



August 13-15, 2020 • Diplomat Beach Resort • Hollywood, Florida

Exhibitor & Sponsor Information

SIGN UP TODAY!
Booth space is
limited, and the
conference **WILL**
sell out!



The Florida League of Cities' **94th Annual Conference** at the **Diplomat Beach Resort** in **Hollywood, Fla.**, is your opportunity to meet with mayors, council members, administrators, city managers and department directors who recommend the purchases for their cities.



WHY EXHIBIT AT THE FLC CONFERENCE?

- ▶ Promote your company, products, services and solutions to over 900 local leaders throughout the state of Florida who have the influence to impact business decisions in their communities.
- ▶ Receive a pre-conference and post-conference attendee mailing list (includes physical mailing addresses).
- ▶ Have your company's website linked to the official conference mobile app.
- ▶ Gain access to conference attendees through exclusive exhibit floor time, including refreshment breaks, President's Welcome Reception and lunch available in the exhibit hall.
- ▶ Receive recognition in the conference program.
- ▶ Obtain one copy of the *FLC Municipal Directory* for each 10'x10' booth.
- ▶ Gain additional exposure for your company through Platinum, Gold and Silver sponsorships.

QUESTIONS?

Contact **Heidi Hogarth**, Meeting Planner
Florida League of Cities, Inc.
P.O. Box 1757, Tallahassee, FL 32302
850.222.9684 • hhogarth@flcities.com

PROMOTE & SHOWCASE

The FLC Annual Conference attracts over 900 city leaders throughout Florida interested in solutions that include:

- ▶ Cybersecurity
- ▶ Economic Development and Redevelopment
- ▶ Fiscal/Financial Consulting
- ▶ Emergency Planning and Management
- ▶ Engineering: Environmental, Planning and Others
- ▶ Feasibility Studies
- ▶ General Government Consulting
- ▶ Government Communications
- ▶ Infrastructure Financing and Construction
- ▶ Management Studies/Organizational Structure Analysis
- ▶ Parks & Recreation: Including After-School Activities
- ▶ Personnel and Workforce Consulting
- ▶ Public Safety
- ▶ Public Records Management
- ▶ Rate Studies
- ▶ Recycling
- ▶ Solid Waste Collection
- ▶ Sustainability
- ▶ Tax and Fee Studies and Analysis
- ▶ Technology: Hardware, Software and Apps
- ▶ Utilities: Including Electric, Natural Gas, Stormwater, Water, Wastewater and Re-Use
- ▶ Website Development and Hosting

EXHIBIT FEES/DETAILS

Company/Firm/For-Profit: \$1,850 (\$1,900 after June 26, 2020)

Priority Booth: \$1,950 (\$2,000 after June 26, 2020)

Governmental Agency/Entity/Non-Profit: \$850 (\$900 after June 26, 2020)

See page 4 for the Exhibitor/Sponsor Registration Form.

BOOTH ASSIGNMENTS & CONFIRMATION

Booth assignments will be made upon receipt of the enclosed Exhibitor/Sponsor Registration Form. The booth assignment process is on a first-come, first-served basis. Once the booth assignment is made, you

will receive the logon ID, password and link to remit payment for the booth(s). If payment is not received within 10 days of the notification, the booth(s) will be released. The hotel information and Freeman service manual will be emailed to you in early June. The Exhibitor/Sponsor Name Badge Order Form will be sent to you one month prior to the conference.

EXHIBIT SCHEDULE*

Move-In

Wednesday, August 12, 2020	3:00 p.m. - 6:00 p.m.
Thursday, August 13, 2020	8:00 a.m. - 12:00 p.m.

Exhibits Open

Thursday, August 13, 2020	12:30 p.m. - 7:30 p.m.
Friday, August 14, 2020	7:00 a.m. - 1:30 p.m.

Move-Out

Friday, August 14, 2020	1:30 p.m. - 5:00 p.m.
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**Subject to minor change. The final schedule will be included with your booth confirmation.*

SPONSORSHIP FEES/DETAILS (Exhibiting is not required to participate as a sponsor)

Platinum Sponsor – \$2,500

- ▶ Recognition in the conference program
- ▶ Signage at sponsored event
- ▶ Link to your website on the official conference mobile app
- ▶ One copy of the *FLC Municipal Directory*
- ▶ Four tickets to Saturday night event
- ▶ Eight sponsor name badges

Gold Sponsor – \$1,500

- ▶ Recognition in the conference program
- ▶ Signage at sponsored event
- ▶ Link to your website on the official conference mobile app
- ▶ One copy of the *FLC Municipal Directory*
- ▶ Four sponsor name badges

Silver Sponsor – \$1,000

- ▶ Recognition in the conference program
- ▶ Signage at sponsored event
- ▶ Link to your website on the official conference mobile app
- ▶ One copy of the *FLC Municipal Directory*
- ▶ Two sponsor name badges

EXHIBITOR/SPONSOR NAME BADGE INFORMATION

The Exhibitor/Sponsor Name Badge Order Form will be sent to you one month prior to the conference. Exhibitor/Sponsor name badge allocations are as follows:

Exhibitor: 4 badges per 10'x10' booth

Platinum Sponsor: 8 badges

Gold Sponsor: 4 badges

Silver Sponsor: 2 badges

Note: Additional exhibitor/sponsor badges can be purchased for **\$25.00** each. Badges provide admittance to the exhibit hall and all food functions within the exhibit hall. For entrance into workshops or other conference activities, full conference registration is required.

HOTEL INFORMATION

The 2020 FLC Annual Conference will be held at the **Diplomat Beach Resort** in **Hollywood, Fla.** Rooms are available for meeting participants at the special rate of **\$195.00+** per night, single or double. **No telephone reservations will be accepted by the hotel at this time.** Complete hotel reservation information will be included with your booth confirmation.

DEADLINES

February 26, 2020: Registration opens for exhibit selection/sponsorship level

June 26, 2020: \$50.00 rate increase for each 10'x10' exhibit booth

July 2, 2020: Exhibit space cancellation/refund request (request must be received in writing by 5:00 p.m.)

July 28, 2020: Receipt of Exhibitor/Sponsor Name Badge Order Form

HOW DO I PURCHASE A BOOTH/SPONSORSHIP?

Complete the enclosed Exhibitor/Sponsor Registration Form and return to Heidi Hogarth at hhogarth@flcities.com. The booth assignment process is on a first-come, first-served basis. Once the booth or sponsor assignment is made, you will receive the logon ID, password and link to remit payment(s). *If payment is not received within 10 days of the notification, the booth(s) will be released.*

2020 FLC ANNUAL CONFERENCE EXHIBITOR/SPONSOR REGISTRATION FORM

August 13-15, 2020 • Diplomat Beach Resort — Hollywood, Fla.

Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302 • (850) 222-9684 • hhogarth@flcities.com

EXHIBITOR/SPONSOR INFORMATION

To reserve a booth/sponsorship, return this completed form to **Heidi Hogarth** at hhogarth@flcities.com. Booths will be assigned at the sole discretion of show management and based on the date of request. The process is on a first-come, first-served basis. The link to pay for the exhibit space/sponsorship will be sent to you upon placement of booth(s)/sponsorship.

Deadlines

February 26, 2020: Registration opens for exhibit selection/sponsorship level

June 26, 2020: \$50.00 rate increase for each 10'x10' exhibit booth

July 2, 2020: Exhibit space cancellation/refund request (request must be received in writing by 5:00 p.m.)

July 28, 2020: Receipt of Exhibitor/Sponsor Name Badge Order Form

Exhibiting/Sponsorship Contact Information: The PRIMARY CONTACT listed below will receive ALL exhibitor/sponsor communications.

Company/Organization: _____

Primary Contact: _____

Contact Email: _____ Phone: _____

Conference Program Information:

Company/Organization: _____

Phone: _____

Company Contact: _____

Company Contact Email Address: _____

Company Website: _____

Product/Service Description (15-word maximum): _____

Booth Selection/Assignments: (refer to page 5 for exhibit hall floor plan and booth categories)

_____ Company/Firm/For-Profit \$1,850 (\$1,900 after June 26, 2020)

_____ Priority Booth \$1,950 (\$2,000 after June 26, 2020) (highlighted in yellow on floor plan)

_____ Governmental Agency/Entity/Non-Profit \$850 (\$900 after June 26, 2020) (highlighted in blue on floor plan)

Booths will be assigned at the sole discretion of show management and will be based on the date of request and payment. Indicate your booth preference(s) below.

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

4th Choice: _____ 5th Choice: _____ 6th Choice: _____

Sponsorship Selection/Assignment: (refer to page 3 for sponsorship level details)

_____ Platinum \$2,500

_____ Gold \$1,500

_____ Silver \$1,000

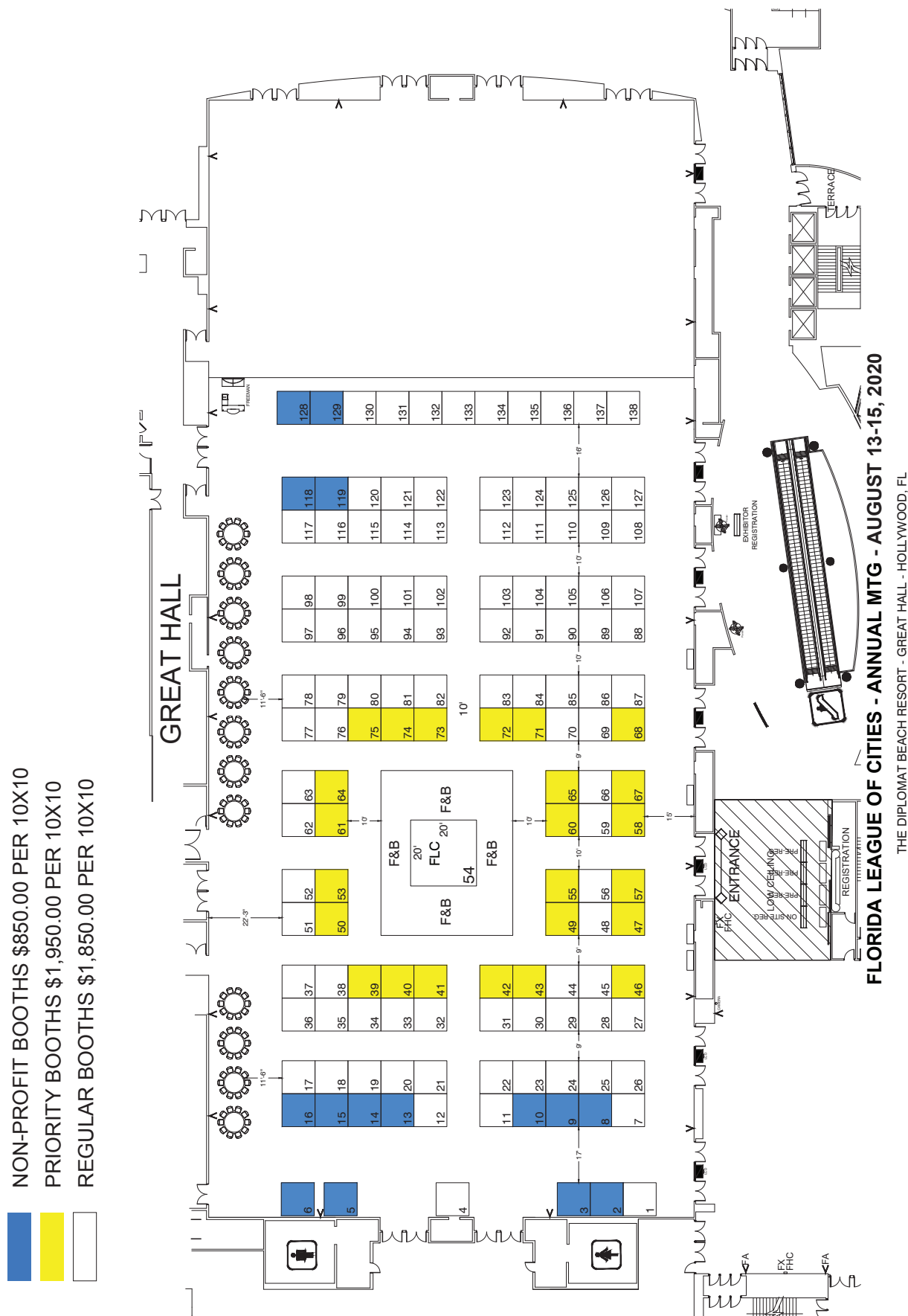
Final sponsorship placements are at the discretion of show management. Indicate the sponsorship preference below.

☐ Welcome Reception ☐ Refreshment Breaks ☐ Saturday Night Entertainment

Acknowledgement: I have read and will comply with all rules and regulations regarding the 2020 Florida League of Cities Annual Conference as printed on page 6 of this kit.

Authorized Signature: _____ Date: _____

2020 FLC ANNUAL CONFERENCE EXHIBIT HALL PLAN



RULES AND REGULATIONS

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1. AGREEMENT

The following rules and regulations become binding upon the purchase of exhibit space and/or sponsorships by the applicant and its employees from the Florida League of Cities, Inc. (FLC), 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. Show management reserves the right to adjust booth locations, should the need arise, but not without prior notification to the exhibitor.

3. BOOTH PACKAGE DESCRIPTION

Booth packages include one 10'x10' carpeted pipe-and-drape booth, one 6' draped table, two chairs, one wastebasket, one 7"x44" company identification sign, two lunch coupons, four representative name badges, recognition in the conference program, a link to your website on the official conference mobile app, pre-conference and post-conference attendee lists with physical mailing addresses, and a copy of the FLC Municipal Directory. Total individual exhibit floor space is limited to 10'x10' unless requested and approved in writing. No walls, partitions, signs or decorations may be erected that will interfere with the general view "down the aisle" or with other exhibits. Additional booth requirements may be requested by the exhibitor from the decorating service provider. The exhibitor is solely responsible for all costs incurred.

4. EXHIBITOR MOVE-IN & MOVE-OUT

Move-In

Wednesday, August 12, 2020.....3:00 p.m. - 6:00 p.m.

Thursday, August 13, 2020.....8:00 a.m. - Noon

Move-Out

Friday, August 14, 2020.....1:30 p.m. - 5:00 p.m.

NOTE: No exhibitor will be allowed to break down their booths until the close of the show at 1:30 p.m. on Friday, August 14, 2020. Any company that willfully dismantles its booth prior to closing time will not be permitted to exhibit at future FLC conferences. The exhibitor understands that this schedule will be strictly adhered to as a courtesy to other exhibitors and to FLC delegates.

5. EXHIBIT HOURS (TENTATIVE)

Thursday, August 13, 2020.....12:30 p.m. - 7:30 p.m.

Friday, August 14, 2020.....7:00 a.m. - 1:30 p.m.

NOTE: These hours have been developed to coincide with delegates' break times to help ensure traffic flow. In addition, refreshment breaks held during exhibit hours, Thursday's reception and Friday's "sidewalk café" will take place in the exhibit hall.

6. UNOCCUPIED SPACE

FLC 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

Exhibit Space: The payment for exhibit space is due within 10 days of reserving of space. Cancellation of exhibit space must be submitted in writing and received by 5:00 p.m. on July 2, 2020. All cancellations are subject to a \$100.00 cancellation fee. There will be no refund for "no shows" or cancellations received after 5:00 p.m. on July 2, 2020. All refunds will be processed after the conference.

Sponsorships: Sponsorship fee is non-refundable.

8. FOOD SERVICE

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

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. The exhibitor understands that no music of any type is allowed during exhibit hall hours. (This includes music in video, slide or other presentations or features.)

10. SECURITY & LIABILITY

FLC will provide basic security measures from 3:00 p.m. Wednesday, August 12, 2020, through 1:30 p.m. Friday, August 14, 2020. The exhibitor agrees to hold FLC, the hotel and the show decorator harmless and to indemnify FLC, the hotel and the show decorator 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. FLC, the hotel and the show decorator 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 FLC, the hotel or the show decorator) prior to, during or after the exposition period. The exhibitor hereby releases FLC, the hotel and the show decorator 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.

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 FLC 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 FLC, hotel and show decorator personnel. 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

FLC reserves the right to accept or reject without reason any exhibit booth purchased.

15. EXHIBIT FLOOR ACCESS

FLC 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 companies' highest standards of professionalism while maintaining their booths during show hours. No exhibitor shall assign, sublet or share booth space without the permission of FLC.

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 FLC.

18. DOOR PRIZES

It is at the discretion of the individual exhibiting company to conduct raffles and/or provide give-away items. Due to ethics guidelines for elected officials, FLC recommends that no raffle prize/give-away item be valued at more than \$25.00.

19. HOSPITALITY SUITES & OTHER EVENTS

Any firm or organization wishing to host a hospitality suite or any other event in conjunction with the FLC conference must agree to purchase a sponsorship at the minimum level of a \$1,000 Silver Sponsorship. FLC must be informed of the dates, times and locations for these events in advance, to ensure no conflict with other conference activities.