



Exhibitor and Promotional Partnership Prospectus

January 27-28, 2023 • The Diplomat Hotel, Hollywood, Florida

WELCOME

Thank you for your support and participation in the **2023 ARCH Florida Symposium**. The following will provide you with important information about this year’s meeting and your participation as an exhibitor. If you have any questions or need further assistance, please do not hesitate to contact the Exhibit Manager Trinity Campbell, Gaffney Events at 425.354.8937 or trinity@gaffneyevents.com. We look forward to working with you and assisting to ensure a successful conference for your organization!

SYMPOSIUM LOCATION

The Diplomat Beach Resort | 3555 South Ocean Drive | Hollywood, Florida 33019

HOTEL ACCOMMODATIONS

You are responsible for making your hotel room reservations for your company personnel. Please note that room reservations should be made in advance.

EXHIBIT SPACE AND EQUIPMENT

Exhibits will be in Diplomat Ballrooms 1 & 2 on the second floor. The general session will be in Diplomat Ballroom 3. All meal functions will take place in the exhibit hall.

EXHIBIT AREA STAFFING

Please provide us with the names of the individuals who will be representing your company by completing the Exhibitor Agreement and Badge Form, which is located on page 4. Each 10’ x 10’ Exhibit will be entitled to 6 Badges and each 6’ Tabletop Exhibit, 3 Badges. Additional badges are \$150.00 each. Each badge gives exhibitor full meeting access.

ELECTRICITY

You are responsible for ordering power to your booth. To order please complete the online link below and search for ARHC Florida Diplomat. Please contact Encore at (954) 602-8900 with any questions:
<https://eventnow.encoreglobal.com/landingpage/newexhibit/index/>

EXHIBIT HOURS & DISMANTLE

Friday, January 27 th	3:00 PM - 6:00 PM 6:30 PM – 7:30 PM	Exhibit Set-up Welcome Cocktail Reception / Dinner Event
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Saturday, January 28 th	7:30 AM – 3:15 PM	Exhibits Open 3:15 PM – 5:00 PM Exhibit Dismantle
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SHIPPING

The Diplomat Hotel
Attn: ARCH FL Symposium
3555 South Ocean Drive
Hollywood, FL 33019

If you will be shipping any material to the hotel please note, materials may begin to arrive on Tuesday, January 24th. You will be responsible for all business center charges (see charts below)

Package Weight	Package Pickup or Drop off by Guest	Package Pickup or Delivery by FedEx Office
0.0-1.0 lbs.	\$2.00	\$5.00
1.1-10 lbs.	\$10.00	\$15.00
10.1-20.0 lbs.	\$15.00	\$20.00
20.1-30 lbs.	\$20.00	\$30.00
30.1-40.0 lbs.	\$25.00	\$40.00
40.1-50.0 lbs.	\$25.00	\$50.00
50.1-60.0 lbs.	\$35.00	\$60.00
Over 60 lbs.	\$35.00	\$70.00
Pallets & Crates	\$150.00 or \$.75 / lb. > 200 lbs.	\$150.00 or \$.75 / lb. > 200 lbs.

Additional Shipping Services

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to performing these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

Package Weight	Storage Fee after 5 days
0.0-10.0 lbs.	\$5.00
11.0 lbs-30.0 lbs.	\$10.00
31.0-60 lbs.	\$15.00
Over 60 ;bs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than 5 calendar days. Items measuring over 6.5 feet in size are considered oversized and will be assessed an additional oversized fee if stored for more than 5 calendar days. All fees are subject to change without notice.

LIABILITY

GAFFNEY EVENTS is not responsible, and the "Exhibitor" hereby waives all claims against the aforementioned, for loss, damage, destruction of property, or bodily injury occurring at or in connection with the exhibit or conference. Further, the exhibitor agrees to hold harmless **GAFFNEY EVENTS** and its employees and agents with respect to such claims and indemnify them against such claims brought by third parties arising out of the actions of exhibitor or its employees. Each exhibitor is responsible for obtaining its own insurance for bodily injury or property loss or damage occurring in connection with the exhibit.

EXHIBITS AVAILABLE

- o **\$3,500 6' Tabletop Exhibit** *(Includes 3 Complimentary Full-Meeting Badges)*
- o **\$5,000 10' x 10' Exhibit** *(Includes 6 Complimentary Full-Meeting Badges)*

SPONSORSHIPS OPPORTUNITIES

o **\$20,000 Fellows Breakfast Sponsorship**

Exclusive opportunity to showcase your company products or message to attendees of the conference.

- Includes Room Rental & Audio-Visual Equipment, Food & Beverages
- Includes recognition signage
- 1 Available

o **\$20,000 Fellows Lunch Sponsorship**

Exclusive opportunity to showcase your company products or message to attendees of the conference.

- Includes Room Rental & Audio-Visual Equipment, Food & Beverages
- Includes recognition signage
- 1 Available

o **\$20,000 Keynote Dinner Lecture Sponsorship**

30 Minute presentation slot on topic of your choice.

- Includes Audio Visual and Room Rental fees
- 2 Available

o **\$10,000 Symposium Wi-Fi**

Attendees will stay connected with Wi-Fi compliments of your company. Company recognition and custom password of your choice

- 1 Available

o **\$7,500 Lanyards**

Highlight your company logo or brand along with Arch Florida on custom program lanyards given to all symposium attendees

- 1 Available

o **\$7,500 Faculty Lounge**

Company Logo screensavers placed on all computers in Arch Florida Faculty Lounge

- Includes Recognition Signage
- 1 Available

