

**EXHIBITOR AND SPONSOR INFORMATION**



FCCMA

2015 FCCMA Annual Conference  
**Embracing Professional Management**  
**GETTING BACK TO OUR**

**ROOTS**

May 27-30, 2015 • Loews Royal Pacific Resort at Universal Orlando®

# EXHIBITOR AND SPONSOR INFORMATION

Thank you for your interest in the **Florida City and County Management Association's 2015 Annual Conference**. The event will be held May 27-30, 2015 at the Loews Royal Pacific Resort at Universal Orlando®.

FCCMA's conference attracts city and county managers, assistant managers and department heads from around the state to three days of seminars and networking with colleagues. It is a wonderful opportunity for companies to showcase new products and services to these important decision makers.

## GENERAL MEETING INFORMATION

Please read these instructions thoroughly prior to filling out any forms dealing with the exhibit hall or sponsor opportunities. They provide step-by-step directions to participate in the conference or partner with FCCMA in other opportunities.

## EXHIBIT FEES

To exhibit in FCCMA's Good Ideas Center, your company must agree to purchase at least one booth space in the amount of **\$1,200** and fill out the enclosed Exhibitor Agreement. Payment for the booth(s) should accompany the agreement. No booth will be assigned until payment is received.

## EXHIBIT DESCRIPTION

Each 8' x 10' booth will include back and side drapes, one 6' draped table, two chairs, a wastebasket, a one-line 7" x 44" company identification sign with booth number and up to 4 representative name badges for exhibit hall activities.

## GOOD IDEAS CENTER HOURS

The schedule for the exhibit hall has been developed based on feedback from past exhibitors, to coincide with registrants' break times and to allow for the greatest traffic flow in the exhibit hall.

### Wednesday - May 27, 2015

8:00 a.m. - 5:00 p.m.

Move In

6:00 p.m. - 8:00 p.m.

Good Ideas Center Exhibits Open

(during President's Welcome Reception)

### Thursday - May 28, 2015

7:45 a.m. - 3:45 p.m.

Good Ideas Center Exhibits Open (including continental breakfast, morning break, buffet lunch and prize drawings in the exhibit hall)

4:00 p.m. - 7:00 p.m.

Move Out

## SPONSORSHIP OPPORTUNITIES

The FCCMA conference offers various opportunities for additional recognition, access and event participation for your company through sponsorships. Please see page 9 for more details, or contact Beth Rawlins at (727) 797-9333.

## HOTEL INFORMATION

The **Loews Royal Pacific Resort** at Universal Orlando will be the host hotel for the 2015 conference. Royal Pacific is offering the special rate of **\$160/night** for FCCMA conference participants. **Please do not contact the hotel at this time.** You will be sent complete information on how to make your reservations with your exhibit or sponsorship confirmation.

## DEADLINES

Please note the following important deadlines:

**March 31, 2015:** Receipt of Any Refund Requests

**April 17, 2015:** Receipt of Exhibitor Agreement

**April 24, 2015:** Receipt of Hotel Reservations

**May 8, 2015:** Receipt of Name Badge Request or Changes

**June 12, 2015:** Receipt of Advertising for Membership Directory

## QUESTIONS?

Beth Rawlins

Corporate Liaison

(727) 797-9333

*beth@bethrawlins.com*

OR

Melanie G. Howe, CAE, CMP

Meetings Manager

(850) 222-9684

*mhowe@flcities.com*



**Loews Royal Pacific Resort  
at Universal Orlando®**

### 1. Contract

The following rules and regulations become binding upon acceptance of this contract between the applicant and its employees, and the Florida City and County Management Association (FCCMA) the event sponsor.

### 2. Space Assignment

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

### 3. Booth Package Description

Booth packages include one 8'x 10' carpeted pipe-and-drape booth, one 6' draped table, two chairs, one wastebasket, one 7"x 44" company identification sign and up to four representative badges for exhibit hall activities. Total individual exhibit floor space is limited to 8'x 10' unless requested and approved in writing. No walls, partitions, signs or decorations may be erected which will interfere with the general view "down the aisle," or with other exhibits. Additional booth requirements may be requested by the exhibitor from the show decorator. The exhibitor is solely responsible for all costs incurred.

### 4. Good Ideas Center Move-In & Move-Out

#### *Move-In*

Wednesday - May 27, 2015 . . . . 8:00 a.m. - 5:00 p.m.

#### *Move-Out*

Thursday - May 28, 2015 . . . . . 4:00 p.m. - 7:00 p.m.

**NOTE:** No exhibitor will be allowed to break down their booth until the close of the show at 4:00 p.m. on Thursday, May 28, 2015. **Any company that willfully dismantles its booth prior to closing time will not be permitted to exhibit at future FCCMA conferences.** The exhibitor understands that this schedule will be strictly adhered to as a courtesy to other exhibitors and to conference participants.

### 5. Good Ideas Center Exhibit Hours

Wednesday - May 27, 2015 . . . . 6:00 p.m. - 8:00 p.m.

Thursday - May 28, 2015 . . . . . 7:45 a.m. - 3:45 p.m.

**NOTE:** These hours have been developed to coincide with conference break times to help ensure traffic flow. In addition, refreshment breaks held during exhibit hours, Wednesday's President's Welcome Reception, Thursday's lunch, door prize drawings and conference bag distribution will take place in the exhibit hall.

### 6. Unoccupied Space

FCCMA 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 & Refunds**

The total amount for exhibit space is due upon the reserving of space and signing of the contract. In the event an exhibitor finds it impossible to attend the conference, a letter received at the FCCMA office to that effect by 5:00 p.m., **March 31, 2015** would authorize a refund of the exhibit fee. No refunds will be made after 5:00 p.m. **March 31, 2015**. A \$50.00 administrative fee will be deducted from all refunds. Sponsorship money is non-refundable.

## **8. Food Service**

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

## **9. Noisy & 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.

## **10. Security & Liability**

FCCMA will provide basic security services from 8:00 p.m. Wednesday, May 27 through 4:00 p.m. Thursday, May 28. The exhibitor agrees to hold FCCMA, the decorator services company and UCFHV dba Loews Royal Pacific Resort (as hereinafter defined as “the hotel”) harmless and to indemnify FCCMA, the decorator services company and the hotel against claims or liability arising out of the actions, fault or negligence of the exhibitor, its agents or employees, prior to, during and after the exposition. FCCMA, the decorator services company and the hotel shall not be responsible for any loss, damage or injury that may happen to the exhibitor or the exhibitor’s agents, patrons, guests, employees or property from any cause whatsoever (unless occasioned by the sole willful or gross negligence of FCCMA, the decorator services company or the hotel) during or subsequent to the exposition period. The exhibitor hereby releases FCCMA, the decorator services company and the hotel from, and agrees to indemnify them against, any and all claims for such loss, damage or injury.

## **11. Damage to Property**

The exhibitor, 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’s equipment used by the exhibitor in the conduct or operation of the exposition be damaged, lost or stolen, the exhibitor will promptly pay for the equipment by cash or certified check. The exhibitor understands that no music of any type is allowed during exhibit hall hours.

**12. Signs & Posters**

The exhibitor agrees that it will not post or exhibit signs, advertisements, posters or cards of any description inside, in front of or on any part of the hotel without written consent.

**13. Public Policy**

All companies or individuals exhibiting at the annual conference are participating at the exclusive discretion of FCCMA and must abide by all local codes, rules, regulations and ordinances, including fire regulations, and must abide by the directions and instructions presented by official FCCMA, decorator services or hotel staff. The exhibitor understands that any violations of these policies may result in the immediate closing and removal of the exhibitor's booth.

**14. Eligible Exhibits & Restrictions**

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

**15. Exhibit Floor Access**

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

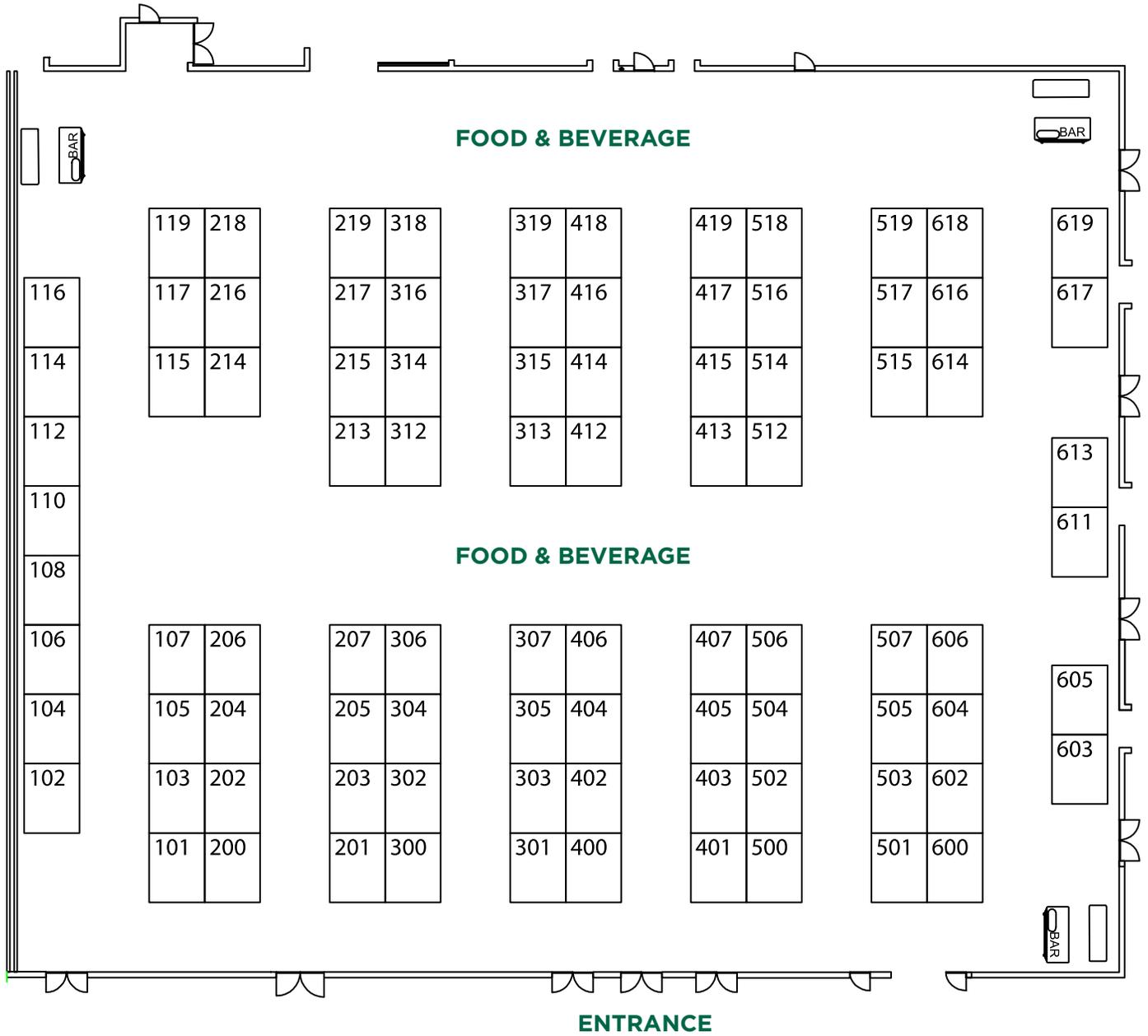
**16. Use of Booth Space**

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 FCCMA.

**17. Exhibition Sales Policy**

No firm or organization is permitted to engage in direct sales activities within the exhibit area without the expressed written approval of the FCCMA.

# EXHIBIT HALL FLOORPLAN



# 2015 FCCMA ANNUAL CONFERENCE GOOD IDEAS CENTER EXHIBITOR AGREEMENT

MAY 27-30, 2015 • LOEWS ROYAL PACIFIC RESORT

Florida City and County Management Association

P.O. Box 1757 • Tallahassee, FL 32302 • (850) 222-9684 • FAX (850) 222-3806 • [mhowe@flcities.com](mailto:mhowe@flcities.com)

To reserve your booth, email your completed form to both [beth@bethrawlins.com](mailto:beth@bethrawlins.com) and [mhowe@flcities.com](mailto:mhowe@flcities.com). Check payments should be sent to the address above.

**PLEASE PRINT OR TYPE EXACTLY AS INFO SHOULD APPEAR IN PROGRAM AND SIGNAGE**

Company/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

*(All additional information will be emailed to this address.)*

**All information on this page will appear in the conference program. If you wish for a different contact to receive pre-show planning information, please attach a separate sheet with details.**

For the conference program, please indicate the products or services you provide (10 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 on a first come, first served basis, at the discretion of show management. With reference to the floorplan on page 7, indicate your booth preference:

1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_ 4th Choice: \_\_\_\_\_

**Booth Fee: \$1,200.00** Number of Booths Requested: \_\_\_\_\_

**On-Site Representatives:** Booth fees include exhibitor name badges for up to **four representatives and are valid only for events held within the Good Ideas Center.** Additional representative badges needed to staff your booth may be purchased for **\$100 each.** Please complete and return the form on **page 11** to order your badges. FCCMA must be notified by **May 8, 2015** of all name changes or additions to ensure availability of badges.

**Acknowledgement:** I have read and am familiar with all rules and regulations regarding the FCCMA 2015 Annual Conference as printed on **pages 4-6** of this packet.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Amount Enclosed: \$** \_\_\_\_\_ **Method of Payment:**  Check (payable to **FCCMA**)  Visa  MasterCard

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Cardholder's Phone: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

Billing Address *(if different from address used above)*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

# 2015 FCCMA ANNUAL CONFERENCE SPONSORSHIP OPPORTUNITIES

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Multiple sponsorship opportunities are available for companies at the Florida City and County Management Association's 2015 Annual Conference. Sponsorships begin at \$500 for a refreshment break and can be customized from there to meet both your budget and your marketing goals. All sponsors receive recognition in the conference program, at the Business Luncheon, on sponsor signage and in FCCMA's eNewsletter *The Manager*. Sponsorships of \$1,500 or more receive additional benefits such as complimentary conference registrations and tickets to events.

Beth Rawlins is FCCMA's corporate liaison and is happy to discuss sponsor opportunities. She and FCCMA will work with you to design a mutually satisfactory sponsorship experience.

FCCMA offers the following sponsorship categories:

## **Diamond - More than \$2,500**

Includes:

- Recognition in the conference program, on signage and in *The Manager*.
- Recognition at the President's Welcome Reception
- Recognition at the sponsored event and tickets to the event (number to be determined)
- Recognition at the Business Luncheon
- Two conference registrations

## **Platinum - \$2,500**

Includes:

- Recognition in the conference program, on signage and in *The Manager*.
- Recognition at the President's Welcome Reception
- Recognition at the sponsored event and two tickets to the event
- Recognition at the Business Luncheon
- One conference registration

## **Gold - \$1,500**

Includes:

- Recognition in the conference program, on signage and in *The Manager*.
- Recognition at the President's Welcome Reception
- Recognition at the sponsored event and one ticket to the event
- Recognition at the Business Luncheon
- One conference registration

## **Silver - \$500**

Includes:

- Recognition in the conference program, on signage and in *The Manager*.
- Recognition at the President's Welcome Reception
- Recognition at the sponsored event
- Recognition at the Business Luncheon

**To sign up, please complete the Sponsorship Agreement on the following page.**

# 2015 FCCMA ANNUAL CONFERENCE SPONSORSHIP AGREEMENT

MAY 27-30, 2015 • LOEWS ROYAL PACIFIC RESORT

## Florida City and County Management Association

P.O. Box 1757 • Tallahassee, FL 32302 • (850) 222-9684 • FAX (850) 222-3806 • [mhowe@flcities.com](mailto:mhowe@flcities.com)

To reserve your sponsorship, email your completed form to both [beth@bethrawlins.com](mailto:beth@bethrawlins.com) and [mhowe@flcities.com](mailto:mhowe@flcities.com). Check payments should be sent to the address above.

### PLEASE PRINT OR TYPE EXACTLY AS INFO SHOULD APPEAR IN PROGRAM AND SIGNAGE

Company/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

*(All additional information will be emailed to this address.)*

**All information on this page will appear in the conference program. If you wish for a different contact to receive pre-show planning information, please attach a separate sheet with details. (NOTE: If your company is also an exhibitor, the information provided on the exhibitor agreement will be used in the program.)**

For the conference program, please indicate the products or services you provide (10 word maximum):

\_\_\_\_\_

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

Silver - \$500    Gold - \$1,500    Platinum - \$2,500    Diamond - \$ \_\_\_\_\_

Your sponsorship money can be credited to any of the following events: welcome reception, Thursday's lunch, Friday's lunch, refreshment breaks, evening entertainment or possibly items such as lanyards or conference bags. Please contact Beth Rawlins at (727) 797-9333 for more information on these options. Please indicate your top two sponsorship selections\*:

Choice 1: \_\_\_\_\_ Choice 2: \_\_\_\_\_

*\*Subject to sponsorship category availability and the discretion of the FCCMA.*

**Amount Enclosed: \$** \_\_\_\_\_

**Method of Payment:**    Check (payable to **FCCMA**)    Visa    MasterCard

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Cardholder's Phone: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

Billing Address *(if different from address used above)*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

# 2015 FCCMA ANNUAL CONFERENCE NAME BADGE ORDER FORM

MAY 27-30, 2015 • LOEWS ROYAL PACIFIC RESORT

Florida City and County Management Association

P.O. Box 1757 • Tallahassee, FL 32302 • (850) 222-9684 • FAX (850) 222-3806 • [mhowe@flcities.com](mailto:mhowe@flcities.com)

Exhibitors receive up to four name badges. **Additional badges are available for \$100 each.** The number of sponsor registrations are determined by sponsorship level. Please contact Beth Rawlins at (727) 797-9333 or [beth@bethrawlins.com](mailto:beth@bethrawlins.com) to confirm your number of conference registrations.

Our 4-line badges will be printed as follows:

- First Name or Nickname
- Full Name
- Company Name
- Company Location\*  
(\*A person's title may be substituted for company location.)

Please complete this form and return it via email or FAX to FCCMA no later than **Friday, May 8, 2015.**

### Please Print NEATLY

#### Company/Organization:

1. \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_  
Are you a member of Florida Business Watch?  
 Yes  No  
Are you a donor to CFLGE?  Yes  No

2. \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_  
Are you a member of Florida Business Watch?  
 Yes  No  
Are you a donor to CFLGE?  Yes  No

3. \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_  
Are you a member of Florida Business Watch?  
 Yes  No  
Are you a donor to CFLGE?  Yes  No

4. \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_  
Are you a member of Florida Business Watch?  
 Yes  No  
Are you a donor to CFLGE?  Yes  No

5. @ \$100 \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_  
Are you a member of Florida Business Watch?  
 Yes  No  
Are you a donor to CFLGE?  Yes  No

6. @ \$100 \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_  
Are you a member of Florida Business Watch?  
 Yes  No  
Are you a donor to CFLGE?  Yes  No

If you are purchasing additional badges, please complete the payment information below:

**Amount Enclosed: \$** \_\_\_\_\_ **Method of Payment:**  Check (payable to **FCCMA**)  Visa  MasterCard

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Cardholder's Phone: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

Billing Address (if different from address used above)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

# 2015-2016 MEMBERSHIP DIRECTORY ADVERTISING FORM

**MAY 27-30, 2015 • LOEWS ROYAL PACIFIC RESORT**

**Florida City and County Management Association**

P.O. Box 1757 • Tallahassee, FL 32302 • (850) 222-9684 • FAX (850) 222-3806

Since 1946, FCCMA has been the premier organization for city and county management professionals. The directory provides photos and contact information for our members. The directory is not available to anyone other than FCCMA members and directory sponsors.

Advertising opportunities are available for the directory on a limited basis to companies wishing to have their names available at all times to the membership of FCCMA. Ad costs are \$350 for one-fourth of a page up to \$1,500 for the inside front cover. The directory is published in October; the print deadline is **August 21, 2015**. Special packages can be arranged to incorporate conference sponsorship and directory advertising. Please discuss these opportunities with Beth Rawlins at (727) 797-9333.

Company/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

**Technical Information:** The actual ad should be submitted electronically to Beth Rawlins at [beth@bethrawlins.com](mailto:beth@bethrawlins.com). Please submit your ad as a black and white, press-quality PDF file with fonts embedded. Color ad files will be converted to black and white. All graphic files should be high resolution 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 FCCMA.

**Ad Sizes have changed** and are as follows (we cannot use previously submitted ads):

**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 Enclosed: \$** \_\_\_\_\_ **Method of Payment:**  Check (payable to **FCCMA**)  Visa  MasterCard

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Cardholder's Phone: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

Billing Address (if different from address used above)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please return completed form and payment to:**

Carol Russell, FCCMA, P.O. Box 1757, Tallahassee, FL 32302; (850) 222-3806 fax; [crussell@flcities.com](mailto:crussell@flcities.com)

**Ad deadline: August 21, 2015**

**Questions?** Call Beth Rawlins at (727) 797-9333