



**The 16th Annual Back to School Expo
is produced by**



Expo Location	Altamonte Mall 451 E Altamonte Dr Altamonte Springs, FL 32701
Expo Hours	Saturday August 8 th 11:00 am – 4:00 pm
Vendor Setup	Saturday August 8 th 8:30 am –10:30 am Vendor check in Orange Entrance (see map below) between Macys and JC Penny All materials that require a dolly must be in the building before 10:00 am.
Vendor Breakdown	Saturday August 8 th 4:00pm Note: Vendors will not be permitted to breakdown until after 4:00pm
Show Rep On Site	Colette Ferrell 407-619-0651 (cell) Colette@inPowerEvents.com
Provided to Vendor	6 ft table with 2 chairs (PLEASE PROVIDE YOUR OWN TABLE SKIRTING) Electricity is available on a limited basis with prior request Note: Because we are in the mall there is no backdrop/wall for banners

All materials MUST fit on your tabletop unless otherwise approved by show mgmt.

Items to Remember to Bring

- Business cards, product samples, catalogs, brochures
- Booth Giveaways ie: logo wear, key chains, pens, school supplies, etc.
- Registration Book/Slips for Customer Names
- Extension Cord(s)
- Office Supplies, pens, tape, stapler, scissors, zip ties

Altamonte Mall Rules

1. All setups must be done during non-business hours.
Set up time for the Back to School Expo is 8:30 AM - 10:30 AM.
Take down for the Back to School Expo is 4:00 PM.
2. All tablecloths must be professional (not plastic/disposable) and must cover table down to the ground.
3. Vendors are allowed 1 table and 2 chairs unless prior approval from Show Management.
4. Trash – Vendors are responsible for removing trash and disposing of it in the appropriate trash compactor or dumpster area. Cardboard/Boxes should be broken down and taken to the trash compactor. Please do not put cardboard in the customer trash cans.
5. No handwritten signs allowed. All signs must be printed via computer or professionally made and installed in frames.
6. No helium balloons are allowed in the common area.
7. If selling merchandise, your prices & return policy must be posted clearly and professionally within customer view.
8. Hawking and/or aggressive selling tactics or promotion of product is prohibited.
9. No music is allowed without prior approval from Mall Management.
10. Vendors must remain at their designated location during the event; no roaming or soliciting mall retailers.
11. All personal belongings, purses, jackets, hats, etc. to be stored away from view. Altamonte Mall and inPower Events is not responsible for any loss, theft or damage to personal property
12. Mascots and handlers are to be stationed immediately next to their vendor table for the duration of the event. Mascots are not permitted to roam around the mall.
13. Visitors, family and/or friends should not loiter at or near the vendor table areas.
14. The phone number for Security is 407-830-1603

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PROPOSED 3000
DRAWING: ACS
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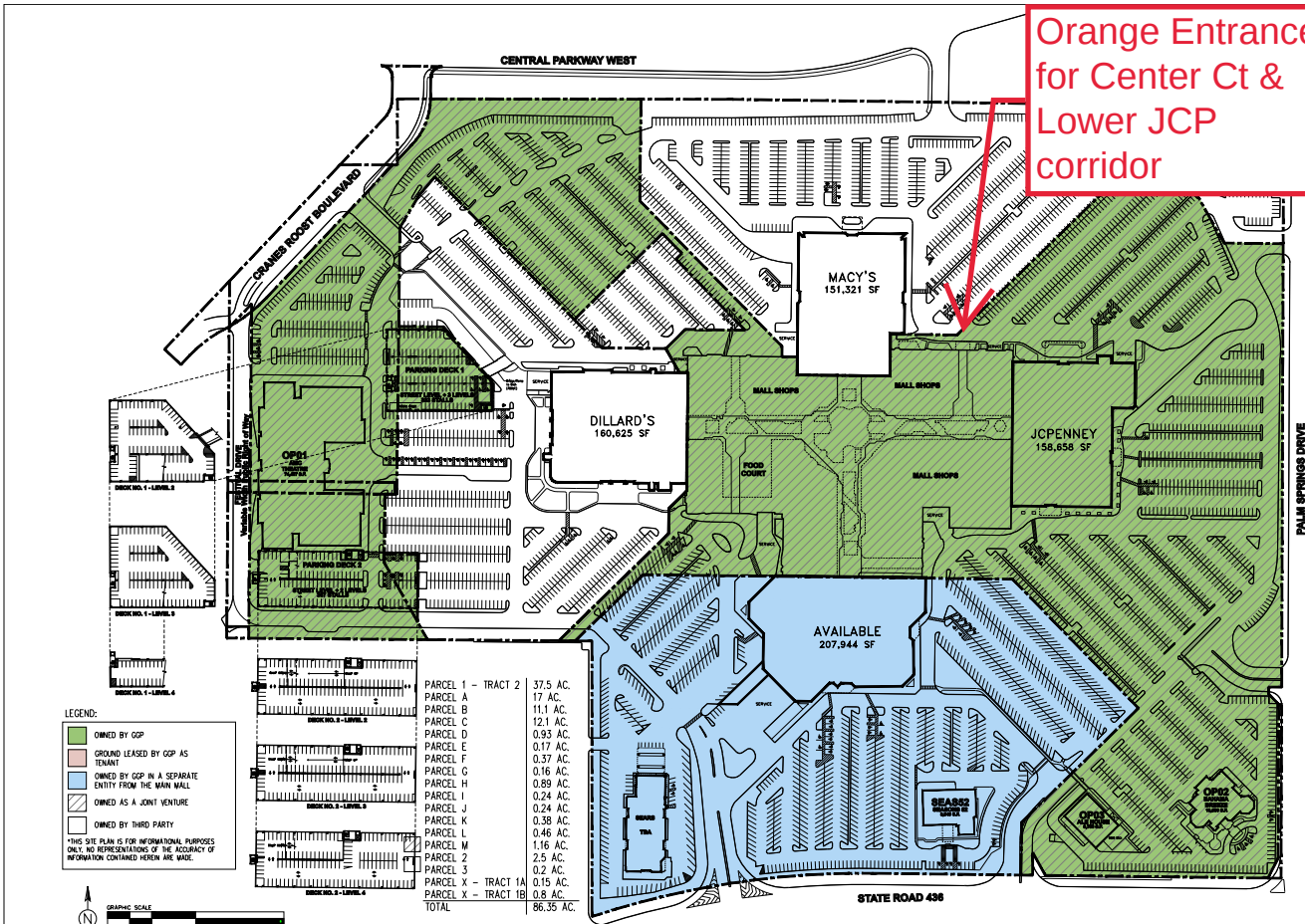
DESCRIPTION

SITEPLAN

SHEET NO.
SP1

DATE: February 2022

Orange Entrance
for Center Ct &
Lower JCP
corridor



**Altamonte Mall
Waste Containers**

Number = Dock Number
T = Trash Compactor
R = Recycle Compactor

Waste Containers

Number = Dock Number

T = Trash Compactor

R = Recycle Compactor