



Florida City and County Management Association

2024 ANNUAL CONFERENCE

May 29-June 1, 2024
Signia by Hilton Orlando Bonnet Creek

EXHIBITOR & SPONSOR INFORMATION

Thank you for your interest in the **Florida City and County Management Association's 2024 Annual Conference**.

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

General Meeting Information

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

Exhibit Fees

To exhibit at FCCMA's conference, your company must agree to purchase at least one booth space for **\$1,500** and fill out the enclosed Exhibitor Agreement indicating 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.

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 two representative name badges for exhibit hall activities.

Sponsorship Opportunities

Corporate attendance/registration is only available through sponsorship. The conference offers various opportunities for additional recognition, access and event participation for your company through sponsorships. Please see **page 6** for details or contact Beth Rawlins at 727.797.9333.

Exhibit Hall Hours

WEDNESDAY - MAY 29, 2024

10:00 a.m. - 4:30 p.m.

Move In

5:30 p.m. - 7:30 p.m.

Exhibit Hall Open

(includes President's Welcome Reception)

THURSDAY - MAY 30, 2024

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

Exhibit Hall Open

(includes continental breakfast, breaks and a buffet lunch in the exhibit hall)

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

Move Out

Hotel Information

The **Signia by Hilton Orlando Bonnet Creek** will be the host hotel for the 2024 conference. The Signia is offering the special rate of **\$194/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 exhibitor or sponsorship confirmation.

*Please note that FCCMA will **NEVER** have someone contact you directly about your hotel reservations. If you receive a call from anyone other than FCCMA staff or Beth Rawlins, Inc. offering to make a reservation or warning that the room block is almost sold out, it is a scam and should be ignored.*

Deadlines

Please note the following important deadlines:

- March 29, 2024: Refund Requests Due
- April 19, 2024: Exhibitor and Sponsorship Agreements Due
- May 6, 2024: Hotel Reservation Cutoff Date
- May 17, 2024: Name Badge Requests or Changes Due
- July 12, 2024: Receipt of Advertising for Membership Directory

Questions?

Beth Rawlins		Melanie G. Howe, CAE, CMP
Corporate Liaison	OR	Meetings Manager
727.797.9333		850.222.9684
beth@bethrawlins.com		mhowe@flcities.com

RULES & REGULATIONS

1. CONTRACT

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

2. SPACE ASSIGNMENT

Booth locations and sponsorship placement 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 waste-basket, one 7" x 44" company identification sign and up to two 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 that 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. EXHIBIT HALL MOVE IN AND MOVE OUT

Move In

Wednesday – May 29, 2024 10:00 a.m. - 4:30 p.m.

Move Out

Thursday – May 30, 2024 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 30, 2024. **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 conference participants.

5. EXHIBIT HALL HOURS

Wednesday – May 29, 2024 5:30 p.m. - 7:30 p.m.

Thursday – May 30, 2024 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 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 AND REFUNDS

The total amount for exhibit space or sponsorship is due upon reservation and signing of the contract. In the event an exhibitor finds it impossible to attend the conference, an email received at the FCCMA office to that effect by 5:00 p.m. March 29, 2024, would authorize a refund of the exhibit fee. A \$50 administrative fee will be deducted from all exhibit refunds. 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

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

9. NOISY AND OBNOXIOUS EQUIPMENT

The operation of whistles or any objectionable device will not be allowed. After the show opens, noisy and unsightly



RULES & REGULATIONS CONTINUED

work will not be permitted. The exhibitor understands that no music of any type is allowed during exhibit hall hours.

10. LIABILITY

The exhibitor and/or sponsor agrees to hold FCCMA, the decorator services company and the hotel harmless and to indemnify FCCMA, the decorator services company and the hotel, and their respective owners, managers, subsidiaries, affiliates, employees and agents against claims or liability arising out of the actions, fault or negligence of the exhibitor and/or sponsor, its agents or employees, before, during and after the conference and 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 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 FCCMA, the decorator services company or the hotel) during or subsequent to the conference and exposition period. The exhibitor and/or sponsor hereby releases FCCMA, the decorator services company and the hotel, and their respective owners, managers, subsidiaries, affiliates, employees and agents from, and agrees to indemnify them 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's equipment used by the exhibitor and/or sponsor in the conduct or operation of the conference and exposition 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

The exhibitor and/or sponsor 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. SECONDARY EVENTS PROHIBITED

Companies and their representatives are prohibited from sponsoring any secondary event at the conference hotel

during conference dates. Our contract requires the hotel to notify FCCMA of any booking requests.

14. PUBLIC POLICY

All companies or individuals exhibiting and/or sponsoring 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. The sponsor understands that any violations of these policies may result in the immediate expulsion of the sponsor from the conference.

15. ELIGIBILITY AND RESTRICTIONS

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

16. EXHIBIT FLOOR ACCESS

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

17. 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.

18. 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 FCCMA.

19. 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.

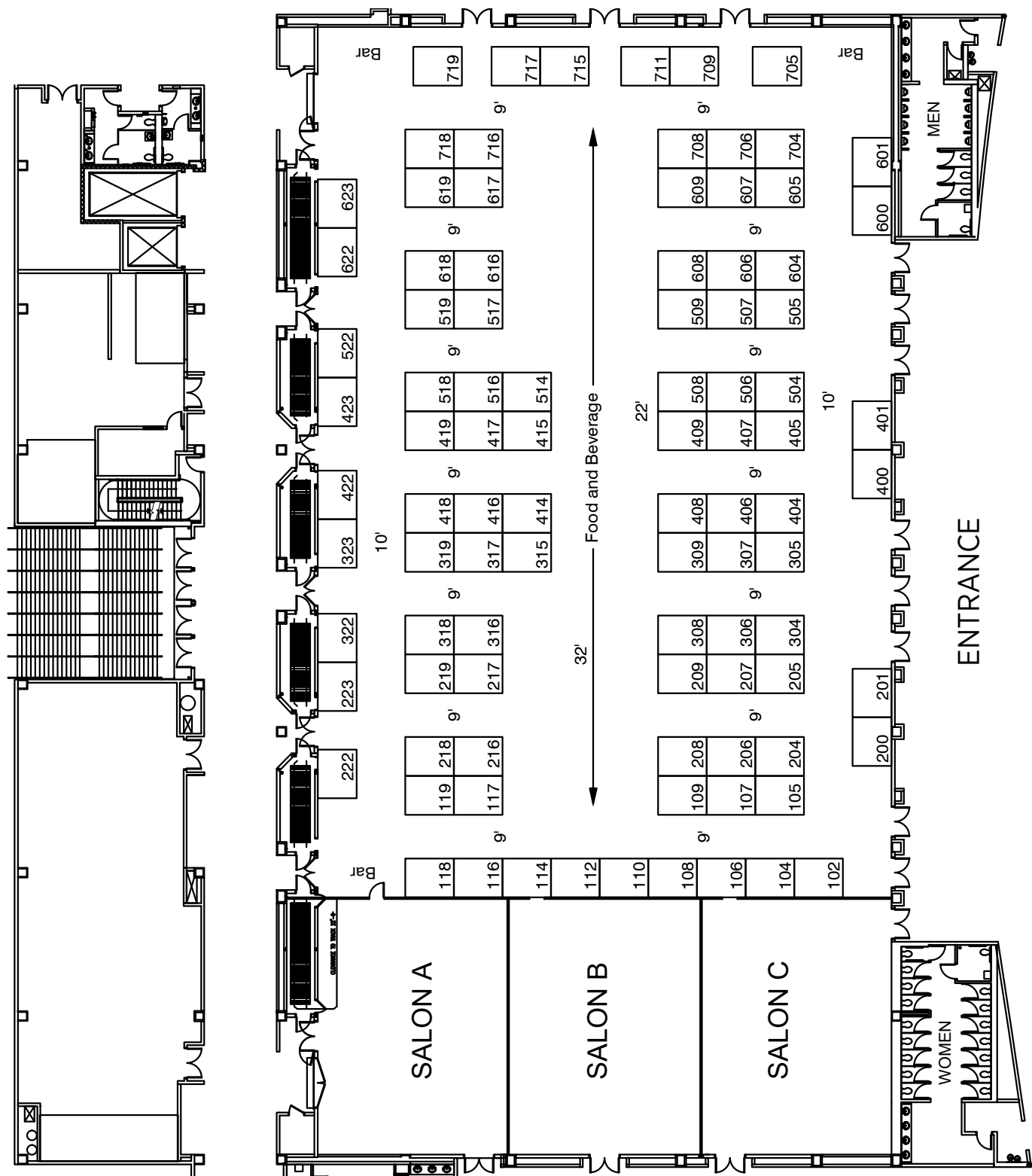
20. PARTICIPATION IN CONFERENCE

Exhibitors receive name badges for all exhibit hall activities. Each corporate participant needs a name badge of their own that cannot be shared. Only sponsors with conference registration are eligible to attend sessions, keynote presentations or activities outside of the exhibit hall. There is no corporate registration option outside of those provided in sponsorship packages.

21. PUBLIC HEALTH

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

EXHIBIT HALL FLOORPLAN



2024 ANNUAL CONFERENCE EXHIBITOR AGREEMENT

May 29-30, 2024 • Signia by Hilton Orlando Bonnet Creek

Florida City and County Management Association

P.O. Box 1757 • Tallahassee, FL 32302 • 850.222.9684 • mhowe@flcities.com



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

PROGRAM INFORMATION PLEASE PRINT OR TYPE INFO EXACTLY AS IT SHOULD APPEAR IN THE PROGRAM AND ON SIGNAGE.

Company/Organization: _____

Contact Name: _____ Phone: _____

Email: _____ Website: _____

10-word description of the products or services you offer:

COORDINATOR INFORMATION (All communication, including confirmation and exhibitor materials, will be sent to this contact.)

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

We try to avoid placing competitors side by side, but this **cannot be guaranteed**. To help us protect your booth placement, please list your company's competitors:

Booth Assignment: Booths are assigned on a first-come, first-served basis at the discretion of show management. As they sell quickly, please select which general area of the hall you would like your booth to be located, in order of preference (1-4):

Near the Entrance _____ Near the Food _____ Near a Bar _____ On an Endcap _____

On-site Representatives: Booth fees include exhibitor name badges for up to **two representatives and are valid only for events held within the exhibit hall**. Name badges cannot be shared. Please complete and return the form on **page 8** to order your badges. Companies may purchase up to two additional exhibitor badges at \$500.00 each. FCCMA must receive all name badge requests by **May 17, 2024**.

Acknowledgment: I have read and am familiar with all rules and regulations regarding the FCCMA 2024 Annual Conference as printed on **pages 2 and 3** of this packet.

Authorized Signature: _____ Date: _____

Booth Fee: \$1,500 per booth **Number of Booths Requested:** _____ **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. You should still email the form to both beth@bethrawlins.com and mhowe@flcities.com for booth placement.

**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

Multiple sponsorship opportunities are available for companies at FCCMA's 2024 Annual Conference. Sponsorships can be customized to meet both your budget and your marketing goals.

Corporate attendance/registration is only available through sponsorship. Registration through sponsorship includes access to all keynote presentations, workshops, events in the exhibit hall, a dessert reception, Friday's luncheon and social dinner and Saturday's inspirational breakfast.

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 \$3,600

Includes:

- Conference registrations (number to be determined)
- Recognition at the Friday luncheon
- Recognition in the conference program, on signage and in the e-newsletter
- Recognition on signage at sponsored event
- Registration list in advance of the event
- Option of inserting materials in conference bags

PLATINUM – \$3,600

Includes:

- Two conference registrations
- Recognition at the Friday luncheon
- Recognition in the conference program, on signage and in the e-newsletter
- Recognition on signage at sponsored event
- Registration list in advance of the event
- Option of inserting materials in conference bags

GOLD – \$1,800

Includes:

- One conference registration
- Recognition at the Friday luncheon
- Recognition in the conference program, on signage and in the e-newsletter
- Recognition on signage at sponsored event
- Registration list in advance of the event
- Option of inserting materials in conference bags

SILVER – \$750

Includes:

- Recognition in the conference program, on signage and in the e-newsletter
- Recognition on signage at sponsored event
- Registration list in advance of the event
- Option of inserting materials in conference bags

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



2024 ANNUAL CONFERENCE SPONSORSHIP AGREEMENT

May 29-June 1, 2024 • Signia by Hilton Orlando Bonnet Creek

Florida City and County Management Association

P.O. Box 1757 • Tallahassee, FL 32302 • 850.222.9684 • mhowe@flicities.com



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

PROGRAM INFORMATION PLEASE PRINT OR TYPE INFO EXACTLY AS IT SHOULD APPEAR IN THE PROGRAM AND ON SIGNAGE.

NOTE: If your company is also an exhibitor, the information provided on the exhibitor agreement will be used in the program.

Company/Organization: _____

Contact Name: _____ Phone: _____

Email: _____ Website: _____

10-word description of the products or services you offer:

COORDINATOR INFORMATION (All communication, including confirmation materials, will be sent to this contact.)

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

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

- ☐ Silver – \$750 ☐ Gold – \$1,800
☐ Platinum – \$3,600 ☐ Diamond – \$ _____

Sponsored items include receptions, luncheons, refreshment breaks, evening entertainment or limited branded opportunities. Sponsored events will be assigned based on the level of sponsorship. Please contact Beth Rawlins at 727.797.9333 for more information on these options.

On-site Representatives: If you are a Gold Sponsor or higher and receive registration(s), please complete and return the form on **page 8** to order your badge(s). FCCMA must receive all name badge requests by **May 17, 2024**.

Acknowledgment: I have read and am familiar with all rules and regulations regarding the FCCMA 2024 Annual Conference as printed on **pages 2 and 3** 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. You should still email the form to both beth@bethrawlins.com and mhowe@flicities.com for sponsorship 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.

2024 ANNUAL CONFERENCE NAME BADGE FORM

May 29-June 1, 2024 • Signia by Hilton Orlando Bonnet Creek

Florida City and County Management Association

P.O. Box 1757 • Tallahassee, FL 32302 • 850.222.9684 • mhowe@flcities.com



To reserve your name badges, email your completed form to both beth@bethrawlins.com and mhowe@flcities.com by **May 17, 2024**.

Please Print NEATLY.

COMPANY/ORGANIZATION: _____

Exhibitor Badges:

Exhibitors receive up to two name badges for exhibit hall activities taking place May 29-30, 2024. Exhibiting companies may purchase up to two additional name badges at \$500.00 each.

If you are purchasing additional exhibit hall badges, please complete the 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. You should still email the form to both beth@bethrawlins.com and mhowe@flcities.com.

**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 Badges

1. First Name or Nickname: _____

Full Name: _____

Title: _____

Email: _____

2. First Name or Nickname: _____

Full Name: _____

Title: _____

Email: _____

3. @ \$500

First Name or Nickname: _____

Full Name: _____

Title: _____

Email: _____

4. @ \$500

First Name or Nickname: _____

Full Name: _____

Title: _____

Email: _____

Sponsor Badges:

The number of sponsor registrations is determined by sponsorship level: Gold and Session Sponsors receive one; Platinum receive two; Diamond receive a number to be determined.

Please contact Beth Rawlins at 727.797.9333 or beth@bethrawlins.com to confirm your number of conference registrations.

Sponsor Badges

1. Gold or Above:

First Name or Nickname: _____

Full Name: _____

Title: _____

Email: _____

2. Platinum or Above:

First Name or Nickname: _____

Full Name: _____

Title: _____

Email: _____

3. Diamond

First Name or Nickname: _____

Full Name: _____

Title: _____

Email: _____

2024-2025 MEMBERSHIP DIRECTORY ADVERTISING FORM

Florida City and County Management Association

P.O. Box 1757 • Tallahassee, FL 32302 • 850.222.9684 • crussell@flcities.com



Since 1946, the Florida City and County Management Association (FCCMA) has been the premier organization for city and county management professionals. The directory provides photos and contact information for our almost 700 members. The directory is not available to anyone other than FCCMA members and directory advertisers.

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 September; the print deadline is **July 12, 2024**. Please discuss this opportunity with Beth Rawlins at 727.797.9333.

PLEASE PRINT OR TYPE COMPANY NAME EXACTLY AS IT SHOULD APPEAR IN THE INDEX.

Company/Organization: _____

COORDINATOR INFORMATION:

Contact Name: _____

Phone: _____ Email: _____

DIRECTORY RECIPIENT INFORMATION: *(This is where we will mail the actual directory for your organization.)*

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

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 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 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* ☐ 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 Carol Russell with instructions to make your secure payment online.

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

Ad deadline: **July 12, 2024**

Questions? Call Beth Rawlins at 727.797.9333