



Florida Association of City Clerks

Annual Summer Conference & Academy

June 24-25, 2024

Embassy Suites Orlando Lake Buena Vista South

EXHIBITOR & SPONSOR INFORMATION

Thank you for your interest in the **2024 Florida Association of City Clerks Summer Conference & Academy**. FACC's summer event historically attracts more than 190 municipal clerks from around the state for workshops and networking with colleagues. The conference offers an opportunity for vendors to showcase their products and services to these important decision-makers. This packet contains all the information you need to sign up as an exhibitor or sponsor. **Don't hesitate. Sign up now!**

Exhibiting

To exhibit at the FACC Summer Conference & Academy, your company must agree to purchase at least one 8'x10' booth space in the amount of **\$1,000** by submitting the enclosed Exhibitor Agreement with payment. Exhibit booths are assigned on a first-come, first-served basis. No booth will be assigned or confirmed until payment is received.

Sponsorship

Sponsorships offer various opportunities for additional recognition and event participation. You do not need to exhibit to be a sponsor. For more information on sponsorships, see page 6 of this packet.

Exhibit Description

Each booth package includes one 8'x10' carpeted pipe-and-drape booth, one 6' skirted table, two chairs, one wastebasket, one 7"x44" company identification sign and two exhibitor name badges for your company representatives. Any additional requirements (electrical, etc.) will be handled directly between the

show decorator and the exhibitor, who is responsible for any costs incurred. You will receive a confirmation with your booth assignment, as well as information from the show decorator on shipping/drayage, miscellaneous furnishings and electrical and internet needs.

Exhibit Hours*

The schedule for the exhibit hall has been developed to coincide with the registrants' break times and allow for the greatest amount of flow. In addition, multiple breaks, the welcome reception and a sidewalk café lunch with tickets covering the cost for attendees will be held inside the exhibit hall. We will also be conducting a passport game to encourage attendees to visit each booth. (**All times are tentative. Final setup, exhibit and dismantle hours will be included in your confirmation notice.*)

MONDAY - JUNE 24, 2024

9:00 a.m. - 3:00 p.m.	Exhibitor Move-In
3:30 p.m. - 6:00 p.m.	Exhibit Hall Open
3:30 p.m. - 4:00 p.m.	Afternoon Refreshment Break
5:00 p.m. - 6:00 p.m.	Welcome Reception

TUESDAY - JUNE 25, 2024

9:45 a.m. - 3:30 p.m.	Exhibit Hall Open
10:00 a.m. - 10:30 a.m.	Morning Refreshment Break
12:00 p.m. - 1:30 p.m.	Sidewalk Café Lunch
3:00 p.m. - 3:30 p.m.	Afternoon Refreshment Break
3:45 p.m. - 5:00 p.m.	Exhibitor Move-Out

Name Badges

Exhibitors will receive two exhibitor name badges for each booth purchased. The exhibitor badge allows entrance only into the exhibit hall and any events held therein. The number of sponsor name badges, and tickets to special events, is determined by sponsorship level. Corporate participants do not receive conference registration. Please contact Dani Dahlberg at 813.749.7133 or dani@bethrawlins.com to confirm your number of badges. **Badge information must be received by Friday, June 7, 2024.** See page 8 of this packet for the name badge order form.

Housing Accommodations

The 2024 Summer Conference & Academy will be held at **Embassy Suites Orlando Lake Buena Vista South**, located at 4955 Kyngs Heath Road in Kissimmee. Rooms are available for meeting participants at the special rate of **\$159.00 per night**, single or double. **No telephone reservations will be accepted by the hotel at this time.** Hotel reservation information will be sent with your booth confirmation. *Please note that FACC will NEVER have someone contact you directly about your hotel reservations. If you receive a call offering to make your reservations for you, it is a scam.*

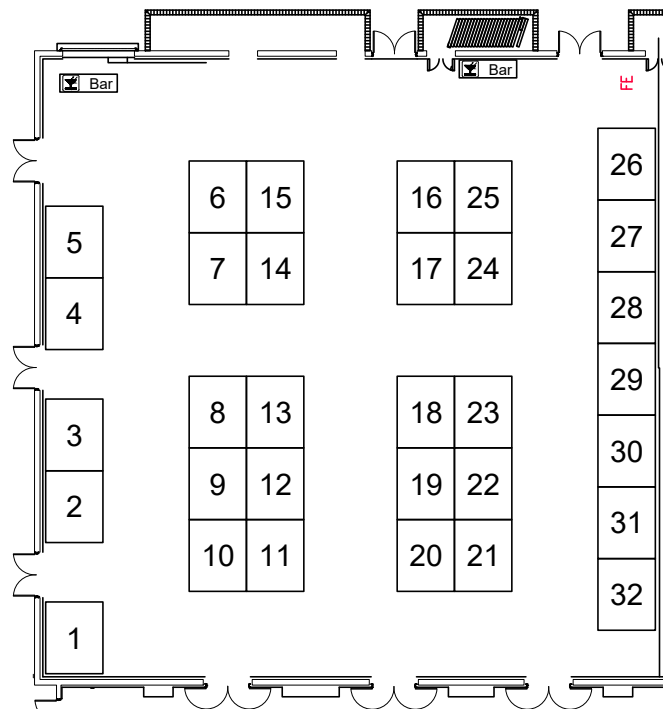
Deadlines

April 12, 2024	Receipt of Cancellation/ Refund Requests
April 19, 2024	Receipt of Logos for Diamond Sponsors
April 26, 2024	Receipt of Exhibitor and Sponsorship Agreements
June 7, 2024	Receipt of Name Badge Requests or Changes
August 23, 2024	Receipt of Advertising for Membership Director

Questions?

For all exhibitor and sponsor questions, contact Dani Dahlberg at 813.749.7133 or dani@bethrawlins.com or Melanie Howe at the FACC office at 850.222.9684 or mhowe@flicities.com.

Exhibit Hall Floor Plan



Looking for another way to promote your company to Florida's municipal clerks?

The Florida Association of City Clerks publishes an annual membership directory in October. Advertising information and a reservation form are available on page 9 of this packet. For more details, contact Dani Dahlberg at 813.749.7133 or dani@bethrawlins.com.

Rules and Regulations

1. Contract

The following rules and regulations become binding upon acceptance of this contract between the applicant and their employees and the Florida Association of City Clerks (FACC), the event sponsor.

2. Exhibit Hall Floor Plan

Show management reserves the right to adjust the exhibit hall layout. All exhibitors will be notified of any changes.

3. Space Assignment

Booth locations and sponsorships will be assigned at the sole discretion of show management and will be based on the date of request and payment.

4. Booth Package Description

Booth packages include one 8'x10' carpeted pipe-and-drape booth, one 6' draped table, two chairs, one wastebasket, one 7"x 44" company identification sign and up to two company representative badges. Total individual exhibit floor space is limited to 8'x10' unless requested and approved in writing. No walls, partitions, signs or decorations may be erected that will interfere with the general view down the aisle or with other exhibits. Additional booth requirements may be requested by the exhibitor directly from the decorating service provider. The exhibitor is solely responsible for all costs incurred.

5. Show Move-In and Move-Out

Move-In

Monday – June 24, 2024 9:00 a.m. - 3:00 p.m.

Move-Out

Tuesday – June 25, 2024 3:45 p.m. - 5:00 p.m.

NOTE: No exhibitor will be allowed to break down their booth until the close of the show at 3:45 p.m. on Tuesday, June 25, 2024. Any company that willfully dismantles its booth prior to closing time will not be permitted to exhibit at future FACC events. The exhibitor understands that this schedule will be strictly adhered to as a courtesy to other exhibitors and to FACC registrants.

6. Unoccupied Space

FACC reserves the right, should any rented space remain unoccupied after the first hour of the show's opening, to rent or occupy said space.

7. Payments and Refunds

No booth or sponsorship will be confirmed until FACC has received full payment. In the event exhibitors find it impossible to attend the conference, an email received in the FACC office to that effect by **5:00 p.m., Friday, April 12, 2024,**

would authorize a refund of the exhibit fee; however, a **\$50** administrative charge will be deducted. No refunds will be made after that date. Sponsorship money is nonrefundable except in the event of cancellation by show management. If the event is canceled by show management, refunds will be issued in full.

8. Food Service

FACC reserves the right to provide food and beverage service during certain hours in the exhibit area. No free samples of food, beverage or any product may be given away or otherwise distributed by any exhibitor without prior written approval of FACC.

9. Noisy and Obnoxious Equipment

The operation of whistles or any objectionable device will not be allowed. After the show opens, noisy and unsightly work will not be permitted. The exhibitor understands that no music of any type is allowed during exhibit hall hours.

10. Security and Liability

The exhibitor and/or sponsor agrees to hold FACC, the show decorator and the hotel harmless and to indemnify FACC, the show decorator and the hotel against claims or liability arising out of the actions, fault or negligence of the exhibitor and/or sponsor, its agents or employees, prior to, during and after the conference and exposition; and FACC, the show decorator and the hotel shall not be responsible for any loss, damage or injury that may happen to the exhibitor and/or sponsor or their agents, patrons, guests, employees or property from any cause whatsoever (unless occasioned by the sole willful or gross negligence of FACC, the show decorator or the hotel) prior to, during or subsequent to the conference and exposition period; and the exhibitor and/or sponsor hereby expressly releases FACC, the show decorator and the hotel from, and agrees to indemnify FACC, the show decorator and the hotel against any and all claims for such loss, damage or injury.

11. Damage to Property

The exhibitor and/or sponsor, its agents, guests or patrons shall not injure, mar, nor in any manner deface the hotel premises or equipment therein, and shall not cause or permit anything to be done whereby the hotel or its equipment shall be in any manner injured, marred, unduly soiled, defaced, lost, stolen or otherwise removed from the building, and will not drive, or permit to be driven, nails, hooks, tacks or screws into any part of the hotel, and will not make nor allow to be made, any alterations of any kind therein. Should any of the hotel equipment used by the exhibitor and/or sponsor be damaged, lost or stolen, the exhibitor and/or sponsor will promptly pay for the equipment by cash or certified check.

12. Signs and Posters

Participating companies agree that they will not post or exhibit signs, advertisements, posters or cards of any description, inside or in front, or on any part of the hotel without written consent.

13. Public Policy

All companies or individuals exhibiting and/or sponsoring at the Summer Conference & Academy are participating at the exclusive discretion of FACC and must abide by all local codes, rules, regulations and ordinances and must abide by the directions and instructions presented by official FACC, show decorator and hotel personnel. The exhibitor understands that any violations of these policies may result in the immediate closing and removal of the exhibitor's booth. The sponsor understands that any violations of these policies may result in the immediate expulsion of the sponsor from the conference.

14. Eligibility and Restrictions

FACC reserves the right to accept or reject without reason any exhibit or sponsorship agreement received. FACC also reserves the right of exhibit space reassignment.

15. Exhibit Floor Access

FACC reserves the right to limit access to the exhibit floor to anyone during times the show is not officially open.

16. Use of Booth Space

Exhibitors shall reflect their company's highest standards of professionalism while maintaining their booths during show hours. **No exhibitor shall assign, sublet or share booth space without the permission of FACC.**

17. Exhibition Sales Policy

No firm or organization is permitted to engage in direct sales activities during the conference or exhibition period without the expressed written approval of FACC.

18. Public Health

FACC reserves the right to specify policies in the interest of public health. Participating companies will be notified of any requirements or changes.

The exhibitor and/or sponsor agrees that all matters not specifically covered in this agreement shall be directed to the show decorator or the hotel.



Exhibitor Agreement



2024 Summer Conference & Academy • June 24-25, 2024

Embassy Suites Orlando Lake Buena Vista South

Florida Association of City Clerks • P.O. Box 1757 • Tallahassee, FL 32302

850.222.9684 • Fax 850.222.3806 • floridaclerks.org

To reserve your booth, email your completed form to both dani@bethrawlins.com and mhowe@flcities.com.

COORDINATOR INFORMATION: (All pre-conference communications, payment instructions, confirmations, exhibitor materials, etc., will be sent to this contact):

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____

PROGRAM INFORMATION: (This is whom clerk attendees would follow up with post-conference)

Company/Organization: _____

Contact Name: _____ Phone: _____

Email Address: _____ Website: _____

Products/Service Description (15-word maximum):

Please list your company's competitors. We will try to recognize this in booth placement, **but this cannot be guaranteed:**

Booth Assignment: Booths will be assigned at the sole discretion of show management and will be based on the date of request and payment. Refer to the floor plan on page 2, and indicate your booth preference:

Booth Fee: \$1,000 each 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Please note that booth space cannot be shared or sublet without the permission of FACC.

On-Site Representatives: Booth fees include name badges for two representatives to work the booth in the exhibit hall. No additional representative badges will be available unless you also elect to be a Gold Sponsor or higher. Please complete and return the name badge order form on page 8. FACC must be notified by **June 7, 2024**, of all name changes or additions to ensure availability of badges.

Acknowledgment: I have read and will comply with all rules and regulations regarding the Florida Association of City Clerks 2024 Summer Conference & Academy as printed on pages 3 and 4 of this packet.

Authorized Signature: _____ Date: _____

Booth Fee: \$1,000 each **Amount Due:** \$ _____ **Method of Payment:** Check* Credit Card**

*All checks (payable to FACC) and the completed form should be sent to the above address. In addition, email this completed form to dani@bethrawlins.com and mhowe@flcities.com for booth assignment.

**If you elect to pay via credit card, you will be contacted directly by Melanie Howe with instructions to make your secure payment online.

Sponsorship Opportunities



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850.222.9684 • Fax 850.222.3806 • floridaclerks.org

Sponsorships can be customized to meet both your budget and your marketing goals. Dani Dahlberg, an FACC corporate liaison, is happy to discuss sponsor opportunities. Dani can be reached at 813.749.7133 or dani@bethrawlins.com.

Sponsorship Levels:

Diamond Sponsor – \$2,500 (Limited to Five Companies)

- ▶ Recognition in the conference program
- ▶ Signage recognizing your sponsorship level at the conference
- ▶ Recognition on the FACC website
- ▶ Inclusion of company materials in the conference bag
- ▶ Conference registration list
- ▶ Two tickets to the Welcome Reception
- ▶ Two tickets to the Business Luncheon
- ▶ Two name badges
- ▶ If you elect to purchase a booth, you will have access to one of the premier locations
- ▶ Your logo used in
 - ▷ A page in the Summer Program
 - ▷ On signage at the Summer Conference
 - ▷ Posted on the website May-June
- ▶ One 200-word article included in an email to all FACC members Summer 2024

Platinum Sponsor – \$1,500

- ▶ Recognition in the conference program
- ▶ Signage recognizing your sponsorship level at the conference
- ▶ Recognition on the FACC website
- ▶ Inclusion of company materials in the conference bag
- ▶ Conference registration list
- ▶ Two tickets to the Welcome Reception
- ▶ Two tickets to the Business Luncheon
- ▶ Two name badges

Gold Sponsor – \$1,000

- ▶ Recognition in the conference program
- ▶ Signage recognizing your sponsorship level at the conference
- ▶ Recognition on the FACC website
- ▶ Inclusion of company materials in the conference bag
- ▶ Conference registration list
- ▶ One ticket to the Welcome Reception
- ▶ One ticket to the Business Luncheon
- ▶ One name badge

Silver Sponsor – \$500

- ▶ Recognition in the conference program
- ▶ Signage recognizing your sponsorship level at the conference
- ▶ Recognition on the FACC website
- ▶ Inclusion of company materials in the conference bag
- ▶ Conference registration list

Sponsorship Agreement



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To reserve your sponsorship, email your completed form to both dani@bethrawlins.com and mhowe@flcities.com.

COORDINATOR INFORMATION: (All pre-conference communications, payment instructions, confirmations, etc., will be sent to this contact):

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____

PROGRAM INFORMATION: (This is whom clerk attendees would follow up with post-conference)

Company/Organization: _____

Contact Name: _____ Phone: _____

Email Address: _____ Website Address: _____

Products/service description (15-word maximum):

Total Amount of Sponsorship: (Please check the appropriate amount below)

Silver – \$500 Gold – \$1,000 Platinum – \$1,500 Diamond – \$2,500

Final sponsorship assignments are subject to category availability and FACC's discretion. Please contact Dani Dahlberg at 813.749.7133 for more information on these options.

On-Site Representatives: Refer to Sponsorship levels for the number of badges per level. Please complete and return the badge order form on page 8. FACC must be notified by **June 7, 2024**, of all name changes or additions to ensure availability of badges.

Acknowledgment: I have read and will comply with all rules and regulations regarding the Florida Association of City Clerks 2024 Summer Conference & Academy as printed on pages 3 and 4 of this packet.

Authorized Signature: _____ Date: _____

Amount Due: \$ _____ **Method of Payment:** Check* Credit Card**

*All checks (payable to FACC) and the completed form should be sent to the above address. In addition, email this completed form to dani@bethrawlins.com and mhowe@flcities.com for booth assignment.

** If you elect to pay via credit card, you will be contacted directly by Melanie Howe with instructions to make your secure payment online.

Exhibitor and Sponsor Name Badge Order Form



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Please return this form by **June 7, 2024**, to dani@bethrawlins.com and mhowe@flcities.com.

EXHIBITOR BADGES: Two badges per booth

First Name/Nickname: _____

Full Name: _____

Company Name: _____

City or Title of Individual: _____

Email Address: _____

First Name/Nickname: _____

Full Name: _____

Company Name: _____

City or Title of Individual: _____

Email Address: _____

SPONSOR BADGES: Refer to sponsorship level for badge allotment

First Name/Nickname: _____

Full Name: _____

Company Name: _____

City or Title of Individual: _____

Email Address: _____

First Name/Nickname: _____

Full Name: _____

Company Name: _____

City or Title of Individual: _____

Email Address: _____

Please contact Dani Dahlberg at 813.749.7133 or dani@bethrawlins.com to confirm the number of sponsor badges your company may use.

2024 FACC Membership Directory Advertising Form



Florida Association of City Clerks • P.O. Box 1757 • Tallahassee, FL 32302
850.222.9684 • Fax 850.222.3806 • floridaclerks.org

Thank you for your interest in the Florida Association of City Clerks' 2024-2025 Membership Directory.

Formed in 1972, FACC is a professional association comprising more than 600 municipal clerks representing cities, towns and villages throughout the State of Florida. The directory provides photos and contact information for each of our members. The directory is not available to anyone other than FACC members and directory advertisers.

Advertising opportunities are available for the directory on a limited basis to companies wishing to have their names available to the membership of FACC. The directory is published in October; the artwork deadline is **August 23, 2024**. Contact Dani Dahlberg at 813.749.7133 to discuss advertising opportunities.

Company/Organization: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Technical Information: The ad artwork should be submitted electronically to Dani Dahlberg at dani@bethrawlins.com. **Please submit your artwork in a black and white, press-quality PDF file with fonts embedded.** Color artwork files will be converted to black and white. We will also accept the following so long as all graphic files are high-resolution PDF, EPS, AI, TIFF, PSD or JPEG files at 300 ppi. Layered Photoshop files must be flattened, or they will not be accepted. Native Illustrator files are accepted if all fonts are converted to outline. All ads are subject to sponsorship availability and the discretion of the FACC.

Ad Sizes are as follows:

Full page: 4.5" wide x 7.25" high 1/2 Page: 4.5" wide x 3.25" high 1/4 Page: 4.5" wide x 1.5" high

Please indicate your choice below:

Inside front cover \$1,500 Inside back cover \$1,300 Full page \$1,000 1/2 page \$600 1/4 page \$350

Amount Due: \$ _____ **Method of Payment:** Check* Credit Card**

*All checks (payable to FACC) and the completed form should be sent to the above address.

** If you elect to pay via credit card, you will be contacted directly by Rachel Embleton with instructions to make your secure payment online.

Please note if you have a question about anything other than payment, you should deal directly with Dani Dahlberg at 813.749.7133 or dani@bethrawlins.com.

Please email completed form to both dani@bethrawlins.com and rembleton@flicities.com to complete your reservation.

Artwork deadline: August 23, 2024

Questions? Call Dani Dahlberg at 813.749.7133.