



# FLORIDA REDEVELOPMENT ASSOCIATION

## 2013 Annual Conference October 2013 - Tampa

### *Sponsor and Exhibitor Information Packet*

The following outlines what you need to become an FRA 2013 Annual Conference sponsor or exhibitor. If you would like to support the FRA, please fill out the attached sponsor, exhibitor and name badge forms as applicable. Contact Carol Westmoreland at (850) 701-3608 or [cwestmoreland@flcities.com](mailto:cwestmoreland@flcities.com) for further information. As the conference program develops, more information will be posted on the web site. In the meantime, please let us know if we can provide assistance. **Thank you** for your continued support!

**SIGN UP AND PAY BEFORE JANUARY 31 AND RECEIVE A 20% DISCOUNT! SUBTRACT THE 20% FROM THE AMOUNT YOU ARE SENDING, WHETHER A SPONSORSHIP PACKAGE OR A BOOTH!!!!!!**

## **Exhibitor General Information**

**2013 Annual Conference**

**October 2013 – Tampa**

[www.redevelopment.net](http://www.redevelopment.net)

*Each booth is \$1,000.00*

*Complete and return the Exhibitor Form-Agreement*

*Complete and return the Name Badge Order Form*

### **Each exhibitor receives per booth:**

Statewide Public Capital Improvement Projects List

Program recognition as Silver Sponsor

8'x 10' carpeted pipe-and-drape booth with table and chairs

One copy of FRA Membership Directory

Two exhibit hall name badges

NOTE: We are currently working on the floor plan for the exhibit hall, but booth applications will be given priority in order of their receipt at the FRA office. All exhibit fees must accompany the agreement. No booths will be assigned until payment is received. Booths are assigned on a first-come, first-served basis.

### **Booth Amenities**

Each 8' x 10' carpeted, pipe-and-drape booth will include one 6' draped table, two chairs, one wastebasket and one 7" x 44" company identification sign with booth number. Any additional requirements will be at the exhibitor's cost, and should be handled directly with the official show decorator. Once your booth assignment is confirmed, you will receive a packet from the decorating company on drayage, miscellaneous furnishings and electrical needs.

### **Drawings for Prizes**

We encourage you to participate in our door prize drawings. We will raffle your company gifts on Wednesday afternoon. We also raffle three gifts purchased by the FRA, on behalf of the exhibitors, on Thursday morning. Registrants must fill out and submit an exhibitor card initialed by each exhibitor in order to be eligible, or you can collect cards at your booth and draw from those. The drawings will be conducted by FRA staff – on Wednesday and Thursday. Exhibitors are responsible for delivery of prizes to the winner if the prizes are not collected before the close of the exhibit hall. We ask that prizes not be items meant expressly as promotional materials or tokens representing the company's product or service.

## **Schedule**

The schedule for the exhibit hall is designed to coincide with break times and should allow for the greatest amount of flow in the exhibit hall. In addition, Wednesday's lunch and reception and all refreshment breaks during exhibit hours will be held in the exhibit hall.

### *Tuesday*

4:00 p.m. - 6:00 p.m. Exhibitor Move-In

### *Wednesday*

7:30 a.m. - 10:30 a.m. Exhibitor Move-In

11:00 a.m. - 7:30 p.m. Exhibit Hall Open (*including lunch and evening reception*)

### *Thursday*

7:30 a.m. - 3:45 p.m. Exhibit Hall Open

3:45 p.m. Exhibitor Move-Out

All times are tentative. Final set-up, exhibit and dismantle hours will be included in your confirmation.

## **Conference Name Badges**

You will receive name badges if you complete the form and return it with your exhibit agreement and payment. Conference exhibitors are not required to register as conference attendees, but are welcomed to attend the sessions. Individual tickets are available in limited quantities for receptions and meal functions. Refreshment breaks and receptions held in the exhibit area do not require separate tickets for exhibitors.

## **How Do I Sign Up?**

Fill out the attached forms completely and fax to 850-222-3806, attention, Carol Westmoreland or email to [cwestmoreland@flcities.com](mailto:cwestmoreland@flcities.com). Note that exhibit booths are assigned on a first-come, first-served basis, and delays in payment will result in a delay in receiving your booth assignment.

**Exhibitor Rules**  
**2013 Annual Conference**  
**October 2013 – Tampa**  
[www.redevelopment.net](http://www.redevelopment.net)

**1. Contract**

The following rules and regulations become binding upon acceptance of this contract between the applicant and employees, and the Florida Redevelopment Association (FRA), 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, with priority given to regular exhibitors and contributing sponsors.

**3. Booth Package Description**

Booth packages include 1 8'x 10' carpeted pipe-and-drape booth, 1 6' draped table, 2 chairs, 1 wastebasket, 1 7"x 44" company identification sign, 2 representative badges, 1 copy of the FRA Membership Directory and the Statewide Public Capitol Improvement Projects List. 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 decorating service provider. The exhibitor is solely responsible for all costs incurred.

**4. Show Move-In & Move-Out**

*Move-In*

Tuesday ..... 4:00 p.m. - 6:00 p.m.

Wednesday ..... 7:30 a.m. - 10:30 a.m.

*Move-Out*

Thursday . . . . . 3:45 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. The exhibitor understands that this schedule will be strictly adhered to as a courtesy to other exhibitors and to FRA delegates.

**5. Exhibit Hours (Tentative)**

Wednesday - October 24, 2012 . . . . 11:00 a.m. - 7:30 p.m.

Thursday - October 25, 2012 . . . . . 7:30 a.m. - 3:45 p.m.

NOTE: These hours have been developed to coincide with registrants' break times to help ensure traffic flow. In addition, refreshment breaks held during exhibit hours and Wednesday's lunch and reception will take place in the exhibit hall.

## **6. Unoccupied Space**

FRA 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 FRA office to that effect prior to August 31, 2013 would authorize a refund of the exhibit fee. Sponsorship fees are non-refundable.

## **8. Food Service**

FRA 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 FRA.

## **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**

FRA will not provide security services. Providing security for exhibits, exhibitor property and for exhibitors themselves, as well as for their employees, agents, representatives and guests, shall be the sole responsibility of the exhibitor and of the exhibitor only. The exhibitor agrees to hold FRA, the hotel and the show decorator harmless and to indemnify FRA, 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. FRA, 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 FRA, the hotel or the show decorator) prior to, during or subsequent to the exposition period. The exhibitor hereby releases FRA, 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 FRA 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 FRA, 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**

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

### **15. Exhibit Floor Access**

FRA 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 FRA.

### **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 FRA.

# EXHIBITOR FORM

*2013 Annual Conference*

*October 2013 – Tampa*

[www.redevelopment.net](http://www.redevelopment.net)

*Please write this information out as you want it to appear in the program...*

Company/Organization: \_\_\_\_\_  
Contact Name /Title \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail Address \_\_\_\_\_ @ \_\_\_\_\_

**Note: If you wish us to print different contact information in the conference program, please attach a separate sheet with details. For the use in the conference program, please indicate the products or services you will display (10 word maximum):**

**Please indicate any competitive companies.** We will try to recognize this in booth placement, but we cannot make any guarantees. **Booths are** assigned at the sole discretion of show management and will be on a **first-come, first-served basis**. When a floor plan for booths is finalized, we will contact you for your first and second choices.

**Booth Fee = \$1,000.00 each** # of Booths \_\_\_\_\_ ++\$50 if postmarked after **August 31**

**Acknowledgement:** I have read and am familiar with all rules and regulations regarding the FRA's Annual Conference contained in this packet. I agree to comply with all terms of this contract. Authorized Signature \_\_\_\_\_

**Amount Enclosed:** \$ \_\_\_\_\_ Check number (payable to **FRA**) \_\_\_\_\_

Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Phone: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Billing Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**For FRA Use Only:** Date received \_\_\_\_\_ Confirmation sent \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

## **Sponsorship General Information**

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[www.redevelopment.net](http://www.redevelopment.net)

Packages are listed at <http:// redevelopment.net/support-fra/> and represent significant discounts on individually purchased items.

### **Two Additional Options:**

#### **Break or Tour Sponsor - \$500**

*Sponsor receives:*

Statewide Public Infrastructure/Improvement Projects List

Program recognition as Break Sponsor

Signage and recognition at sponsored break

One copy of FRA Membership Directory

Two exhibit hall name badges

When included with the purchase of a booth, up to 4 representative name badges

#### **Best Book Ad - \$1,000**

You will receive a quarter page ad in the annual FRA awards book, which includes project information for all winner and nominee projects. This is a beautifully presented bound four color publication, widely distributed by the nominees, winners and the FRA, as well as permanently posted at [www.redevelopment.net](http://www.redevelopment.net).

*Complete and return the Sponsorship Form*

*Complete and return the Name Badge Order Form if applicable*



# SPONSORSHIP FORM

*2013 Annual Conference*

*October 2013 – Tampa*

[www.redevelopment.net](http://www.redevelopment.net)

**Please write all this information out as it will appear in the program...**

Company/Organization: \_\_\_\_\_

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

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_ @ \_\_\_\_\_

**Note: If you wish us to print different contact information in the conference program, please attach a separate sheet with details. For the use in the conference program, please indicate the products or services you will display (10 word maximum):**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Amount Enclosed:** \$ \_\_\_\_\_

**Method of Payment:** Check (payable to **FRA**) \_\_\_\_\_

Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Phone: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

(If different from address used above)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**For FRA Use Only:** Date Received \_\_\_\_\_ Confirmation Sent \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

# NAME BADGE FORM

*2013 Annual Conference*

*October 2013 – Tampa*

[www.redevelopment.net](http://www.redevelopment.net)

Please fill out the name badge information below.

Badges are provided in the following quantities:

Exhibitor, Break Sponsor or Session Sponsor:	2 Badges
Exhibitor/Break or Session Sponsor:	4 Badges
Exhibitor/Keynote Sponsor:	5 Badges
Exhibitor/Event Sponsor:	6 Badges

Our 4-line badges will be printed as follows: (please submit a form for each badge)

First Name/Nickname \_\_\_\_\_

Full Name \_\_\_\_\_

Company Name \_\_\_\_\_

City that company is located in \_\_\_\_\_

\*A person's title may be substituted for company location.

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