



2027 WEST PALM BEACH EXHIBITOR AGREEMENT

info@motorcycleexpo.us | (561) 578-2644

1. EVENT DETAILS & EXHIBITOR REQUIREMENTS

1a. 2027 West Palm Beach Motorcycle Expo Info

Venue: South Florida Fairgrounds, 9067 Southern Blvd, West Palm Beach, FL 33411

Event Dates:

- **Thursday, February 11th:** Exhibitor move-in beginning at 9am **Individual exhibitor move-in times are TBD*
- **Friday, February 12th:** Event Day One, 1pm–9pm *(pending final confirmation)*
- **Saturday, February 13th:** Event Day Two, 10am–6pm *(pending final confirmation)*
- **Sunday, February 14th:** Event Day Three, 10am–5pm *(pending final confirmation)*
- **Sunday, Move Out:** After the show closes, with everything removed by 9pm

Contact: Jeff Greenberg | jeff@motorcycleexpo.us | (561) 578-2644

1b. Important Exhibitor Requirements

All exhibitors must comply with Motorcycle Expo's Exhibitor Rules & Operations Guide, venue policies, fire regulations and safety requirements.

Exhibitors are responsible for their own insurance, staffing, permits, equipment and compliance with all applicable regulations.

Electricity, WiFi and other optional services are not included unless specifically stated. Pricing and availability are TBD.

Any amplified sound, moving lights, special lighting, vehicle demonstrations or other activations require advance written approval.

All displays and activities must remain within the assigned booth space unless otherwise approved.

1c. Early Breakdown Policy

Exhibitors are required to keep their booths fully staffed and operational until the official closing of the event.

Early breakdown, packing merchandise, dismantling displays or removing equipment before the show officially closes is prohibited unless specifically authorized in writing by Motorcycle Expo.

Any exhibitor violating this policy will incur a \$200 early breakdown penalty.

Motorcycle Expo reserves the right to refuse booth space at future events to exhibitors who violate this policy.

1d. Sponsorship Opportunities

Looking for additional exposure? Motorcycle Expo offers sponsorship opportunities, including event branding, attendee promotions, VIP experiences and custom activations. Contact us for our Sponsorship Package.



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2. PAYMENT POLICY

By registering, all exhibitors agree to the following payment terms:

2a. Space Confirmation

Full payment is preferred at the time of registration.

Motorcycle Expo may approve alternative payment arrangements on a case-by-case basis. All exceptions must be approved in writing by Jeff Greenberg, the event organizer.

Any approved payment arrangement must specify the amounts and due dates. Failure to meet the agreed payment schedule may result in cancellation of the exhibitor's reservation.

Booth space is not confirmed or reserved until the required payment has been received and cleared and Motorcycle Expo has confirmed the reservation in writing.

2b. Refunds and Transfers

Exhibitor payments are nonrefundable and nontransferable in the event of exhibitor-initiated cancellation or withdrawal, except as otherwise required by law or expressly agreed to in writing by Motorcycle Expo.

Payments may not be applied to another Motorcycle Expo event without written approval.

Event postponement, rescheduling and organizer cancellation are governed by Section 3 of this agreement.

2c. Accepted Payment Methods

Motorcycle Expo accepts credit cards, ACH transfers and business checks. Credit card payments will be processed through a secure payment system. Booth reservations are confirmed once payment has cleared.

2d. Late Payments and Reinstatements

If a booth is cancelled due to non-payment:

- Reinstatement is only possible if the originally assigned space is still available.
- A \$150 reinstatement fee applies.
- Full payment is required immediately for reinstatement.

2e. Add-Ons and Upgrades

Items such as electricity, WiFi, additional badges, sponsorships, directory upgrades, and other add-ons carry additional charges. Pricing is TBD.

2f. Chargebacks

Exhibitors who dispute a payment are encouraged to contact Motorcycle Expo first so the matter can be reviewed and addressed. Motorcycle Expo reserves the right to suspend or cancel exhibitor privileges in the event of an unresolved payment dispute, subject to applicable law. Exhibitors may be responsible for applicable fees associated with invalid or unsuccessful payment disputes.

2g. Nonprofit Organizations

Motorcycle Expo welcomes nonprofit and charitable organizations. However, nonprofit or 501(c)(3) status does not automatically qualify an organization for complimentary or discounted booth space.

Any special pricing or participation arrangements must be approved in writing by Motorcycle Expo.



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3. EVENT CANCELLATION & INSURANCE

3a. Exhibitor Cancellation

If an exhibitor cancels or withdraws from the event for any reason, all payments previously made will be forfeited, subject to applicable law and any written exception approved by Motorcycle Expo.

3b. Event Postponement or Rescheduling

Motorcycle Expo reserves the right to postpone, reschedule or change the event dates when reasonably necessary due to venue availability, operational requirements, safety concerns or other circumstances affecting the event.

If the event is rescheduled, all existing exhibitor reservations and payments will automatically transfer to the new event dates.

A postponement or rescheduling does not, by itself, constitute cancellation of the event or entitle the exhibitor to a refund.

An exhibitor unable to participate on the rescheduled dates may submit a written request for consideration. Motorcycle Expo may approve an alternative arrangement at its discretion but is not obligated to provide a refund solely because the exhibitor cannot attend the new dates, except where required by applicable law.

Motorcycle Expo will provide written notice of any changes to the event dates.

3c. Permanent Event Cancellation

If Motorcycle Expo permanently cancels the event and does not reschedule it, all exhibitor booth payments received for that event will be refunded in full.

Any separately purchased services or sponsorship arrangements will be addressed according to their applicable written terms.

3d. Force Majeure

Motorcycle Expo shall not be responsible for delays, postponements or inability to conduct the event arising from circumstances beyond its reasonable control, including severe weather, natural disasters, government restrictions, public emergencies, venue closures or similar events.

In such circumstances, Motorcycle Expo may reschedule the event and transfer exhibitor reservations and payments to the new dates, subject to applicable law.

If the event cannot reasonably be rescheduled and is permanently canceled, the permanent cancellation refund policy will apply.

3e. Insurance Requirements

All exhibitors must provide a Certificate of Insurance (COI) showing a minimum of \$1,000,000 in general liability coverage and naming South Florida Fair & Palm Beach County Expositions, Inc. as an additional insured. Coverage must include move-in through move-out. COIs are due no later than January 12, 2027. Exhibitors without an approved COI may not be permitted to participate. Any additional venue insurance requirements are TBD.



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4. LIABILITY & OTHER

4a. No Guarantee of Attendance or Sales

Motorcycle Expo does not guarantee any specific number of attendees, sales, leads or business opportunities. Exhibitor fees cover participation in the event and the agreed exhibition space and services, not guaranteed business results.

4b. Liability

Exhibitor is solely responsible for the security of their own property. Organizer and venue are not responsible for theft, loss, or damage.

Exhibitor agrees to indemnify and hold harmless ConceptPlus.com Inc. dba Motorcycle Expo, and the venue from any loss, damage, injury, or liability resulting from exhibitor activities during the event.

4c. Marketing & Logos

Providing a logo does not guarantee individual social media posts, advertising placements, website features or other promotional benefits unless specifically included in the exhibitor package or a separate sponsorship agreement.

Exhibitors must provide a vector version of their logo for event advertising and promotion. Preferred formats: AI, EPS, SVG, or vector PDF. JPG or PNG files may not be suitable for all promotional uses.

Send COIs and logos to: jeff@motorcycleexpo.us

4d. Photography & Media Release

Exhibitor grants Motorcycle Expo permission to photograph and record its booth, displays, products and representatives during the event and to use those images and recordings for event advertising, publicity, social media and other promotional purposes.



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5. EXHIBITOR REGISTRATION & ACCEPTANCE

Company: _____ Contact Name: _____

Phone: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

5a. Booth Selection & Payment

**This agreement covers you for the Palm Beach Show. Additional 2027 shows will have separate selection opportunities.*

**The organizer reserves the right to adjust booth placement or modify the floorplan at any time based on operational, safety, or venue requirements and in order of received payments.*

BOOTH TYPE	SIZE (ft)	PRICE
☐ Standard	10x10	\$1,000
☐ Plus	10x20	\$1,500
☐ Deluxe	20x20	\$2,000
☐ Custom	_____	_____

ALL BOOTH PACKAGES INCLUDE

- Pipe and drape
- Exhibitor identification signage
- One 6-foot table
- Two chairs
- Vendor parking

**Contact us for custom size and pricing.*

5b. Payment Info

Payment Method: ☐ Credit Card ☐ ACH ☐ Business Check

Billing Address: _____

City: _____ State: _____ Zip Code: _____

5c. Acknowledgment & Signature

By signing this agreement, the exhibitor acknowledges receipt of and agrees to comply with the Motorcycle Expo Exhibitor Rules & Operations Guide, including applicable venue requirements, safety regulations, setup and breakdown policies, and all other event rules.

☐ I have received and agree to the Motorcycle Expo Exhibitor Rules & Operations Guide.

☐ I acknowledge that I have read and agree to section 1c. Early Breakdown Policy.

Name & Title (Printed): _____ Date: _____

Exhibitor Signature: _____

Please return this signed agreement to: Jeff Greenberg – jeff@motorcycleexpo.us



2027 WEST PALM BEACH EXHIBITOR RULES & OPERATIONS GUIDE

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1. Event Information

Location: South Florida Fairgrounds, 9067 Southern Blvd, West Palm Beach, FL 33411

Dates & Schedule:

- **Thursday, February 11th:** Exhibitor move-in beginning at 9am **Individual exhibitor move-in times are TBD*
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2. Booth Information

BOOTH TYPE	SIZE (ft)	PRICE
Standard	10x10	\$1,000
Plus	10x20	\$1,500
Deluxe	20x20	\$2,000
Custom	Contact for Pricing	

Every Booth Includes:

- Pipe and drape
- Exhibitor identification signage
- One 6-foot table
- Two chairs
- Vendor parking

Additional Services:

- Extra tables: TBD • Extra chairs: TBD • Electricity: TBD • WiFi: TBD
- Additional exhibitor badges: TBD • Carpeting: TBD

3. Electricity & Internet

Electrical service and internet are not included with standard booth pricing.

All electrical connections must be handled by Fairgrounds-authorized personnel.

Exhibitors must notify Motorcycle Expo of their electrical requirements in advance, including the equipment they intend to use.

- Electrical pricing: TBD
- Electrical ordering process: TBD
- Electrical order deadline: TBD
- WiFi availability: TBD
- WiFi pricing: TBD
- WiFi ordering instructions: TBD

No unauthorized electrical connections are permitted.



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4. Sound, Lighting & Special Activations

- Amplified sound, speakers, microphones, moving lights, entertainment lighting, video displays and similar activities must receive advance written approval.
- Sound systems cannot interfere with neighboring exhibitors or the overall event.
- Any overhead lighting, banners or suspended equipment must be approved by the Fairgrounds and installed by Fairgrounds personnel.
- Maximum sound levels: TBD
- Motorcycle Expo reserves the right to require exhibitors to reduce sound levels, adjust lighting or discontinue activities that are disruptive or unsafe.

5. Motorcycle & Vehicle Displays

- Motorcycles and vehicles displayed indoors may have **no more than 1/4 tank of fuel or two gallons**, whichever is less, unless the venue or Fire Marshal imposes a stricter requirement.
- Batteries must be disconnected unless otherwise discussed and approved by Motorcycle Expo and permitted by the venue.
- No engine revving, indoor burnouts or refueling.
- All vehicle displays must comply with Fairgrounds and Fire Marshal requirements.
- Any indoor vehicle display requires the appropriate venue approval.

6. Tents, Canopies & Booth Displays

Exhibitors may bring their own tents or canopies, subject to venue and Fire Marshal approval. However, Motorcycle Expo is an indoor show with high ceilings, so tents and canopies are generally not recommended. We encourage exhibitors to use open displays that allow attendees to see their products and easily access their booth.

If an exhibitor needs help with booth setup, layouts, displays, signage or other booth requirements, they should contact Jeff Greenberg directly at 561-578-2644 or jeff@motorcycleexpo.us.

We're happy to help exhibitors figure out the best way to present their business.

- All displays must remain within the assigned booth boundaries.
- Nothing may block aisles, exits or neighboring exhibits.
- Maximum display height: TBD.

7. Food, Beverages & Sampling

The venue controls food and beverage concessions.

Exhibitors may not sell, sample or distribute food or beverages without prior written approval.

This includes free samples.

- Approval process: TBD
- Additional fees: TBD



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8. Setup, Breakdown & Deliveries

Move-in begins Thursday, February 11, at 9 AM.

- Assigned exhibitor arrival times: TBD
- Loading entrance and instructions: TBD

All loading and unloading must follow the instructions provided by Motorcycle Expo staff and the venue.

- The Fairgrounds does not accept advance exhibitor shipments.
- Any advance shipping arrangements must be coordinated through Motorcycle Expo.
- Exhibitors are responsible for removing all merchandise, equipment, displays, pallets and packing materials during the designated move-out period.
- No early breakdown is permitted.

9. Early Breakdown Policy

Exhibitors must keep their booths fully staffed and operational until the official closing of the event.

Early breakdown, packing merchandise, dismantling displays or removing equipment before the show officially closes is prohibited unless specifically authorized in writing by Motorcycle Expo.

Any exhibitor violating this policy will incur a \$200 early breakdown penalty.

Motorcycle Expo also reserves the right to refuse booth space at future events to exhibitors who violate this policy.

All move-out activity must be completed within the designated venue schedule.

10. Parking & Access

Vendor parking is included with booth registration.

- Assigned vendor parking areas: TBD
- Parking passes: TBD
- Trailer parking: TBD
- Exhibitor credentials: TBD
- Badge pickup location and hours: TBD

No parking in fire lanes, loading docks or restricted areas.

No overnight parking is permitted, except in designated camping areas with advance Fairgrounds authorization and any applicable fees.



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11. Insurance Requirements

All exhibitors must provide a Certificate of Insurance showing at least \$1 million in general liability coverage. South Florida Fair & Palm Beach County Expositions, Inc. must be named as an additional insured.

- Coverage must include move-in through move-out.
- COI deadline: January 12, 2027.
- Any additional required insurance documentation: TBD.
- Send certificates to jeff@motorcycleexpo.us.

Exhibitors without an approved COI may not be permitted to participate.

12. Fire & Safety Regulations

All exhibitors must comply with applicable venue and Fire Marshal regulations.

- No blocking aisles, emergency exits, electrical panels or fire equipment.
- No open flames, candles, fireworks, pyrotechnics or hazardous materials without the necessary approvals.
- No smoking inside the venue buildings.
- No confetti or glitter inside the buildings.
- Overhead banners and suspended equipment require venue approval.
- Only venue personnel may install ceiling-mounted equipment and signage.
- No stakes or other objects may be driven into pavement or grass without written permission.
- Decorations must comply with venue fire safety requirements.

13. Fundraising, Raffles & Giveaways

All fundraising, raffles, giveaways and promotional activities must remain within the assigned booth space unless otherwise approved.

- Exhibitors may not walk the event soliciting donations or distributing promotional materials.
- All fundraising activities must comply with applicable laws.
- Food or beverage giveaways require Fairgrounds approval.

14. Nonprofit Organizations

Motorcycle Expo welcomes registered charitable and nonprofit organizations.

Nonprofit or 501(c)(3) status does not automatically qualify an organization for complimentary or discounted booth space.

Special arrangements may be considered individually and must be approved in writing.

Nonprofit organizations are welcome to seek their own business or corporate sponsors to help offset their booth expenses.

All event rules, insurance requirements and exhibitor responsibilities apply equally to nonprofit and commercial exhibitors.



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15. Security and Personal Property

Motorcycle Expo will coordinate event security.

Exhibitors are responsible for securing their own merchandise, displays, equipment and personal belongings.

Motorcycle Expo and the venue are not responsible for theft, loss or damage, subject to the agreement and applicable law.

16. Logos & Promotional Materials

Exhibitors must provide a vector version of their logo.

Accepted formats:

AI, EPS, SVG or vector PDF.

Send logos to jeff@motorcycleexpo.us.

Individual social media posts, advertising placements and promotional features are not guaranteed unless included in a sponsorship or separate promotional agreement.

17. Photography & Media Release

Exhibitor grants Motorcycle Expo permission to photograph and record its booth, displays, products and representatives during the event and to use those images and recordings for event advertising, publicity, social media and other promotional purposes.

18. Contact Information

Jeff Greenberg

jeff@motorcycleexpo.us | (561) 578-2644

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