



Florida City and County Management Association

# 2025 ANNUAL CONFERENCE

May 28-31, 2025  
Rosen Shingle Creek

## EXHIBITOR & SPONSOR INFORMATION

Thank you for your interest in the **Florida City and County Management Association's 2025 Annual Conference**.

FCCMA's conference historically attracts more than 300 city and county managers and administrators, assistant/deputy 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.

### 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. 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 Details

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, which include multiple functions.

Exhibiting companies will also receive early sign-up access next year, a copy of the registration list, the ability to provide materials for the conference bag, and inclusion in the conference program. Note that electricity and/or Wi-Fi is **NOT** included as part of the booth package. If needed, the exhibitor will be responsible for ordering and paying for those services via the hotel supplier.

### Sponsorship Opportunities

Corporate attendance/registration for all conference events, including networking and training sessions, is only available through sponsorship. Sponsorship offers opportunities for additional recognition, access, and event participation for your company.

Sponsors also receive early sign-up access next year, a copy of the registration list, the ability to provide materials for the conference bag, and inclusion in the conference program. Please see **page 5** for details or contact Dani Dahlberg at 813.749.7133 or [dani@lgmatters.com](mailto:dani@lgmatters.com).

### Exhibit Hall Hours

#### WEDNESDAY - MAY 28, 2025

8:30 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 29, 2025

8:00 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**

### Looking for another way to promote your company to FCCMA members?

We publish an annual membership directory in September. Advertising information, including a reservation form, is available on **page 9** of this packet.

## Hotel Information

The **Rosen Shingle Creek** will be the host hotel for the 2025 conference. Shingle Creek is offering the special rate of **\$199/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 in future email updates.

*Please note that FCCMA will **NEVER** have someone contact you directly about your hotel reservations. If you receive a call from anyone offering to make a reservation, it is a scam and should be ignored. Exhibitors and sponsors will receive regular updates via email, which will include detailed instructions on how to make your own reservation once the block is open.*

## Deadlines

Please note the following important deadlines:

March 27, 2025: Refund Requests Due

April 17, 2025: Exhibitor and Sponsorship Agreements Due

April 25, 2025: Hotel Reservation Cutoff Date

May 16, 2025: Name Badge Requests or Changes Due

July 10, 2025: Receipt of Advertising for Membership Directory

## Questions?

Dani Dahlberg

Corporate Liaison

813.749.7133

[dani@lgmatters.com](mailto:dani@lgmatters.com)

OR

Melanie G. Howe, CAE, CMP

Meetings Manager

850.222.9684

[mhowe@flcities.com](mailto: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 wastebasket, 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, including electricity and Wi-Fi, may be requested by the exhibitor from the show decorator or hotel provider. The exhibitor is solely responsible for all costs incurred.

## 4. EXHIBIT HALL MOVE IN AND MOVE OUT

### Move In

Wednesday – May 28, 2025 . . . . . 8:30 a.m. - 4:30 p.m.

### Move Out

Thursday – May 29, 2025 . . . . . 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 29, 2025. **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 28, 2025 . . . . . 5:30 p.m. - 7:30 p.m.

Thursday – May 29, 2025 . . . . . 8:00 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. While it is unlikely, these times are subject to minor change. Final times will be communicated via email updates.

## 6. UNOCCUPIED SPACE

FCCMA reserves the right, should any booth 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. If payment will be made via credit card, the coordinator listed on the exhibitor or sponsorship agreement will receive an email from Melanie Howe with instructions to make that payment. If payment will be made via check, it is expected that payment can be processed based on the agreement form. If an invoice or W-9 is required, it is the company's responsibility to request it when submitting the agreement form. If payment is not made within 10 days for credit card payments or 30 days for check payments, reservations may be forfeited.

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 27, 2025, would authorize a refund of the exhibit fee. A \$50 administrative fee will be



# RULES & REGULATIONS CONTINUED

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 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, 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. 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. The exhibitor and/or sponsor hereby releases FCCMA, the decorator services company, 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 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 events 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 health regulations, and must abide by the directions and instructions presented by official FCCMA, decorator services, or hotel staff. Any violations of these policies may result in the immediate closing and removal of the exhibitor's booth and/or 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

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.

## 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.

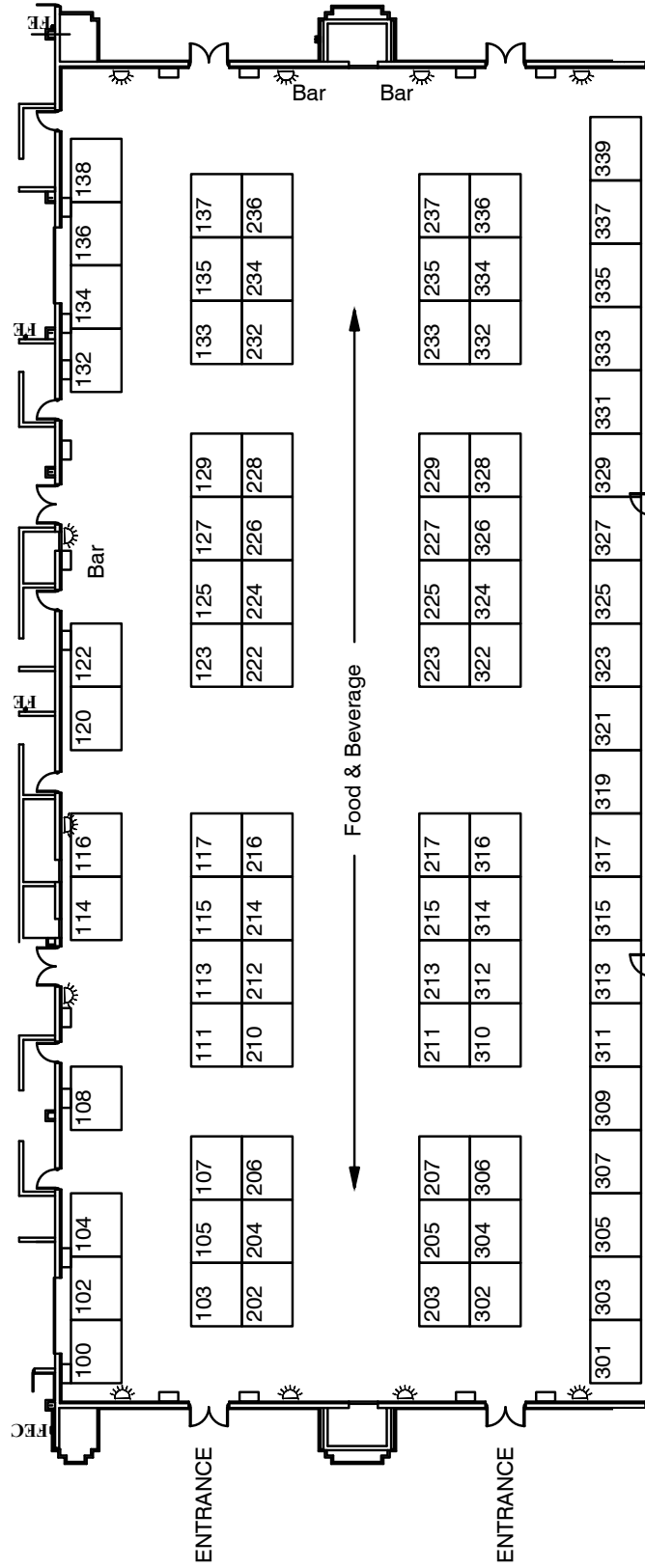
## 20. PARTICIPATION IN CONFERENCE

Each corporate participant needs a name badge of their own that cannot be shared. Exhibitors receive name badges for all exhibit hall activities. 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. MEDIA RELATED

By participating in this conference, you acknowledge that FCCMA may capture event photos or videos and will have the irrevocable right to use, reproduce, distribute, publish, and display any media featuring your image.

# EXHIBIT HALL FLOOR PLAN



# SPONSORSHIP OPPORTUNITIES

Multiple sponsorship opportunities are available for companies at FCCMA's 2025 Annual Conference.

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

Dani Dahlberg is FCCMA's corporate liaison and is happy to discuss sponsor opportunities, including specialized options to meet your needs. She can be contacted at 813.749.7133 or [dani@lgmatters.com](mailto:dani@lgmatters.com).

**FCCMA offers the following sponsorship categories:**

## SIGNATURE

- Customized to meet your marketing goals
- Conference registrations and benefits to be determined
- Contact Dani to design

## DIAMOND – \$5,000 or more

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
- Early sign-up access for next year's conference

## 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
- Early sign-up access for next year's conference

## 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
- Early sign-up access for next year's conference

## 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
- Early sign-up access for next year's conference

**To sign up, please complete the Sponsorship Agreement on page 7.**



# 2025 ANNUAL CONFERENCE EXHIBITOR AGREEMENT

May 28-29, 2025 • Rosen Shingle Creek



Florida City and County Management Association  
P.O. Box 1757 • Tallahassee, FL 32302 • 850.222.9684 • [mhowe@flcities.com](mailto:mhowe@flcities.com)

To reserve your booth, email your completed form to both [dani@lgmatters.com](mailto:dani@lgmatters.com) and [mhowe@flcities.com](mailto: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 (do not include company name):  
\_\_\_\_\_

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

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

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 (1-3):

Near the Entrance \_\_\_\_\_ Near the Food \_\_\_\_\_ 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. Exhibitors may purchase up to two additional badges at \$500.00 each. FCCMA must receive all name badge requests by **May 16, 2025**.

**Acknowledgment:** I have read and am familiar with all rules and regulations regarding the FCCMA 2025 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 must still email the form to both [dani@lgmatters.com](mailto:dani@lgmatters.com) and [mhowe@flcities.com](mailto:mhowe@flcities.com) for booth placement. NOTE: If your check will come from a company other than the one listed above, please provide the name: \_\_\_\_\_

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

# 2025 ANNUAL CONFERENCE SPONSORSHIP AGREEMENT

May 28-31, 2025 • Rosen Shingle Creek



Florida City and County Management Association  
P.O. Box 1757 • Tallahassee, FL 32302 • 850.222.9684 • [mhowe@fllcities.com](mailto:mhowe@fllcities.com)

To reserve your sponsorship, email your completed form to both [dani@lgmatters.com](mailto:dani@lgmatters.com) and [mhowe@fllcities.com](mailto:mhowe@fllcities.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 in 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 (do not include company name):  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

- Silver - \$750       Gold - \$1,800  
 Platinum - \$3,600       Diamond - \$ \_\_\_\_\_

Sponsored opportunities include multiple receptions, luncheons, refreshment breaks, evening entertainment, or limited branded opportunities. Sponsored events will be assigned based on the level of sponsorship. Please contact Dani Dahlberg at 813.749.7133 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 16, 2025**.

**Acknowledgment:** I have read and am familiar with all rules and regulations regarding the FCCMA 2025 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 must still email the form to both [dani@lgmatters.com](mailto:dani@lgmatters.com) and [mhowe@fllcities.com](mailto:mhowe@fllcities.com) for sponsorship assignment. NOTE: If your check will come from a company other than the one listed above, please provide the name: \_\_\_\_\_

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



# 2025 ANNUAL CONFERENCE NAME BADGE FORM

May 28-31, 2025 • Rosen Shingle Creek

Florida City and County Management Association

P.O. Box 1757 • Tallahassee, FL 32302 • 850.222.9684 • [mhowe@flcities.com](mailto:mhowe@flcities.com)



To reserve your name badges, email your completed form to both [dani@lgmatters.com](mailto:dani@lgmatters.com) and [mhowe@flcities.com](mailto:mhowe@flcities.com) by **May 16, 2025**.

Please Print NEATLY.

**COMPANY/ORGANIZATION:** \_\_\_\_\_

## Exhibitor Badges:

Exhibitors receive up to two name badges for exhibit hall activities taking place May 28-29, 2025. Exhibitors may purchase up to two additional 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 must still email the form to both [dani@lgmatters.com](mailto:dani@lgmatters.com) and [mhowe@flcities.com](mailto:mhowe@flcities.com).  
NOTE: If your check will come from a company other than the one listed above, please provide the name: \_\_\_\_\_

\*\*If you elect to pay via credit card, your coordinator 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 and Signature receive a number to be determined. Silver sponsors do not receive badges.

Please contact Dani Dahlberg at 813.749.7133 or [dani@lgmatters.com](mailto:dani@lgmatters.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: \_\_\_\_\_



# 2025-2026 MEMBERSHIP DIRECTORY ADVERTISING RESERVATION

Florida City and County Management Association  
P.O. Box 1757 • Tallahassee, FL 32302 • 850.222.9684 • [fccma@flcities.com](mailto:fccma@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 700+ members. The directory is only available to FCCMA members and directory advertisers.

Advertising opportunities are available for the directory on a limited basis to companies wishing to always have their names and services available to the membership of FCCMA. The directory is distributed in September; the print deadline is **July 10, 2025**. Please discuss this opportunity with Dani Dahlberg at 813.749.7133.

**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 ad should be submitted electronically to Dani Dahlberg at [dani@lgmatters.com](mailto:dani@lgmatters.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. NOTE: If your check will come from a company other than the one listed above, please provide the name:

\_\_\_\_\_  
\*\* If you elect to pay via credit card, your coordinator will be contacted directly by FCCMA staff with instructions to make your secure payment online.

**Please email completed form to** both [dani@lgmatters.com](mailto:dani@lgmatters.com) and [fccma@flcities.com](mailto:fccma@flcities.com).

**Ad deadline: July 10, 2025**

**Questions?** Call Dani Dahlberg at 813.749.7133