



**2019 FLAEYC Annual Conference:
Best Practices in Early Learning for Florida's Children**

Exhibitor Application for Table / Booth Space

The Florida Association for the Education of Young Children (FLAEYC) Annual Conference brings together 800-1,000 early childhood educators from across the state each year. We invite and encourage businesses, organizations, and non-profit agencies to promote themselves and display their materials and service goods. We are seeking exhibitors with culturally diverse and developmentally appropriate materials that support early childhood educators and the children in their care.

We have designed our schedule to provide our attendees with plenty of opportunities to visit the exhibitors. There will be coffee and other beverages served inside the Exhibit Hall, encouraging conference attendees to visit the area at various times throughout the day.

In support of FLAEYC's fundraising efforts, we ask each exhibitor to donate a door prize for our conference raffle drawings and an item to be used in a silent auction (or similar fundraising event). All contributing exhibitors will be recognized for these donations and, if desired, FLAEYC will take a photograph of the winner at the exhibitor's booth.

Business and Management Summit Table at Pre-Conference Event (\$250.00)

The Business and Management Summit will be held on September 5, 2019. The pre-conference exhibitor table consists of a six-foot table and two (2) chairs. Each exhibitor may purchase one (1) table. Exhibitors are responsible for bringing their own table sign/banner to identify and promote their business or organization.

Exhibitor Booth Space in Exhibit Hall (\$500.00)

The Annual Conference Exhibit Hall will be open to conference attendees, September 6 – 7, 2019. The conference exhibitor booth consists of an 8 x 10 foot space, including a table and two (2) chairs. You may purchase two (2) booth spaces that can be combined to create a larger exhibit space. If you are interested in a larger exhibit space, please call the FLAEYC office to discuss Conference Sponsorship opportunities. Exhibitors are responsible for bringing their own table sign/banner to identify and promote their business or organization.

Non-Profit/Governmental Agency Table Outside of Exhibit Hall (\$150.00*)

All non-profit/governmental agency tables will be housed in the pre-function area outside of the Exhibit Hall, September 6 – 7, 2019. Each exhibitor may purchase one (1) table. Please note, goods or products may not be sold at non-profit/governmental agency tables. Exhibitors are responsible for bringing their own table sign/banner to identify and promote their business or organization.

** Must provide proof of exemption status with this application*

EXHIBIT SCHEDULE

Thursday, September 5, 2019	
7:00 a.m. – 12:00 p.m.	Business and Management Summit Table Displays (Pre-Conference)
1:00 p.m. – 5:00 p.m.	Exhibitor Setup (Panzacola Ballroom)
Friday, September 6, 2019	
10:00 a.m. – 5:00 p.m.	Exhibit Hall Open
Saturday, September 7, 2019	
8:00 a.m. – 2:00 p.m.	Exhibit Hall Open
2:00 p.m. – 5:00 p.m.	Exhibit Breakdown

FLAEYC contracts with Shepard Exposition Services for our conference drayage services. Once we have reviewed and accepted your organization's exhibitor application and payment received, we will forward your information to Shepard, and they will then help coordinate your involvement in our conference. Electricity may be purchased from Shepard Exposition Services (for an additional fee).

For more information or questions on how you can become a **2019 FLAEYC Annual Conference Exhibitor**, contact info@flaeyc.org or 754-999-0544.

EXHIBITOR DETAILS & INFORMATION

Primary Contact Name: _____

(All advance information will be sent to the primary contact. Conference staff will communicate with this person.)

Organization Name: _____

(Type your organization's name as you wish it to appear for promotional purposes.)

Mailing Address: _____

City, State, Zip Code: _____

Phone Number: _____

Email Address: _____

Organization Website: _____

(Used for promotional purposes and to access logos)

Organization Social Media Links:

- Facebook** _____
- Twitter** _____
- Instagram** _____

EXHIBIT SELECTIONS

Thursday, September 5, 2019

Business and Management Summit Table (pre-conference)

Limit 1 (\$250.00 each)

Friday – Saturday, September 6 – 7, 2019

How many Exhibitor Booth Spaces would you like to purchase?

Limit 2 (\$500.00 each)

Friday – Saturday, September 6 – 7, 2019

Non-Profit/Governmental Agency Table

Limit 1 (\$150.00 each)

Total of purchases indicated above

2019 FLAEYC Annual Conference Exhibitor Information & Regulations

All exhibitors at the 2019 FLAEYC Annual Conference are under management of the Florida Association for the Education of Young Children (FLAEYC). It is the responsibility of the exhibitor to read the following information carefully.

Exhibitors are required to adhere to provisions documented in this application as well as any other provisions from Rosen Shingle Creek and Shepard event guidelines. Exhibitors violating any of these provisions may be asked to leave, without refund, at the discretion of FLAEYC.

1) Exhibitor Acceptance and Payment

Submitting an exhibitor application does not automatically guarantee acceptance. All submissions are reviewed and evaluated by FLAEYC staff for targeted audience and event space appropriateness.

- FLAEYC reserves the right to refuse inclusion in the exhibit space, at its discretion, of any exhibitor that does not meet FLAEYC and/or conference venue standards.
- Once an exhibitor application is accepted, the contact person identified by the organization will receive an invoice by email for the amount due. To confirm exhibitor space, payment must be received within 30 days of invoice (sent via email).
- Payment must be submitted with a copy of the invoice provided. Checks and money orders should be made out to FLAEYC. Credit card payments may be made over the phone (using PayPal system).
- Payment options:
 - 1) 100% within 30 days from invoice date
 - 2) 50% within 30 days from invoice date and 50% by 60 days from signature date

2) Space Assignment

Beginning June 1, 2019, FLAEYC staff will begin making booth space assignments for those exhibitors whose completed registrations and payments have been received.

- Exhibitors will be notified of their booth space assignments after this time.
- A waitlist will be established when all exhibitor booth spaces are assigned. You will be notified if you are on this waitlist.

3) Cancellation Procedures and Policy

All exhibitor cancellation notices must be received in writing, and refunds will be handled as follows:

- Cancelled on or before August 1, 2019 – 50% of vendor space fees refunded.
- Cancelled after August 1, 2019 – all exhibitor fees are non-refundable.
- Conference no-shows forfeit all exhibitor fees.

4) Event Cancellation

- FLAEYC, its agents, and/or employees will not be held liable to host the exhibits as scheduled at the conference due to events that make it impossible or impractical to hold the conference, such as fire, hurricane, natural disaster, or terrorism or act of public enemy.
- Payments for exhibitor space will be returned in the event of the conference's cancellation minus any expenses incurred by FLAEYC related to conference center management and/or drayage services.

5) Use of Exhibitor Booth Spaces

- All exhibitor booth spaces must be show-ready by 8:00 am on Friday, September 6, 2019.
- Decorations may not be taped, tacked, or otherwise fastened to ceilings, painted surfaces, columns, or fabric and decorative walls. Special decorations are to be cleared through Rosen Shingle Creek and Shepard as to method and location of installation.
- All decorative materials must be flameproof in accordance with local fire regulations.

- No exhibitor shall assign, sublet, or share space assigned without the written consent of FLAEYC. Shared spaces are subject to an additional charge of \$100.
- FLAEYC reserves the right to restrict exhibits because of noise, method of operation, or for any other reason that might detract from the character of the conference as a whole.
- Size of exhibits may not be modified, drapes removed, or the pipe and drape moved to create a larger space.
- Exhibitors may not begin tearing down their exhibits or moving out materials, equipment, or any part of their display prior to the official exhibit hall close at 2:00 pm on Saturday, September 7, 2019.

6) Americans with Disabilities Act

Please advise FLAEYC if you or any of your staff require assistance or accommodations during this event.

7) Care of Building and Equipment

Exhibitors and/or their agents and employees shall not injure or deface the walls, floors, or any part of the exhibit facility, or exhibit materials of the contractor, or materials or equipment of another exhibitor. When such damage occurs, the exhibitor causing such damage is liable to the owner of the property so damaged.

8) Liability and Insurance

FLAEYC does not maintain insurance covering exhibitor's property. Exhibitor acknowledges that it is responsible for obtaining, for its protection and entirely at its expense, property insurance for its exhibit and display materials as the exhibitor deems appropriate.

9) Indemnification

In acceptance and participation in the 2019 FLAEYC Annual Conference, exhibitor shall at all times protect, indemnify and hold harmless, as well as release and waive any and all claims, demands or actions against FLAEYC, Rosen Shingle Creek, Shepard Exposition Services, and their respective officers, directors, employees, and agents which arise from, or out of, or by reason of exhibitor's occupancy and use of the exhibition premises or any part thereof.

Return completed Exhibitor Applications and supporting documentation
via email or USPS mail by **July 15, 2019**:

Email:

info@flaeyc.org



Mailing Address:

FLAEYC
Attn: Exhibitor Registration
2807 Remington Green Circle
Tallahassee, FL 32308