

Ballantine Management
Exhibitor Rules and Regulations - World Equestrian Center – Ocala, FL

Booth Space:

- All exhibitors must sign in at Exhibitor Check-In prior to setting up.
- Exhibitors must confine their displays and activities within their assigned booth space.
- No part of your booth may extend into the aisles or obstruct neighboring booths.
- Tent frames are allowed as well as tent tops. Back panels may be used to separate you from the neighbor behind you. Side panels can only be utilized in the evening to zip up your tent to protect your merchandise.
- Exhibitors must remain in their booth space. You cannot stand in the aisle or sit outside of your assigned space.
- Exhibitors are not allowed to re-assign or sublet their booth.
- You must be ready to open your booth 10 minutes prior to the show's opening.
- Booths must be always staffed during event hours.
- Early breakdowns of booths are prohibited. Exhibitors that break down or leave early will not be invited back to future Ballantine Management shows.
- Exhibitors are required to clean up their booth areas and take their garbage with them or dispose of it in containers provided at the venue.

Sales and Promotions:

- All sales must be conducted within your designated booth area.
- The distribution of promotional materials, including flyers and samples, must be limited to your booth area.
- The following items are not acceptable to be sold and/or used: food and beverage sales that are prepared onsite, raffles involving money, guns, ammunition, or drug paraphernalia. Knives must be approved.
- The collection and payment of sales tax is the sole responsibility of participants. For more information, you may visit the Florida Department of Revenue [website](#).

No Soliciting Attendees:

- Exhibitors must not actively solicit or approach attendees outside of their booth space. This includes, but is not limited to, handing out flyers, making verbal pitches, or directing attendees to your booth from other areas of the show.
- Soliciting or aggressive behavior towards attendees is strictly prohibited and will result in immediate removal from the event.
- No distribution, canvassing, flyers, or vending of any kind may be done by strolling inside or outside of the venue.

Conduct and Behavior:

- Maintain a professional demeanor at all times.
- Ensure that your booth staff is courteous and respectful to all attendees, other vendors, and show staff.
- Megaphones and electronic amplification are not permitted. No speakers, music, offensive noise, or distractions are permitted inside the booth spaces.
- The use of bikes, scooters, skateboards or roller blades is prohibited within the event area.
- Smoking or vaping is not allowed on the premises.

Compliance:

- Adhere to all local, state, and federal regulations relevant to your products and services.
- Ensure that your booth complies with all health, safety, and fire regulations as specified by show management.

Electrical and Equipment:

- Any electrical needs or special equipment must be arranged in advance with show management. Unauthorized use of electricity is not permitted.
- All electrical wiring and equipment must be in compliance with local fire codes. Power strips, extension cords, and any other electrical devices used in the booth must be UL-listed and approved for use. No frayed or damaged cords will be allowed.

Parking:

- All exhibitors must park in the areas reserved for exhibitor parking. Parking in the front area is reserved for customers and is strictly prohibited for exhibitors. The venue may be ticket or tow exhibitors not parked in designated areas.

Loading/Unloading:

- Exhibitors may park in designated unloading areas and take equipment/supplies to assigned booth space. You must unload and move your vehicle to the vendor parking before setting up your booth space and merchandise.
- During load out, vendors must break down and consolidate all equipment/supplies at the loading area BEFORE bringing vehicles to the loading area.
- There is absolutely no unloading or loading through the front glass doors before or after the event. No exceptions.

Fire Safety Compliance:

- All booth decorations, including curtains, drapes, table covers, banners, and any other materials, must be flame-retardant. Exhibitors may be required to present fireproofing certificates upon request by show management or local fire authorities.
- The use of open flames (e.g., candles, torches) is strictly prohibited unless specifically approved by Ballantine Management and the venue. If approved, exhibitors must adhere to all fire safety protocols and provide fire extinguishing equipment at their booth.
- Exhibitors must ensure that their booth setup does not block or impede access to any fire exits, fire extinguishers, or emergency equipment.
- The storage or display of flammable substances (e.g., gasoline, propane, aerosol cans) is strictly prohibited within the booth or anywhere on the event premises unless authorized by show management.
- Certain exhibitors, depending on their products or booth setup (such as cooking or heated demonstrations), may be required to have a fire extinguisher on hand. If applicable, this will be communicated to you in advance of the event.

Liability:

- Exhibitors will assume full responsibility for their exhibits. Ballantine Management is not responsible for any damages, loss, or theft, or for any personal injury incurred during the event.
- Some exhibitors will be required to provide insurance and list Ballantine Management as additional insured. Others will be encouraged to carry their own insurance to cover potential damages or losses.

Consent to Photography and Videography:

- Participants may be photographed/videotaped while present during a Ballantine Management event. Participants consent to the reproduction and use of such photographs and videos by Ballantine Management for public relations and/or promotional purposes and waive any claim by the participant, or anyone claiming under them or through them for compensation of any kind in exchange for such photographs, videotapes, and use. If you prefer not to consent, please let us know.

Marketing:

- Ballantine Management may use your logo and/or product pictures for use on our marketing materials. Please help us promote YOU by liking and sharing our event on social media posts and website pages.
- Exhibitors may not create a Facebook event using the same name, logo, or images as Ballantine Management. We ask that exhibitors just share our main event page and not create separate event pages.
- Use of the Ballantine Management logo or any Ballantine Event logo must be approved in advance.

Violations:

- Any violation of these rules may result dismissal and will forfeit future participation in Ballantine Management shows.

By adhering to these rules, you help us create a successful and enjoyable event for all participants. Thank you for your cooperation and have a great show!

For any questions or clarifications, please contact Ballantine Management at 407-854-2111