



7th Annual Florida STEM & Health Expo Vendor Guidelines

With more than 3,000 attendees and featuring the finest STEM & Health vendors in Florida - this is one event you don't want to miss!

Expo Information & Rules

- The expo will be held on Saturday, February 9th, 2019 from 10:00 am – 2:00 pm in the gymnasium and parking lot of River City Science Academy located at 7605 Beach Blvd. Jacksonville, FL
- Vendor space is limited and will be given out first come, first serve by approval. We encourage you to apply as soon as possible to secure a place. Please note: turning in an application does not guarantee acceptance into the expo. Applications will be reviewed for acceptance and notification of acceptance will be given via email.
- There is a suggested donation for booths to help cover costs of running the expo. Donations are non-refundable.
- Vendors must notify of cancellations by February 1, 2019. A \$150.00 cancellation charge will be issued for any cancellations given after February 1st, 2019.
- Vendor areas are 10' x 10'. Areas are assigned based on vendor category/weather requirements.
- Vendors must remain set up until 2:00 pm on February 9th, 2019. Any vendors that leave early will be charged a \$100.00 fee.
- Areas must be set up by 9:45 am Saturday, February 9th and disassembled by 4:00 pm that day.
- All vehicles must be moved to designated parking by 9:30 am on Saturday, February 9th.
- Vendors needing electricity or indoor coverage must say so on their vendor application for this to be guaranteed.
- An email indicating acceptance will be sent out no later than January 16th, 2019. Additional booth information, maps, permits, rules and regulations will sent out by January 16th, 2019.
- Vendors supply their own tables, chairs, and small tents if outside. RCSA has a small amount of tables and chairs available that will be given out first come, first serve. Let us know on your application if you need a table or chairs.
- All vendors must have an interactive, hands-on activity to encourage student learning.
- Donations can be made by check or cash. Make checks payable to River City Science Academy. Donations can be mailed or dropped off to 7565 Beach Blvd. Jacksonville, FL 32216.
- All vendors must return a signed General Release Form before setting up their area. Forms will be sent out with email of acceptance.
- Vendors must let us know if they plan to sell any products or conduct any sign-ups.

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7565 Beach Blvd. Jacksonville, FL 32216

Phone (904) 855-8010 www.flstemexpo.com

Questions: Contact Alex Dreyer, adreyer@rivercityscience.org