

EXHIBITOR INSTRUCTIONS

SUSTAINABLE AG EXPO



Date & Location

November 16-18, 2020*

Madonna Inn Expo Center
100 Madonna Road
San Luis Obispo, CA 93401

*The tradeshow is two full days - Monday, November 16th and Tuesday, November 17th; exhibitor passes include admission to seminars on Wednesday, November 18th.

Exhibitors wanting to exhibit on Day 3 can do so with no additional charge.

Event Schedule

November 15th Load In: 3:00pm – 5:00pm

November 16th Tradeshow Hours: 7:30am – 6:30pm

November 17th Tradeshow Hours: 8:00am – 5:00pm

November 18th Optional Tradeshow Only

Load Out Is November 17th at 5pm or
November 18th at 1pm

Deadlines

July 1 st	Full Booth Payment Due
August 1 st	Additional Exhibitor Pass Due
October 15 th	Certificates of Insurance Due Electricity Requests Due Forklift Requests Due Representative Names Due
November 1 st	Advanced Shipments Due

Booth Size & Amenities

Interior Standard Booths are 8'x10' and include two (2) event passes, 8' table, linen, two (2) chairs, electricity, pipe and drape and WiFi. Exterior Equipment Booths are 20'x20' and include two (2) event passes.

Electricity & Forklift Use

Electricity is included in booth fees - please bring your own cords.

Forklift use is \$100 and available on Sunday, November 15th from 3:00 – 5:00pm. Requests are due on **October 15th**.

Registration & Meals

As part of your Exhibitor Registration, you receive two (2) three-day event passes. Please let us know the names and emails of your two (2) representatives by **August 1st**. Additional company passes are \$250 before **August 1st**; no passes are discounted past this date.

Each representative receives morning coffee and pastries daily, hearty lunches, and wine and hors d'oeuvres Monday evening.

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Exhibitors' Showcase

The Exhibitors' Showcase is on Monday, November 16th from 4:30 – 6:00pm at the Madonna Inn Expo Center. We encourage you to invite guests to the wine and Hors d'oeuvres reception. Entrance is complimentary, but we do ask that guests **register in advance** by calling 805.466.2288.

Advance Shipments

Limited advanced shipments are available to the event organizer for \$100. These are available first-come, first-serve and based on shipment size. Requests are due **November 1st**. No advance shipments will be accepted by Madonna Inn.

Certificates of Insurance

Certificates of Insurance are due **October 15th**. It can be emailed to: kyle@vineyardteam.org.

Sustainable Ag Expo | November 16th - 18th, 2020

Event Location: Madonna Inn Expo Center | 100 Madonna Road | San Luis Obispo, CA 93401

Event Host: Vineyard Team | 5915 El Camino Real | Atascadero, CA 93422

Amount of Coverage: General liability for \$1M per occurrence

Additionally Insured: Please list Madonna Inn Inc., Madonna Properties LLP, and Vineyard Team.

Booth Policies

- Booths must fit within the guidelines and must not block the visibility of neighboring booths.
- Exhibitors are responsible for any damages, theft or loss to their displays and/or products.
- Exhibitors must abide by all parking, loading, and unloading regulations at the Madonna Inn Expo Center.
- Exhibitor booth fees are non-refundable.

Hotel Reservations

Discounted hotel reservations are available for event Attendees and Exhibitors at Madonna Inn for \$159 available on a first-come, first-serve basis. Use group booking id: Sustainable Ag Expo.

Contact Information

Kyle Beal Wommack | Event Director
kyle@vineyardteam.org | 805.286.1879