



# Panhhandle Prep Expo

## Vendor Form

### October 5 & October 6, 2024

Business/Org: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street/PO Box City State Zip

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

Description of Product/Service and  
how it relates to Preparedness: \_\_\_\_\_

\_\_\_\_\_

10' X 10' Space _____	@ \$125 per space (\$200 after July 31)	\$ _____
10' X 20' Space _____	@ \$225 per space (\$300 after July 31)	\$ _____
End Cap Space _____	@ \$300 per space (\$350 after July 31)	\$ _____

Limited Non-Profit Space is available. **Contact us for more information.**

Preferred Booth Space: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

Do you need access to electricity in your booth  
space? Yes No No Charge

Do you need a table in your booth space? Yes No Add \$10 per  
table requested \$ \_\_\_\_\_

Do you need a tablecloth in your booth space? Yes No Add \$5 per  
tablecloth requested \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing and dating this form, I verify that I have read and agree to comply with the Expo  
Rules for exhibitors that accompany this form.

### Make Checks payable to Panhhandle Preparedness Expo:

Mail completed application to:  
Panhhandle Preparedness Expo  
PO Box 1289,  
Sandpoint, ID 83864

# Panhandle Prep Expo

Saturday 9am to 5pm and Sunday 9am to 3pm

To all Vendors,

**Purpose of the Expo:** Our primary focus is on exposing people to the benefits of being prepared for catastrophic events such as flooding, wild fire, earthquakes and ice storms. We are offering information on both short term and long term situations. We invite speakers and vendors (we encourage vendors as speakers) who are skilled in specific topics to contact us for speaker information.

**Exhibitors:** All product and service vendors are eligible to participate provided their product or information pertains to the purpose of the Expo. We reserve the right to choose the assortment of entries to help maintain a variety of topics and products for our attendees. After receiving vendor form and booth fee a member of the committee will contact vendor to confirm their space in the Expo. We have limited no-fee spaces available for non-profit organizations; contact us for availability. Initial \_\_\_\_\_

**Booth Fees:** Space is 10'x10' with early bird registration of \$125 by July 31. After July 31 the fee is \$200 per space (\$300 for 10'x20' and \$350 for end cap). Each space comes with two chairs. Electricity provided upon request. Tables provided for \$10 each. Tablecloths for an additional \$5.00 each. **No refunds after July 31<sup>st</sup>** Initial \_\_\_\_\_

**Booth Set Up:** Doors will be open to vendors Friday evening 2:00-7:00 pm, and **no vendors will be allowed in the building after 7pm.** Saturday morning 7:00-8:30am and vendors must be set up by 8:30 am. All vendor space must be emptied Sunday evening after the event. Initial \_\_\_\_\_

**Event Promotion:** We will be using the internet, website (<http://panhandleprep.org/>), Facebook, and Instagram pages as sources of promoting. As the event gets closer we will use radio, newspaper, posters, flyers, and more. We encourage our vendors and speakers to help promote with your customers, at other events and via social media. If you'd like your logo to be on our website, please send it when you send in your vendor form.

**Non-Profit Status:** As we are a not-for-profit organization, our goal is to provide the information to attendees as economically as possible. Registration fees are used primarily for marketing. We also use the fees to pay for the facility and any overhead costs. The committee members donate their time and resources. No committee member receives remuneration.

**Security** will provided for the exhibit floor both Friday and Saturday evenings.

**Firearms:** All firearms must remain holstered.

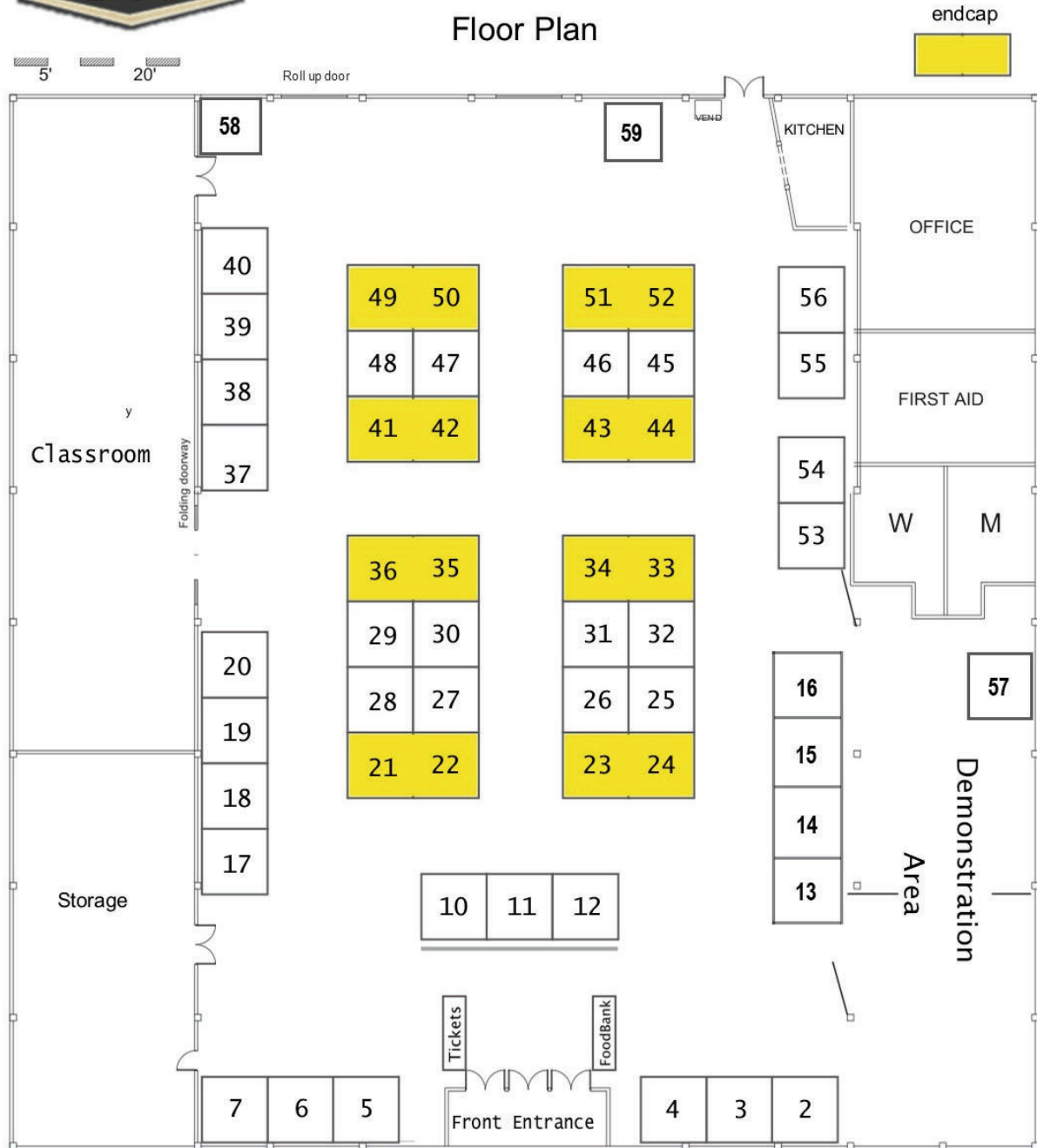
**Media Relations:** As a non-profit organization sponsored by a public entity, **media representatives are not allowed to attend the Expo, without Prior written consent of the Panhandle Preparedness Expo Board.** All media must identify themselves as media. Be advised that you are not required to consent to any interview by any media representative. Initial \_\_\_\_\_



# Panhandle Prep Expo

## Sandpoint, Idaho

### Floor Plan



BONNER COUNTY FAIRGROUNDS

MAIN EXHIBIT BUILDING