



2024 ANNUAL CONFERENCE

EXHIBITOR & SPONSOR INFORMATION KIT

Conference dates: August 15-17, 2024 (Exhibit dates August 15-16, 2024)
The Diplomat Beach Resort • Hollywood, FL

NEW to 2024: Exhibitors registering for more than one booth will get access to the exhibit hall booth selection process 30 minutes before the link goes **LIVE!**

Online booth selection opens **March 1, 2024.**
Sign up today to get the link for the online booth selection process!

WHY EXHIBIT/SPONSOR AT THE 2024 FLC ANNUAL CONFERENCE?

- ▶ This conference is your opportunity to meet with mayors, councilmembers, administrators, city managers and department directors who recommend the purchases for their cities.
- ▶ Promote your company, products, services and solutions to local leaders throughout the state of Florida who have the influence to impact business decisions in their communities.
- ▶ Receive pre-conference and post-conference attendee lists (including 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 in the exhibit hall.
- ▶ Obtain online access to the FLC Municipal Directory.
- ▶ Gain additional exposure for your company through Platinum, Gold and Silver sponsorships.



EXHIBIT FEES/DETAILS

Standard Booth (Company/Firm/For-Profit): \$2,100.00 (\$2,200.00 after July 8, 2024)

Premium Booth: \$2,500.00 (\$2,600.00 after July 8, 2024)

Governmental Agency/Entity/Nonprofit Booth: \$1,000.00 (\$1,100.00 after July 8, 2024)

The booth package includes one 10'x10' carpeted pipe-and-drape booth, one 6' draped table, two chairs, one wastebasket, one 7"x44" company ID sign, two lunch coupons, four exhibitor name badges for exhibit hall access only, a link to your website on the official conference mobile app, pre-conference and post-conference attendee lists with physical mailing addresses and online access to the FLC Municipal Directory. Electricity/power is not included in the booth space. Refer to the Freeman service manual for the electrical order form.

EXHIBIT SCHEDULE (subject to minor change)

MOVE-IN

Wednesday, August 14, 2024 Noon - 6:00 p.m.

Thursday, August 15, 2024 8:00 a.m. - 9:30 a.m.

EXHIBITS OPEN

Thursday, August 15, 2024 10:00 a.m. - 7:30 p.m.

Friday, August 16, 2024 7:30 a.m. - 1:15 p.m.

MOVE-OUT

Friday, August 16, 2024 1:15 p.m. - 4:00 p.m.

BOOTH/SPONSORSHIP SELECTION AND CONFIRMATION

Return the completed Exhibitor/Sponsor Interest Form (page 5) to Heidi Hogarth at hhogarth@flcities.com. There is no obligation to register for a booth/sponsorship when submitting this form. Once you submit the enclosed Exhibitor/Sponsor Interest Form (page 5), the link to access the online booth/sponsor selection process will be forwarded to you on the morning of March 1, 2024, and it will go LIVE that afternoon. Exhibitors registering for more than one booth will receive a special link to select the booths 30 minutes before the link goes live. Details of the time the link will go live will be included in the morning email. The selection is on a first-come, first-served basis. The payment portal will be sent upon confirmation of your booth/sponsor selection. The hotel information and Freeman service manual will be distributed in late spring. The Exhibitor/Sponsor Name Badge Order Form will be emailed to the primary contact on July 22, 2024, and must be completed and returned by July 31, 2024.

HOTEL INFORMATION

The **2024 FLC Annual Conference** will be held at the **Diplomat Beach Resort** in **Hollywood, FL**. Rooms are available for meeting participants at the special rate of **\$199.00+** per night, single or double. Telephone reservations will not be accepted by the hotel at this time. Hotel reservation information will be sent to exhibitors/sponsors in late spring.

DEADLINES

Refer to the Exhibitor/Sponsor Interest Form (page 5) for deadlines.

QUESTIONS?

Contact Heidi Hogarth, Meeting Planner, Florida League of Cities, Inc.
850.701.3605 • hhogarth@flcities.com.



SPONSOR FEES/DETAILS

(Exhibiting is not included nor required to participate as a sponsor. The sponsorship fee is nonrefundable.)

PLATINUM SPONSOR – \$2,500.00

- ▶ One full conference registration
- ▶ Four tickets to Saturday evening's Inaugural Celebration
- ▶ Pre-conference and post-conference attendee list with physical mailing addresses
- ▶ Signage
- ▶ Link to your website on the official conference mobile app
- ▶ Online access to the FLC Municipal Directory
- ▶ Four sponsor name badges (for exhibit hall access only and all food functions within the exhibit hall)

GOLD SPONSOR – \$1,500.00

- ▶ One full conference registration
- ▶ Pre-conference and post-conference attendee list with physical mailing addresses
- ▶ Signage
- ▶ Link to your website on the official conference mobile app
- ▶ Online access to the FLC Municipal Directory
- ▶ Four sponsor name badges (for exhibit hall access only and all food functions within the exhibit hall)

SILVER SPONSOR – \$1,000.00

- ▶ Pre-conference and post-conference attendee list with physical mailing addresses
- ▶ Signage
- ▶ Link to your website on the official conference mobile app
- ▶ Online access to the FLC Municipal Directory
- ▶ Two sponsor name badges (for exhibit hall access only and all food functions within the exhibit hall)

EXHIBITOR/SPONSOR NAME BADGE INFORMATION

The Exhibitor/Sponsor Name Badge Order Form will be emailed to the primary contact on July 22, 2024, and must be completed and returned by July 31, 2024. If additional badges are needed once the allocation has been filled, representatives must register at the full conference registration rate. Also, for entrance into workshops or other conference activities, full conference registration is required. Please refer to the Florida League of Cities [website](#) for further registration details.

NAME BADGE ALLOCATIONS

Exhibitor 4 badges per 10'x10' booth

Platinum Sponsor 4 badges (in addition to the 4 badges per 10x10 if exhibiting)

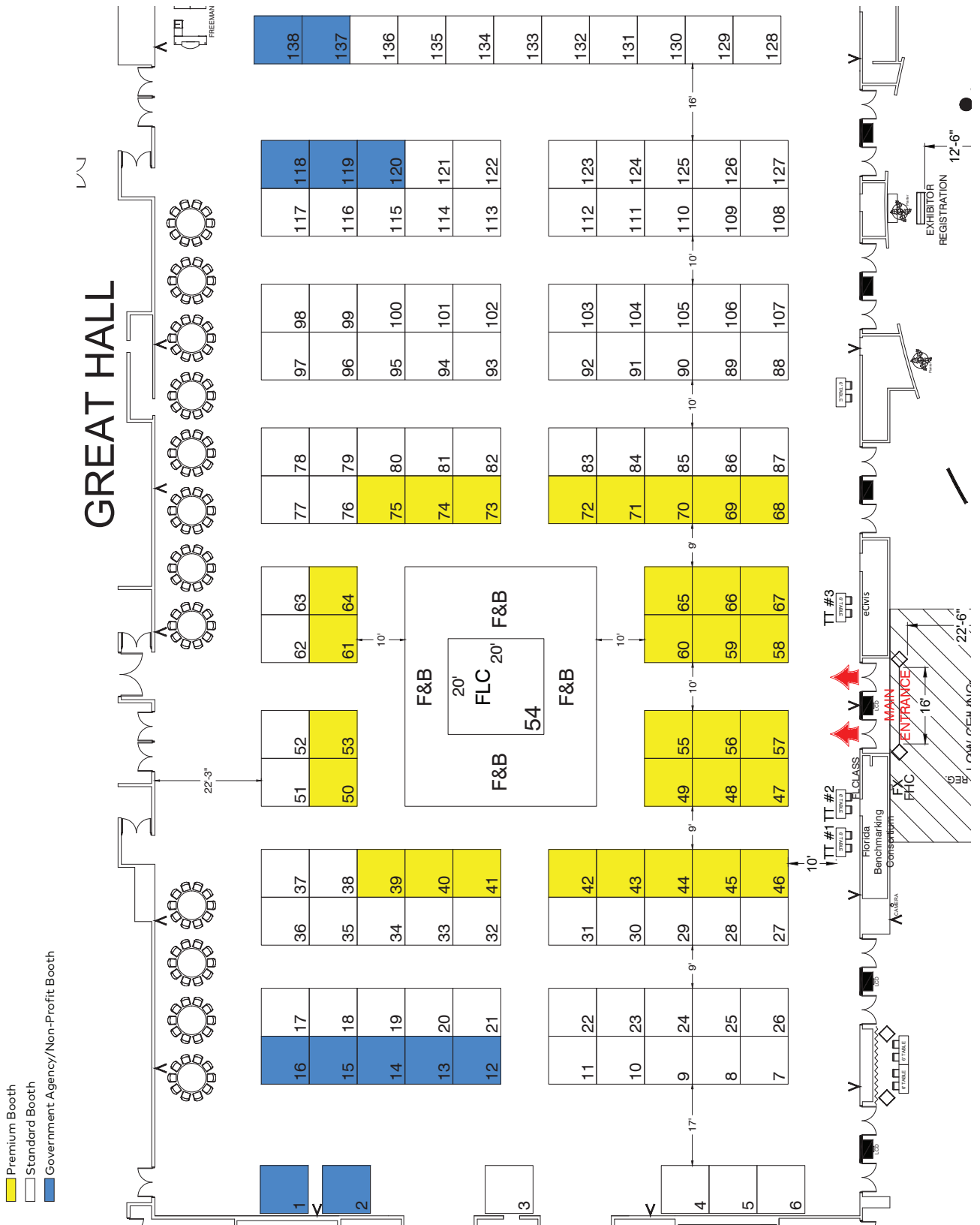
Gold Sponsor 4 badges (in addition to the 4 badges per 10x10 if exhibiting)

Silver Sponsor 2 badges (in addition to the 4 badges per 10x10 if exhibiting)





2024 FLC ANNUAL CONFERENCE EXHIBIT HALL FLOOR PLAN



2024 FLC ANNUAL CONFERENCE EXHIBITOR/SPONSOR INTEREST FORM

August 15-17, 2024 (exhibit dates August 15-16, 2024) • The Diplomat Beach Resort • Hollywood, FL

Return this completed form to Heidi Hogarth at hhogarth@flcities.com. The online booth/sponsor selection link will be emailed to you on March 1, 2024, before the link goes live that afternoon. (There is no obligation to register for a booth/sponsorship when submitting this form.)

EXHIBIT AND SPONSOR FEES**Standard Booth (Company/Firm/For-Profit):** \$2,100.00 (\$2,200.00 after July 8, 2024)**Premium Booth:** \$2,500.00 (\$2,600.00 after July 8, 2024)**Governmental Agency/Entity/Nonprofit Booth:** \$1,000.00 (\$1,100.00 after July 8, 2024)**Platinum Sponsor:** \$2,500.00**Gold Sponsor:** \$1,500.00**Silver Sponsor:** \$1,000.00**DEADLINES****March 1, 2024** Exhibitor/Sponsor online booth/sponsor selection opens (must submit the form to receive the link)**July 8, 2024** \$100.00 rate increase for each 10'x10' exhibit booth**July 8, 2024** Exhibit Space Cancellation/Refund Request (request must be received in writing by 5:00 p.m.)**July 31, 2024** Receipt of Exhibitor/Sponsor Name Badge Order Form**EXHIBITOR/SPONSOR CONTACT INFORMATION:**

(This primary contact will receive ALL exhibitor/sponsor communications regarding logistics, payment, logos, etc.)

Company/Organization: _____

Primary Contact: _____

Contact Email: _____ Phone: _____

PLEASE CHECK YOUR INTEREST OF PARTICIPATION AT THE CONFERENCE:

(Note: There is no obligation to register for the selected categories.)

 Exhibit Only Sponsorship Only Exhibit and Sponsorship# of Booths One More than One *

(* will receive a special link to select the booths 30 minutes before the link goes live)

Interested Sponsorship Level: Platinum Gold Silver**CONFERENCE APP INFORMATION:**

Company/Organization: _____ Phone: _____

Company Contact: _____ Company Contact Email: _____

Company Website: _____

Product/Service Description (PLEASE adhere to a 15-word maximum): _____

ACKNOWLEDGMENT:

I have read and will comply with all rules and regulations on page 6 of this kit regarding the 2024 Florida League of Cities Annual Conference.

Authorized Signature: _____ Date: _____

Florida League of Cities, Inc. • P.O. Box 1757 • Tallahassee, FL 32302 • 850.222.9684

2024 FLC ANNUAL CONFERENCE RULES & REGULATIONS

August 15-17, 2024 (exhibit dates August 15-16, 2024) • The Diplomat Beach Resort • Hollywood, FL

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. EXHIBIT HALL FLOOR PLAN

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

3. EXHIBIT SPACE ASSIGNMENT

Booth locations will be selected by the individual companies/organizations via an online selection process. Final booth assignments are subject to the approval of show management. Show management reserves the right to adjust booth locations, should the need arise, but not without prior notification to the exhibitor.

4. 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 for exhibit hall access only, a link to your website on the official conference mobile app, pre-conference and post-conference attendee lists with physical mailing addresses and online access for 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 decorator service provider (Freeman). The exhibitor is solely responsible for all costs incurred. Electricity/power is not included in the booth space. Refer to the decorator (Freeman) service manual for the electrical order form.

5. EXHIBITOR MOVE-IN AND MOVE-OUT

(subject to minor change)

Move-In

Wednesday, August 14, 2024 ... Noon - 6:00 p.m.

Thursday, August 15, 2024 8:00 a.m. - 9:30 a.m.

Move-Out

Friday, August 16, 2024 1:15 p.m. - 4:00 p.m.

NOTE: No exhibitor will be allowed to break down their booths until the close of the show at 1:15 p.m. on Friday, August 16. Any company that willfully dismantles its booth before 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 FLC delegates.

6. EXHIBIT HOURS (subject to minor change)

Thursday, August 15, 2024 10:00 a.m. - 7:30 p.m.

Friday, August 16, 2024 7:30 a.m. - 1:15 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 President's Welcome Reception and Friday's "sidewalk café" will take place in the exhibit hall.

7. EXHIBITOR/SPONSOR BADGE ACCESS

Exhibitor/sponsor name badges will be valid for access only to the exhibit hall and all events taking place in the exhibit hall. The access includes move-in times, actual exhibit hall hours and move-out times. These badges do not give access to sessions and other events taking place on behalf of FLC. After 5:00 p.m. on Friday, August 16, any exhibitors/sponsors interested in attending non-exhibit hall events/sessions must purchase an FLC Annual Conference registration.

8. PAYMENTS AND REFUNDS

Exhibit Space: The payment for exhibit space is due within 10 days of reserving space. Cancellation of exhibit space must be submitted in writing and received by 5:00 p.m. on July 8, 2024. All cancellations are subject to a \$100.00 cancellation fee. **No refunds** will be issued for cancellations after 5:00 p.m. on July 8, 2024, or no-shows. Refunds will be processed after the conference.

Sponsorships: The sponsorship fee is nonrefundable.

9. 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 the prior written approval of FLC.

10. 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. (This includes music in video, slides, or other presentations or features.)

11. SECURITY AND LIABILITY

FLC will provide basic security measures from noon, Wednesday, August 14, 2024, through 1:30 p.m. Friday, August 16, 2024. 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 before, 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) before, 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 claims for such loss, damage or injury.

12. 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.

13. SIGNS AND 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.

14. 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.

15. ELIGIBLE EXHIBITS AND RESTRICTIONS

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

16. EXHIBIT FLOOR ACCESS

FLC 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 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.

18. 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.

19. 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.

20. DOOR PRIZES

FLC will not be conducting a Door Prize Program in the exhibit hall. It is at the discretion of the individual exhibiting company to conduct raffles and/or provide giveaway items. Due to ethics guidelines for elected officials, FLC recommends that no raffle prize/giveaway item be valued at more than \$25.00.

21. MEDIA RELATED

By registering for these events, you acknowledge that the Florida League of Cities, Inc. (FLC) may capture event photos or videos and will have the irrevocable right to use, reproduce, distribute, publish and display any media featuring your image.

22. HOSPITALITY SUITES AND OTHER EVENTS

Any firm or organization wishing to host a hospitality suite or any other event in conjunction with the 2024 FLC Annual 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.