



2018 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 over 1,200 early childhood educators from across the state. We invite and encourage organizations to promote and display culturally diverse and developmentally appropriate materials that support early care and education practitioners and the children in their care.

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

Leadership Summit Table at Pre-Conference Event

A \$250.00 fee applies for each Leadership Summit table available at the Pre-Conference Leadership Summit, September 6, 2018. The exhibitor table consists of a six-foot table and two chairs. Each exhibitor may purchase one (1) table. Use this table to display your materials and service goods. Tablecloths will be provided, but you may bring your own table sign/banner to identify and promote your organization.

Exhibitor Booth Space in Exhibit Hall

A \$500.00 fee applies for each exhibitor booth space housed in the conference Exhibit Hall, September 7 - 8, 2018. The exhibitor booth space consists of an 8 x 10 foot space, including a table and two chairs. You may purchase up to four (4) booth spaces. Use these booth spaces for table top display of your materials and service goods. Tablecloths will be provided, but you may bring your own table sign/banner to identify and promote your organization.

Non-Profit/Governmental Agency Table Outside of Exhibit Hall

A \$150.00 fee applies for each non-profit/governmental agency table housed in the pre-function area outside of the Exhibit Hall, September 7 - 8, 2018. Each exhibitor is limited to one (1) table. If one employee of the agency registers for the full conference, the \$150.00 fee will be waived. Tablecloths will be provided, but you may bring your own table sign/banner to identify and promote your organization or agency. No products may be sold at non-profit/governmental agency tables.

FLAEYC contracts with Shepard Exposition Services for our conference drayage services. Once we have accepted your organization's exhibitor application and the exhibitor payment has been made, we will forward your organization's information to Shepard, and they will then help coordinate your involvement in our conference.

We have designed our schedule to provide our attendees with plenty of opportunity to visit the exhibitors. Please note that our Thursday evening Welcome Reception will be held in the pre-function area directly outside the Exhibit Hall, and we welcome all exhibitors to join us for this evening of networking and sharing.

EXHIBIT SCHEDULE

Thursday, September 6, 2018	
1:00 p.m. – 5:00 p.m.	Exhibitor Setup (Panzacola Ballroom)
6:00 p.m. – 8:00 p.m.	Welcome Reception (Panzacola Pre-function and Ballroom) <i>(Exhibitors are invited to attend!)</i>
Friday, September 7, 2018	
10:00 a.m. – 5:00 p.m.	Exhibit Hall Open Coffee Breaks in Exhibit Hall
Saturday, September 8, 2018	
8:00 a.m. – 2:00 p.m.	Exhibit Hall Open Coffee Breaks in Exhibit Hall
2:00 p.m. – 5:00 p.m.	Exhibit Breakdown

EXHIBITOR ITEMS FOR PURCHASE

We also welcome exhibitors who want to purchase a la carte items. These items are a great way to increase your organization’s exposure to our members and conference attendees.

Exhibitor A La Carte / Add-Ons	
Email/marketing blasts* \$200.00	Includes: <ul style="list-style-type: none"> • 1 blast before the conference • 1 blast during the conference
Social media posts* \$250.00	Includes: <ul style="list-style-type: none"> • 2 posts before the conference • 1 post during the conference • 1 post after the conference
Conference bag inserts* \$100.00	<ul style="list-style-type: none"> • Exhibitor provides the inserts ahead of conference for bag stuffing
Vendor workshops* \$250.00	<ul style="list-style-type: none"> • Vendor must complete and submit Presenter RFP. Workshop time = 90 mins

**One of each add-on type per exhibitor*

Thursday, September 6, 2018
Leadership Summit Table

Limit of 1 (\$250.00 each)

Friday – Saturday, September 7 - 8, 2018
How many Exhibitor Booth Spaces would you like to purchase?

Limit of 4 (\$500.00 each)

Friday – Saturday, September 7 - 8, 2018
Non-Profit/Governmental Agency Table**

Limit of 1 (\$150.00 each)

Are there additional a la carte / add-ons you would like to purchase?

1. _____
2. _____
3. _____
4. _____

Total of purchases indicated above _____

***If one employee of the agency registers for the full conference, the \$150.00 fee will be waived.*

EXHIBITOR CONTACT INFORMATION

(Please list the person to whom all advanced information should be sent. This will be the primary person conference staff will work with prior to the event.)

Contact Name: _____

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: _____
(To be used for promotional purposes and to access logos)

ADDITIONAL INFORMATION

Are you a non-profit/governmental agency? Yes No
A certificate of tax exemption may be requested.

Are you also a sponsor? Yes No

Will your booth/table space display require electricity? Yes No

How many individuals will staff your booth space? _____
List their names and email addresses below:

- Organization Staff 1 _____
- Organization Staff 2 _____

Exhibitor must include a brief description explaining how your product or service fits with our conference purposes.

FOR FLAEYC OFFICE USE ONLY

Date Received:
Application Status:
Fiscal Year:

Total Purchase Amount:
Authorized By:
Booth # Assigned or Waitlist:

2018 FLAEEYC Annual Conference Exhibitor Information

All exhibitors at the 2018 FLAEEYC Annual Conference are under management of the Florida Association for the Education of Young Children (FLAEEYC). 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 FLAEEYC.

For more information or questions on how you can become a **2018 FLAEEYC Annual Conference Exhibitor**, contact info@flaeyc.org or 754-999-0544.

1) Exhibitor Acceptance and Payment

Submitting an exhibitor application does not automatically guarantee acceptance. All submissions are reviewed and evaluated by FLAEEYC staff for targeted audience (early childhood conference attendees) and event space appropriateness.

- FLAEEYC reserves the right to refuse inclusion in the exhibit space, at its discretion, of any exhibitor that does not meet FLAEEYC 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. Payment must be received within 30 days of invoice receipt to confirm exhibitor space.
- Payment must be submitted with a copy of the invoice provided. Checks and money orders should be made out to FLAEEYC. 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, 2018, FLAEEYC 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 are handled as follows:

- Cancelled on or before August 1, 2018 – 50% of vendor space fees refunded.
- Cancelled after August 1, 2018 – all exhibitor fees are non-refundable.
- Conference no-shows forfeit all exhibitor fees.

4) Event Cancellation

- FLAEEYC, 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 FLAEEYC as 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 7, 2018.
- 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 FLAEEYC. Shared spaces are subject to an additional charge of \$100.
- FLAEEYC 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 8, 2018.

6) Americans with Disabilities Act

Please advise FLAEEYC if you or any of your staff require assistance or accommodations to fully participate in 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

FLAEEYC 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 2018 FLAEEYC 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 FLAEEYC, Rosen Shingle Creek, Shepard, 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 any supporting documentation via email or USPS mail:

Email:
info@flaeyc.org

Mailing Address:
FLAEEYC
Attn: Exhibitor Registration
2807 Remington Green Circle
Tallahassee, FL 32308