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**Annual Conference**

**2014**

***Supporter Information Packet***

***SIGN UP BEFORE DECEMBER 1, 2013***

***AND WRITE THE CHECK FOR 20% LESS ON ALL SPONSOR CONTRIBUTIONS AND EXHIBIT BOOTHS!***

***DECEMBER 31 – 15% DISCOUNT***

***JANUARY 31 – 10% DISCOUNT***

The following outlines what you need to send in to become an FRA 2014 Annual Conference supporter. Fill out the attached sponsor, exhibitor and name badge forms please. 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!

***Sponsorship Information***

***2014 Annual Conference***

###### *Sponsorship packages are designed to offer something for every sized company. They are listed at* [*http://redevelopment.net/support-fra/*](http://redevelopment.net/support-fra/) *and represent significant discounts from individually purchased items. Please choose the package you want and fill out the form below. Other options are:*

###### 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.

**SPONSORSHIP FORM**

Package \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Amount of Sponsorship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Exactly as it should in the program)

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

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAX \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(All additional information will be e-mailed to this address)

Representative Authorized Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*On-Site Representatives: Sponsorship packages include name badges for the number of representatives indicated above. Please complete and return the enclosed Name Badge Order Form to order your badges. FRA must be notified 10 days ahead of the event to assure badges are done prior to arrival.*

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

Method of Payment:  Check (payable to FRA)  Visa  MasterCard

Card # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date \_\_\_/\_\_\_

Cardholder’s Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please return completed forms to: Florida Redevelopment Association, Attention: Melanie Howe at P. O. Box 1757, Tallahassee, FL 32302; (850) 222-9684; Fax (850) 222-3806

For FRA Use Only:

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

Confirmation Mailed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initialed: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Exhibit Information**

***2014 Annual Conference***

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

*Each booth is* ***$1,000.00****. Please complete and return the forms for the exhibit booth and name badges. All forms may be FAXED or emailed to Melanie Howe at 850-222-3806 or mhowe@flcities.com.*

NOTE: We will finalize the floor plan for exhibits at a later date. 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 and space available 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. Collect cards at your booth, bring a raffle gift, and we will raffle them off in the hall during the course of the show. Exhibitors are responsible for delivery of prizes to the winner. We ask that prizes not be items meant expressly as promotional materials or tokens representing the company’s product or service.

Schedule – *see the exhibitor rules*

#### Conference Name Badges

You will receive name badges if you complete the form and return it with your exhibit agreement and payment. Exhibitors are not required to register as conference attendees, but are welcomed to attend the sessions. Individual tickets are available in limited quantities for 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, Melanie Howe, or email to mhowe@flcities.com.

**Exhibitor Rules**

***2014 FRA Annual Conference***

[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 Description**

Booth include one 8’x 10’ carpeted pipe-and-drape booth, one 6’ draped table, two chairs, one wastebasket, and one 7”x 44” company identification sign. 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. **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.

5. **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, 2014 would authorize a refund of the exhibit fee. Sponsorship fees are non-refundable.

6. **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.

7. **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.

8. **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.

9. **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.

10. **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.

11. **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.

12. **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.

13. **Exhibit Floor Access**

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

14. **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.

15. **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.

16. 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 (*incl.* *lunch and evening reception*)

*Thursday*

7:30 a.m. Exhibit Hall Open

12:00 noon Exhibitor Move-Out

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

**EXHIBITOR FORM**

***2014 FRA Annual Conference***

[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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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. Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Visa\_\_\_MasterCard\_\_\_Card #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Exp. Date:\_\_\_\_\_\_\_\_\_

Cardholder Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Cardholder Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Amount Paid $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Check #\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME BADGE FORM**

***2014 FRA Annual Conference***

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

Please fill out the name badge information below.

Badges are provided in the following quantities:

Break Sponsor 1 Badge

Exhibitor 2 Badges

Exhibitor and Break Sponsor: 3 Badges

Keynote Sponsor: 4 Badges

Event Sponsor: 5 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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