

# FLORIDA STATE JUNIOR THESPIAN FESTIVAL

## VENDOR FACT SHEET

- Event Location:** Orange County Convention Center, West Concourse  
Valencia Ballroom D  
9800 International Drive  
Orlando, FL 32819
- Contact:** James Brendlinger, Florida State Junior Thespians Chairman  
JamesFSJT@gmail.com
- Event Date and Time:** Friday, February 2 and Saturday, February 3 from 10am-4pm
- Vendor Check-in Time:** Vendors may check-in at the Registration Desk outside the Chapin Theater Lobby and begin setting up at 9am on Friday, February 2 (If you need extra time to set up, let me know—you could also do it between 5-7pm on Thursday, February 1)
- Purpose:** An opportunity for theatrical businesses to contribute to the education of our middle school students and their teachers in a safe, friendly, personal environment.
- Parameters:** Vendors may only interact with students in our ballroom/workshop areas and only while wearing a Festival-issued ID Badge. Vendors may distribute age-appropriate (under 15) printed information, distribute/sell products, answer questions, build mailing lists, and engage in career-related discussions with students and teachers.
- Check-in Notes:**
- Park in OCCC West Concourse Parking (it costs \$10)
  - Follow signs to Chapin Theater Lobby/Registration Desk
  - Check in with the vendor registration desk, and we will escort you to ballroom
  - Set up materials at assigned table
- Display Area:** We are providing one standard 3x8 convention table with chairs. Please let us know if you need additional tables.
- Special Requests:** Please let us know if you plan to bring your own table/chairs, need access to an electrical outlet (these are limited), need to arrive late or leave early, or any other special requests.
- Food and Drink:** Food and drink will be on sale outside the ballroom at reasonable prices and vendor participants are invited to join the event staff for lunch when provided.
- Payment:** All vendors are REQUIRED to pay \$300 to FSJT, **OR** donate at least \$500 worth of product to FSJT, **OR** provide two complimentary professional workshops for our middle school students at the festival. ALL GROUPS are encouraged to donate product, tickets, gift cards, etc. to our efforts to raise money for Broadway Cares/Equity Fights AIDS.