, and must properly arrange for disposal of these waste materials.

**Booth Construction:** The standard 10' by 10' booth will include 8' high back wall and 3' high side drape with one 7" x 44" one line identification sign and exhibitor badges. Booth rental also includes listings in the conference program and on the conference website. The exhibit hall is carpeted. Tabletop spaces are for the draped table only, and an exhibitor may only reserve one table. Exhibitors may have a display board set up behind the table, and it can only extend the width of the workspace (i.e., it cannot be wider than 6'). Booth furniture, special drapery, and other special services are NOT supplied and may be obtained at the prevailing rate through the general service contractor.

**Cancellation of Event:** If a force majeure event occurs prior to the opening date of the event, or during the event, which prevents its scheduled opening and/or operation, including but not limited to strikes, destruction or damage of the exhibit hall, acts of God, terrorism, or a declaration of a national emergency by the President, it is expressly understood and agreed that Children With Diabetes (CWD) may retain as much of the full payment for exhibit space as necessary to cover expenses incurred up to the time of the occurrence of the force majeure event. If CWD cancels the event for a reason unrelated to a force majeure event, CWD will refund the exhibitor's payment in full but will not be liable for any other losses or damages to exhibitors resulting from the cancellation.

**Cancellations:** Cancellations prior to March 3, 2025 will result in a 50% penalty. No refunds will be offered for cancellations on or after March 3, 2025.

**Care of Exhibit Space:** Exhibitors must, at their own expense, maintain and keep booths and exhibits in clean and good order. Exhibitors and their designated agents shall be responsible for the cost of removing any excess waste, as deemed by the Hotel or CWD.

**Contracted Services and Information:** CWD, in the best interest of the exhibitors, has selected Freeman Exposition Services to serve as the official general services contractor to provide services to the exhibitors. The contractor will provide to the exhibitors, for a fee, all labor, equipment and supervision. Complete information, instructions, and schedules of prices for services and rentals is included in the Exhibitor Manual. An exhibitor service center will be maintained on the exhibit floor to facilitate service requests for exhibitors.

**Damages:** Exhibitors are responsible for all damages to the building, including damage by employees, representatives or agents. No nails, tacks, or screws shall be put into the walls, woodwork, or flooring of the building.

**Electrical Connections and Charges:** All electrical wiring must be approved and installed in accordance with local regulations.

**Eligibility:** No exhibits will be allowed that are not directly related to diabetes care, the treatment of diabetes, or research of diabetes. *CWD reserves the right to refuse any exhibitor at its sole discretion.*

**Exhibitor Responsibility:** The exhibitor assumes all responsibility for any and all loss, theft, or damage to exhibitor's displays, equipment and other property while on Hotel premises, and hereby waives any claim or demand it may have against the Hotel, Children with Diabetes and their respective parents, subsidiaries and other related or affiliated companies ("Affiliates") arising from such loss, theft, or damage. In addition, the exhibitor agrees to defend, indemnify and hold harmless Children with Diabetes and the Hotel and their Affiliates from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including without limitation, attorneys' fees and costs, arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission of the exhibitor or its employees, subcontractors or agents.

**Flammable Materials:** Flammable liquids, substances or materials are strictly prohibited. All decorative materials must be flame-proofed before being taken into the exhibit hall, and must comply with local fire regulations.

**Floor Plan:** CWD reserves the right to modify the exhibit hall floor plan in its sole discretion to enhance the success of the exposition.

**Food and Beverage Guidelines:** No food or beverages may be served by exhibitors within the exhibit hall without the prior approval of CWD. Alcoholic beverages may not be distributed in the exhibit hall. Nuts and nut products are not permitted in the exhibit hall due to food allergies among conference attendees.

**Literature Distribution/Distribution of Other Materials:** Exhibitors may distribute written materials only from their assigned booths. NO materials may be placed on seats, attached to walls, ceilings or woodwork in the facility, left in public places or distributed in the aisles of the exhibit hall. Items such as samples, catalogues, pamphlets, souvenirs may be distributed by exhibitors and their representatives only within their own booths.

**Music Licensing:** The exhibitor shall be responsible for securing any and all necessary licenses or consents for a) any performances, displays, or other uses of copyrighted works or patented inventions and b) any use of any name, likeness, signature, voice, or other impression, or other intellectual property owned by any third party which is used directly or indirectly by the exhibitor. The exhibitor agrees hereby to indemnify, defend and hold CWD and its Affiliates harmless from and against any claim of liability and any incident or resulting loss, cost or damage for failure to obtain these licenses or consents and/or for infringement or other violations of the property rights or the rights of privacy or publicity of any third party.

**Restrictions:** CWD reserves the right to establish additional restrictions for exhibits in order to enhance the success of the exposition. These restrictions may apply to persons, animals, conduct, printed materials, or anything else which may be objectionable to participants or disrupt the exposition. If CWD finds an exhibit in violation of any rule or restriction, CWD may order the violation to be corrected or may evict the exhibitor. Upon such violation or eviction, CWD shall not provide any refund, and CWD and its Affiliates shall not be liable for any damages or injury resulting from such eviction. Exhibitors are expected to conduct themselves in a professional manner at all times. CWD Friends for Life Orlando 2025 Exhibitor Application

**Rules and Regulations:** These rules and regulations are part of the contract between the exhibitor and CWD. They have been formulated to ensure a successful exposition. All exhibitors must observe all rules and regulations. CWD reserves the right to determine the resolution of any issue not covered by these rules and regulations in its sole discretion. This application for an exhibit space, the formal notice for space assignment from CWD and all deposits for exhibit space together constitute a contract for the right to exhibit at the Friends for Life Orlando 2025 conference.

**Sound Devices and Music:** In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors.

**Use of Exhibit Space:** CWD reserves the right to approve the character of the display and to prohibit any display which, because of noise or other objectionable features, detracts from the general character of the exhibit. No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted to him. Each exhibitor must keep an attendant in the display during open hours of the exhibition. All attendants must wear CWD exhibitor badges and be registered as exhibitors. In the event that an exhibitor wants to expand the size of its booth, CWD will make a reasonable attempt to accommodate the expansion in the exhibitor's existing booth location. However, in attempting to accommodate such requests, CWD is not obligated to relocate other exhibitors that object to relocation.

CWD reserves the right to (a) interpret these rules and regulations, and (b) determine the resolution of any issue not covered by these rules and regulations, in its sole discretion. CWD may amend these rules and regulations at any time. Exhibitors agree to comply with any rules and regulations that CWD adopts. The exhibitor hereby waives any rights or claims of damages arising out of the enforcement of any of these rules and regulations.