



Annual Conference Sponsor/Exhibitor Information and Forms

October 8-10, 2014
Hilton Miami Downtown
www.redevelopment.net

Please fill out the applicable forms to become an FRA 2014 annual conference sponsor or exhibitor. **Thank you** for your support!

Included in this kit are:

- ✓ Sponsorship Form
- ✓ Exhibitor Form
- ✓ Name Badge Form
- ✓ Exhibitor Information/Rules and Regulations

If you have questions, please feel free to contact us:

Melanie Howe, mhowe@flcities.com
c/o Florida Redevelopment Association
P.O. Box 1757 • Tallahassee, FL 32302 • (850) 222-9684 • FAX (850) 222-3806
www.redevelopment.net

Sponsorship Form
(categories page 3)
2014 Annual Conference
October 8-10, 2014
Hilton Miami Downtown

Sponsorship packages are designed to offer something for every sized company. Package options are enclosed and are listed at <http://redevelopment.net/about/support-fra/>. **In addition to the packages, individual sponsorships are available (see the list on the attached page).** If you are selecting a sponsorship option that includes an exhibit booth, please also complete the **"Exhibitor Agreement"**.

Company/Organization:

(Please PRINT OR TYPE **exactly** as name should appear in program and on signage.)

Contact Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone _____ FAX _____ EMAIL _____

Authorized Signature _____ Date _____

Program Listing - If you are not taking a booth, please summarize the products/ services you provide (10 words)

On-Site Representatives: IF the package chosen includes registration(s), please send the names and titles and locations of each person registered on the **"Name Badge Order Form"**. FRA must be notified by **September 26, 2014** of all name changes or additions to ensure the availability of badges.

Sponsorship Type: Package # _____ Awards Book Ad _____ Tour _____ Break _____ Session _____ Keynote _____ Event _____

Amount Enclosed: \$ _____ **Payment Method:**

☐ Check (payable to **Florida Redevelopment Association**) ☐ Visa ☐ MasterCard

Card # _____ Exp ____/____ Cardholder Phone _____

Cardholder's Name _____

Cardholder's Signature _____

Billing Address: _____

Return completed forms to: Florida Redevelopment Association
P. O. Box 1757, Tallahassee, FL 32302, (850) 222-9684, Fax (850) 222-3806

Attention: Melanie Howe
mhowe@flcities.com

For FRA Use Only:	Amount Paid \$ _____	Check # _____	Date _____
Confirmation Mailed: _____		Initialed: _____	

SPONSORSHIP CATEGORIES/PACKAGES

Florida Redevelopment Association

October 8-10, 2014

Miami Hilton Downtown

www.redevelopment.net

PACKAGE I

Capital Projects Book (Statewide)
Banner website ad for 3 months
1 feature article in e-newsletter
5 posts on FRA social media
*Cover logo on "Best Book"**
*Exhibit booth at conference**
Sponsor listing in FRA publications
*Exclusive Session sponsorship at conference**
Annual membership (includes directory)
2 conference registrations
Online Business Directory Listing
(45% discount over individual rates)
Total\$5,500

PACKAGE II

Capital Projects (Statewide)
Large button website ad for 3 months
1 feature article in e-newsletter
1 post on FRA social media
"Best Book" half-page ad
*Exhibit booth at conference**
1 regional event sponsorship
Sponsor listing in FRA publications
FRA Membership Directory
1 conference registration
Break sponsorship at conference
Online Business Directory Listing
(30% discount over individual rates)
Total\$3,500

PACKAGE III

List of Capital Projects (Statewide)
Quarter button website ad for 1 month
"Best Book" quarter-page ad
*Exhibit booth at conference**
FRA Membership Directory
Online Business Directory Listing
(30% discount over individual rates)
Total\$2,500

PACKAGE IV

List of Capital Projects Statewide
*Exhibit booth at conference**
FRA Membership Directory
Online Business Directory Listing
(40% discount over individual rates)
Total\$1,500

OTHER SPONSORSHIPS***

Event Sponsor..... \$4,500
Keynote Sponsor..... \$2,500
Session Sponsor..... \$1,500
Tour/Break Sponsor..... \$ 500**
4-color Awards Book Ad..... \$1,000**

NOTE: There may be more than one sponsor for an event/session. However, all include:

Statewide Capital Improvement Projects List
Program recognition by category
Signage and recognition at event if applicable
One copy of FRA Membership Directory
2-3 Exhibit Hall passes for receptions/meal functions

***Based on availability. To receive an exhibit booth, exhibitor agreement must be completed along with sponsorship form.**

****does not include any exhibit hall badges**

***** NOT SEEING WHAT SUITS YOUR NEEDS? LET US DESIGN A PACKAGE FOR YOU....Contact: Carol Westmoreland
850-701-3608 or cwestmoreland@flicities.com**

Exhibit Booth Form
(please review pages 5-7)
2014 Annual Conference
October 8-10, 2014
Hilton Miami Downtown

Company/Organization: _____
(Please PRINT OR TYPE **exactly** as name should appear in program and on signage.)

Contact Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone _____ FAX _____ EMAIL _____

Authorized Signature _____ Date _____

Program Listing - please summarize the products/ services you provide (10 words)

Please indicate the company names of possible competitors _____

Booths are assigned at the sole discretion of show management and based on the date of full payment, with priority given to regular exhibitors and contributing sponsors.

Booth Fee* \$1,000 Number of Booths Requested: _____ * Add \$50 to fee if postmarked after **8/31/14**

On-Site Representatives: Booth fees include name badges for up to 2 **representatives per booth**. Please complete and return the enclosed **"Name Badge Order Form"** to order badges. FRA must be notified by **9/26/14** of all name changes or additions to ensure availability of badges.

Acknowledgement: I have enclosed payment and have read, and am familiar with, all **Rules and Regulations** regarding the Florida Redevelopment Association's 2014 Annual Conference as enclosed.

Authorized Signature _____ Date _____

Amount Enclosed: \$ _____ **Method of Payment:**

☐ Check (payable to **Florida Redevelopment Association**) ☐ Visa ☐ MasterCard

Card # _____ Exp. ____/____ Cardholder Phone _____

Cardholder's Name Printed _____

Cardholder's Signature _____

Billing Address: _____

Return completed forms to: Florida Redevelopment Association
P. O. Box 1757, Tallahassee, FL 32302, (850) 222-9684, Fax (850) 222-3806

Attention: Melanie Howe
mhowe@flcities.com

For FRA Use Only: Amount Paid \$ _____ Check # _____ Date _____

Confirmation Mailed: _____ Booth # _____ Initialed: _____

General Exhibitor Information

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.** (See floor plan for booth number locations.)

Booth Benefits/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. **Additionally, each exhibitor receives upon check-in from the FRA: a statewide public capital improvement projects list, program recognition, one copy of the current FRA Membership Directory, and two exhibit hall name badges.**

Drawings for Prizes

We encourage you to participate in door prize drawings. Winners of exhibitor drawings will be announced at various times during exhibit hall hours. 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 has been developed 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, Thursday's lunch and all refreshment breaks during exhibit hours will be held in the exhibit hall.

Tuesday, October 7, 2014

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

Wednesday, October 8, 2014

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, October 9, 2014

7:30 a.m. - 1:30 p.m. Exhibit Hall Open (*including lunch*)

1:30 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

Use the enclosed name badge order form to list your attendees and return it with your exhibit agreement and payment. Final name badge information must be received by **September 26, 2014**. Conference exhibitors are not required to register as participants, but are welcome to attend the educational sessions. Individual **tickets** may be purchased for other functions (see registration form at www.redevelopment.net for all conference attendees). Refreshment breaks/receptions held in the exhibit area do not require separate tickets for exhibitors.

How Do I Sign Up? Fill out the attached forms and return to the attention of **Melanie Howe** at **mhowe@flcities.com** or fax to **(850) 222-3806**.

Exhibitor Rules and Regulations

The following rules and regulations become binding upon acceptance of this contract between the applicant and his employees, and the Florida Redevelopment Association (FRA), the event sponsor.

1. 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.

2. Booth Package Description

Booth packages include 1 8'x 10' carpeted pipe-and-drape booth, 1 6' draped table, 2 chairs, 1 wastebasket, and 1 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.

3. Show Move-In & Move-Out

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

4. Exhibit Hours (Tentative)

Wednesday 11:00 a.m. - 7:30 p.m.

Thursday 7:30 a.m. - 1:30 p.m.

NOTE: These hours have been developed to coincide with registrants' break times to help ensure traffic flow. All breaks and the lunches on Wednesday and Thursday will take place in the exhibit hall.

5. 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.

6. 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 by August 31, 2014 would authorize a refund of the exhibit fee. Sponsorship money is non-refundable.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. Exhibit Floor Access

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

15. 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.

16. 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.

For further information, contact Melanie Howe at mhowe@flcities.com

Name Badge Order Form

2014 Annual Conference

October 8-10, 2014

Hilton Miami Downtown

Number of badges allowed:

Exhibitor:	2 Badges
Sponsor \$1,500 to \$2,500:	2 Badges
Sponsor up to \$5,000	3 Badges

Our 4-line badges include:

First Name/Nickname

Full Name

Company Name

Company Location*

**Title may be substituted for location*

(Please Print Clearly)

Company/Organization:

1. _____

2. _____

3. _____

**Return completed forms to: FRA
Attention: Melanie Howe
P. O. Box 1757, Tallahassee, FL 32302**

**(850) 222-9684, Fax (850) 222-3806
mhowe@flcities.com**

Please return your completed form to the FAX number or e-mail above no later than September 26, 2014 in order to guarantee availability of badges.