



**THE
FUTURE
STARTS
TODAY**



**FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION
2018 ANNUAL CONFERENCE**

May 30-June 2, 2018 • Caribe Royale Orlando

EXHIBITOR AND SPONSOR INFORMATION

Thank you for your interest in the **Florida City and County Management Association's 2018 Annual Conference**. The event will be held May 30-June 2, 2018, at the Caribe Royale Orlando.

The FCCMA's conference attracts city and county managers, assistant managers and department heads from around the state to three and a half 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 **\$1,300** and fill out the enclosed Exhibitor Agreement and indicate your payment method. Check payments should accompany the agreement; instructions for credit card payment will be sent upon receipt of the agreement. No booth will be assigned and/or confirmed until payment is received.

SPONSORSHIP OPPORTUNITIES

The FCCMA conference offers various opportunities for additional recognition, access and event participation for your company through sponsorships. Please see page 7 for more details, or contact Beth Rawlins at (727) 797-9333.

EXHIBIT DESCRIPTION

Each 8' x 10' booth is carpeted and includes 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 four 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 30, 2018

8:00 a.m. - 5:00 p.m.
6:00 p.m. - 8:00 p.m.

**Move In
Good Ideas Center
Exhibits Open**
*(during President's
Welcome Reception)*

Thursday, May 31, 2018

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)*

3:45 p.m. - 7:00 p.m.

Move Out

HOTEL INFORMATION

The **Caribe Royale Orlando** will be the host hotel for the 2018 conference. The Caribe is offering the special rate of **\$159/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 26, 2018:

Receipt of Any Refund Requests

April 13, 2018:

Receipt of Exhibitor and
Sponsorship Agreements

May 7, 2018:

Receipt of Hotel Reservations

May 18, 2018:

Receipt of Name Badge
Request or Changes

August 27, 2018:

Receipt of Advertising for
Membership Directory

QUESTIONS?

Beth Rawlins

Corporate Liaison
(727) 797-9333

beth@bethrawlins.com

Melanie G. Howe, CAE, CMP

Meetings Manager
(850) 222-9684

mhowe@flcities.com

RULES AND REGULATIONS

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 and payment.

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 30, 2018 8:00 a.m. - 5:00 p.m.

Move-Out

Thursday, May 31, 2018 3:45 p.m. - 7:00 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 Thursday, May 31, 2018. **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 30, 2018 6:00 p.m. - 8:00 p.m.

Thursday, May 31, 2018 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 26, 2018, would authorize a refund of the exhibit fee. No refunds will be made after 5:00 p.m., March 26, 2018. A \$50 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 30 through 3:45 p.m., Thursday, May 31. The exhibitor agrees to hold FCCMA, the decorator services company and 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.

18. Booth Prizes

Per FCCMA Board policy, exhibitor door prizes **may not exceed \$25 in value**. No firm or organization is required to offer door prizes.

19. Participation in Conference

Exhibitors and sponsors without conference registration receive name badges good for all Good Ideas Center activities. Only sponsors with conference registration are eligible to attend sessions, keynote presentations or activities outside of the Good Ideas Center. There is no corporate registration option outside of those provided in sponsorship packages.

2018 ANNUAL CONFERENCE GOOD IDEAS CENTER EXHIBITOR AGREEMENT

May 30-May 31, 2018 • Caribe Royale Orlando

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION

P.O. Box 1757 • Tallahassee, FL 32302 • (850) 222-9684 • Fax (850) 222-3806 • mhowe@flcities.com

To reserve your booth, email your completed form to both beth@bethrawlins.com and 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: _____

Email Address: _____ @ _____
(All additional information will be emailed to this address.)

Website: _____

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

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.

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 5**, indicate your booth preference:

1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice _____

Booth Fee: **\$1,300.00** 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 9** to order your badges. FCCMA must be notified by **May 18, 2018**, 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 2017 Annual Conference as printed on **pages 3 and 4** of this packet.

Authorized Signature: _____ Date: _____

Booth Fee: \$1,300 per booth **Amount Due: \$** _____ **Method of Payment:** Check Credit Card

*All checks should be made payable to **FCCMA** and sent to the above address with a copy of this form.

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

SPONSORSHIP OPPORTUNITIES

Multiple sponsorship opportunities are available for companies at the Florida City and County Management Association's 2018 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. Sponsorships of \$1,500 or more receive complimentary conference registrations as noted below. **There is no corporate conference registration option. The only way to attend the full conference is through a sponsorship as noted below.**

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.

2018 ANNUAL CONFERENCE SPONSORSHIP AGREEMENT

May 30-June 2, 2018 • Caribe Royale Orlando

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION

P.O. Box 1757 • Tallahassee, FL 32302 • (850) 222-9684 • Fax (850) 222-3806 • mhowe@fllcities.com

To reserve your booth, email your completed form to both beth@bethrawlins.com and mhowe@fllcities.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: _____

Email Address: _____ @ _____

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

Website: _____

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

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.)

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.*

Acknowledgement: I have read and am familiar with all rules and regulations regarding the FCCMA 2017 Annual Conference as printed on **pages 3 and 4** of this packet.

Authorized Signature: _____ Date: _____

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

*All checks should be made payable to **FCCMA** and sent to the above address with a copy of this form.

**If you elect to pay via credit card, you will be contacted directly by Melanie Howe to receive instructions to log-on to a secure site to make your payment online.

2018 ANNUAL CONFERENCE NAME BADGE ORDER FORM

May 30-June 2, 2018 • Caribe Royale Orlando

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION

P.O. Box 1757 • Tallahassee, FL 32302 • (850) 222-9684 • Fax (850) 222-3806 • mhowe@flicities.com

Exhibitors receive up to four name badges. **Additional badges for exhibit hall events 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 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 18, 2018.**

Please Print NEATLY

Company/Organization:

1. _____

Email address: _____

Are you a member of Business Watch? Yes No

2. _____

Email address: _____

Are you a member of Business Watch? Yes No

3. _____

Email address: _____

Are you a member of Business Watch? Yes No

4. _____

Email address: _____

Are you a member of Business Watch? Yes No

5. @ \$100 _____

Email address: _____

Are you a member of Business Watch? Yes No

6. @ \$100 _____

Email address: _____

Are you a member of Business Watch? Yes No

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

Amount Due: \$ _____

Method of Payment: Check Credit Card

*All checks should be made payable to **FCCMA** and sent to the above address with a copy of this form.

** If you elect to pay via credit card, you will be contacted directly by Melanie Howe to receive instructions to log-on to a secure site to make your payment online.

2018-2019 MEMBERSHIP DIRECTORY ADVERTISING FORM

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 500+ 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. The directory is published in October; the print deadline is **August 27, 2018**. Please discuss this opportunity 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. **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 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 (payable to **FCCMA**) Visa MasterCard Amex

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 email completed form to both beth@bethrawlins.com and crussell@flicities.com.

Check payments should be sent to the address above.

Ad deadline: August 27, 2018

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