



## 2010/2011 CVB Trade Show Policy

Trade show partners will be chosen on a first come basis.

Once committed, Debi will sign up for the show and partner is responsible for payment.

The CVB must receive payments from Trade show partners chosen at the beginning of the month, before the date of the show.

A purchase order or check request should be supplied to the CVB immediately for all partners whose show participation has been confirmed by Debi.

Any partner who cancels their participation after the first of the month before the show month will lose their participation fee, unless another partner is found to take their place.

Trade show participation cost may include booth set up, but many will not. The CVB staff appreciates partners who will assist with setting up and tearing down the booth and your assistance will be expected. Please arrange your travel schedule to accommodate booth set up whenever possible.

Partners shipping boxes to trade show convention center or in advance to warehouse will be billed for material handling and drayage billed to the CVB for those boxes.

If a partner has paid for a show and another partner joins late and brings down the cost of participation, a credit will be issued to that partner to be used in another show or co-op opportunity. The CVB is not able to refund by check.

Booth sharing partners must understand that they represent the destination first, then their own property. Distribution of property brochures is allowed in conjunction with destination brochures.

All leads from trade shows will be shared with participation partners 5 days before the leads go out to the balance of our Properties.

All invoice payments are payable to Collier County.

Please sign here and fax back to Attn: Debi at (239) 252-2404

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Name

Date

FLORIDA'S  
LAST PARADISE<sup>SM</sup>

Convention &  
Visitors Bureau

2800 N. Horseshoe Drive

Naples, FL 34104

Phone: 239-252-2384

Fax: 23-252-2404

[www.ParadiseCoast.com](http://www.ParadiseCoast.com)