

FLGISA 2013 Annual Conference Exhibitor Prospectus

General Meeting Information

Thank you for your interest in the Florida Local Government Information Systems Association 2013 Annual Conference. The event will be held on July 16-18, 2013 at the Naples Beach Hotel & Golf Club.

The FLGISA is an association of local government information technology managers, chief information officers and technology decision makers from around the state of Florida. This conference is a great opportunity for exhibitors to showcase new products and services and connect with those ultimately responsible for the technology function.

Please read these instructions thoroughly prior to filling out any forms dealing with the exhibit hall or sponsor opportunities. This packet contains step-by-step directions on how to sign up as an exhibitor and/or sponsor. Specific exhibitor questions should be directed to Rebecca Brennan at 407-367-1737 or admin@flgisa.org.

Exhibit Fees and Requirements

To exhibit at the FLGISA Annual Conference, your company must agree to purchase at least one booth space in the amount of \$1,200, complete and return the enclosed Exhibitor Agreement, Name Badge Order Form and Exhibitor Code of Ethics. All exhibitor fees must accompany the agreement. No booth will be assigned until payment is received. Booths are assigned on a first-come first-served basis; however, participating sponsors will be given first priority. Booth assignments will be confirmed once ALL exhibit space is sold out.

Exhibit Description

Each 8'x10' booth will include back and side drapes, one 6' draped table, two chairs, one wastebasket, a one-line company identification sign with booth number and one name badge which includes entrance into exhibit hall and all meal events during the conference. Any additional booth set-up requirements will be at the exhibitors cost and should be handled directly with the official show decorator, Encinosa Expositions, Inc. Once your booth assignment is confirmed, you will receive a packet from the decorating company on drayage, miscellaneous furnishings and electrical needs.

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Exhibit Schedule

The schedule for the exhibit hall has been developed to coincide with break times and should allow for the greatest amount of traffic flow in the exhibit hall. In addition, the Welcome Reception, Continental Breakfasts and Refreshment Breaks are held in the exhibit hall. All exhibit space must be setup on Tuesday July 16 by 5:00 p.m.

Tuesday July 16, 2013

12:00 p.m. – 5:00 p.m.

6:00 p.m. – 7:30 p.m.

Exhibitor Move-In
Welcome Reception

Wednesday July 17, 2013

7:00 a.m. – 5:00 p.m.

Exhibit Hall Open

Thursday July 18, 2013

7:00 a.m. – 12:00 p.m.

12:00 p.m. – 3:00 p.m.

Exhibit Hall Open
Exhibitor Tear-Down

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

At the direction of the exhibitor, the Naples Beach Hotel & Golf Club may be authorized to dismantle the exhibit booth after the closing time of the exhibit hall. Any company that willfully dismantles its booth prior to closing time will not be permitted to exhibit at future FLGISA conferences. The exhibitor understands that this schedule will be strictly adhered to as a courtesy to other exhibitors and FLGISA delegates.

Hotel Information

The Naples Beach Hotel & Golf Club will serve as the conference hotel and convention center. The special rate of \$119.00 per night plus tax is available to FLGISA conference participants. Please call the hotel at 800-237-7600 to make your hotel reservation or [click here for online reservations](#). Exhibitors are limited to two rooms. Please reserve your room by June 24, 2013 to get the special FLGISA rate. Reservations made after this date will be accepted on space and rate availability. A credit card will be required to guarantee your room. Please visit the [Naples Beach Hotel & Golf Club](#) website for further hotel information.

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Conference Name Badge

The name badge order form is included on page 18 of this packet. Please complete the form as requested and return it with your Exhibitor Agreement and payment. Final name badge information must be received by Friday July 5, 2013. One name badge is included with each booth. Additional name badges may be purchased for \$200 each. There is a limit of six total badges per booth and only four representatives in exhibit booth at one time. No exceptions will be made.

Sponsorship Opportunities

The FLGISA Annual Conference offers various opportunities for additional recognition, access and event participation for your company through sponsorships. Please see page 12 for more details or contact Rebecca Brennan at (407) 367-1737 or admin@flgisa.org.

Door Prizes

There will be a drawing for door prizes on Thursday July 18, 2013, prior to tear down. If you wish to have a drawing, please fill out the exhibitor door prize form and return to the FLGISA registration desk before 10:00 a.m. on Thursday July 18, 2013. The drawing will be held in the exhibit hall area. Each exhibitor is responsible for their own drawing and for the collection of names. We hope this will increase traffic to your booth. If you have any items to put in the attendees conference registration packet, please notify Rebecca Brennan or Chris Noyes. All drawings are subject to the approval and permission of the FLGISA. Exhibitors will be responsible for delivery of prizes to the winner if the prizes are not collected before the close of the exhibit hall.

Goody Bags

As a courtesy to our exhibitors, the FLGISA extends an initiation to each exhibitors and/or sponsor to submit a promotional item to be included in the “goody bag” that gets handed out to each conference registrant. More details are provided with exhibit booth or sponsorship confirmation.

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Conference Rules and Regulations

1. Contract

The following rules and regulations become binding upon acceptance of the Exhibitor Agreement between the applicant and their employees, and the Florida Local Government Information Systems Association (FLGISA), the event sponsor.

2. Space Assignment

Booths will be assigned at the sole discretion of show management and will be on a first-come, first-served basis.

3. Booth Package Description

Booth packages include one 8'x10' pipe and drape booth, one 6'skirted table, two chairs, one wastebasket, one line company identification sign and name badge for one representative. Total individual exhibit floor space is limited to 8'x10' 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 and Move-Out

Move-In

Tuesday July 16, 2013

12:00 p.m. – 5:00 p.m.

Exhibitor Move-In

Move-Out

Thursday July 18, 2013

12:00 p.m. – 3:00 p.m.

Exhibitor Tear-Down

Note: All exhibits must be setup before 5:00 p.m. on Tuesday July 16, 2013. No exhibitor will be allowed to break down their booth until the close of the show on Thursday July 18, 2013 at 12:00 p.m. All exhibit booths

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must be fully set-up and operational until that time – no exceptions. **Any company that willfully dismantles its booth prior to closing time will not be permitted to exhibit at future FLGISA conferences.** The exhibitor understands that this schedule will be strictly adhered to as a courtesy to other exhibitors and FLGISA delegates.

5. Exhibit Hours

Tuesday July 16, 2013

6:00 p.m. – 7:30 p.m.

Welcome Reception

Wednesday July 17, 2013

7:00 a.m. – 5:00 p.m.

Exhibit Hall Open

Thursday July 18, 2013

7:00 a.m. – 12:00 p.m.

Exhibit Hall Open

Note: These hours have been developed to coincide with break times to help ensure traffic flow. In addition, the Welcome Reception, Continental Breakfasts and Refreshment Breaks are held in the exhibit hall.

6. Unoccupied Space

FLGISA reserves the right, should any rented space remain unoccupied after the first hours of the show's opening, to rent or occupy said space.

7. Payments and Refunds

The total amount for exhibit space is due upon the reserving of space and signing of the contract. In the event exhibitors find it impossible to attend the conference, a letter received in the FLGISA office to that effect by 5:00 p.m. Friday June 14, 2013, would be authorized a refund of the exhibit fee; however a \$50 administrative charge will be deducted. No refunds will be made after that date.

8. Food Service

FLGISA 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 FLGISA.

9. Noisy and Obnoxious Equipment

The operation of whistles or any objectable device will not be allowed. After the show opens, noisy and unsightly work will not be permitted.

10. Security and Liability

The exhibitor agrees to hold the FLGISA, Naples Beach Hotel & Golf Club and Encinosa Expositions harmless and to indemnify the FLGISA, Naples Beach Hotel & Golf Club and Encinosa Expositions against claims or liability arising out of the action, fault or negligence of the exhibitor, its agents or employees, prior to, during, and after the exposition. FLGISA, Naples Beach Hotel & Golf Club and Encinosa Expositions shall not be responsible for any loss, damage or injury that may happen to the exhibitor or the exhibitors agents, patrons, guests, employees or property from any cause whatsoever (unless occasioned by the sole willful or gross negligence of FLGISA, Naples Beach Hotel & Golf Club or Encinosa Expositions) prior to, during or subsequent to the exposition period. The exhibitor hereby expressly releases FLGISA, Naples Beach Hotel & Golf Club and Encinosa Expositions, 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 Naples Beach Hotel & Golf Club premises or equipment therein, and shall not cause or permit anything to be done whereby the Naples Beach Hotel & Golf Club 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 Naples Beach Hotel & Golf Club, and will not make nor allow to be made, any alterations of any kind therein. Should any of the Naples Beach Hotel & Golf Club'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. The exhibitor understands that no music of any type is allowed during exhibit hall hours (this includes music in video, slide or other presentations or features).

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12. Signs and Posters

The exhibitor agrees that it will not post exhibit signs, advertisements, posters or cards of any description inside, in front of or on any part of the Naples Beach Hotel & Golf Club without written consent.

13. Public Policy

All companies or individuals exhibiting at the annual conference are participating at the exclusive discretion of the FLGISA 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 FLGISA staff, decorator services or hotel staff. 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 and Restrictions

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

15. Exhibit Floor Access

FLGISA 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 standard of professionalism while maintaining their booths during show hours. No exhibitor shall assign, sublet or share booth space without the permission of FLGISA.

17. Exhibitions Sales Policy

No firm or organization is permitted to engage in direct sales activities outside the exhibit area.

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Exhibit Hall Floor Plan



FLGISA 2013 Annual Conference Exhibitor Agreement Naples Beach Hotel & Golf Club • July 16-18, 2013

| |
|---|
| FLGISA Administration Booth Number: |
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Please Print or Type

Please print exactly as name should appear in program and signage

Company/Organization: _____
Contact Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Email Address: _____
Phone: _____ Website: _____

Please specify three of the following technology services your company currently offers:

| | | | |
|--------------------------------------|-----------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Hardware | <input type="checkbox"/> Software | <input type="checkbox"/> Telecom | <input type="checkbox"/> Network |
| <input type="checkbox"/> Imaging | <input type="checkbox"/> Cloud | <input type="checkbox"/> Consulting | <input type="checkbox"/> Video |
| <input type="checkbox"/> Web Hosting | <input type="checkbox"/> GIS | <input type="checkbox"/> Security | <input type="checkbox"/> ERP |

Please indicate any competitive companies. We will try to recognize this in booth placement, but we cannot make any guarantees:

Booth Assignments: Booths will be assigned at the sole discretion of show management and will be on a first-come, first-served basis. With reference to the floor plan on page 8, indicate your booth preference:

1st Choice: _____ 3rd Choice _____
2nd Choice _____ 4th Choice _____

Booth Fee: \$1,200 Number of Booths Requested _____
(Name badge access for one representative to all meal events)

On-Site Representatives: Booth fee includes name badge for one representative. Additional name representative badges may be purchased for \$200 each. The name badge grants access to exhibit hall, continental breakfasts, refreshment breaks, welcome reception, luncheon and dinner. There is a limit of six total badges per booth and only four representatives in exhibit booth at one time. No exceptions will be made. Please complete and return the form on page 18 to order additional name badges. No extra badges will be given out to unpaid representatives.

FLGISA 2013 Annual Conference Exhibitor Agreement Naples Beach Hotel & Golf Club • July 16-18, 2013

Please Print or Type

Company/Organization: _____

Acknowledgement: I have read and am familiar with all rules and regulations regarding the FLGISA 2013 Annual Conference. I agree to comply with all terms of this contract.

Authorized Signature: _____

Total Cost of Booth Space #Booth(s) _____ x \$1,200 \$ _____

Total Cost Additional Reps # Reps _____ x \$200 \$ _____

Total Cost Due: \$ _____

Method of Payment: Check (payable to FLGISA) VISA MasterCard

Amount Enclosed: \$ _____

Credit Card Number: _____ Exp. Date: _____

Cardholder Name: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Cardholder Signature: _____

Email Receipt to: _____

Conference Program Blurb:

For use in the conference program, please provide a short three-four sentence company overview:

**FLGISA 2013 Annual Conference Exhibitor Agreement
Naples Beach Hotel & Golf Club • July 16-18, 2013**

Please Print or Type

If paying by check:

Please mail completed forms and check to:

FLGISA

Attention: Rebecca Brennan

125 East Colonial Drive

Orlando, FL 32801

If paying by credit card:

Please email completed forms to:

FLGISA

Attention: Rebecca Brennan

admin@flgisa.org

Phone (407) 367-1737

Please make sure to return the following items to secure booth space:

1. Exhibitor Agreement – Page 9/10
2. Sponsor Agreement – Page 16/17 (if applicable)
3. Name Badge Order Form – Page 18
4. Signed Exhibitor Code of Ethics – Page 21

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Sponsorship Opportunities

Valuable sponsor opportunities are available for companies at the FLGISA 2013 Annual Conference. Sponsorships start at \$1,000. All sponsors receive recognition in the conference program, on the FLGISA website and on sponsor signage. Participating sponsors will also be given preference in exhibit booth assignments, if also registering as an exhibitor.

The FLGISA offers the following sponsorship categories:

Bronze Sponsorship – \$1,000 – General Sponsor

- General Sponsor
- Recognition in the conference program
- Recognition on the FLGISA website conference sponsor page
- Recognition on sponsor signage
- One name badge (access to exhibit hall and all meal events)

Silver Sponsorship – \$2,000 – Wednesday AM Refreshment Break

- Exclusive Wednesday Morning Refreshment Break Sponsor
- Signage at sponsored event
- Recognition in the conference program
- Recognition on the FLGISA website conference sponsor page
- Recognition on sponsor signage
- Two name badges (access to exhibit hall and all meal events)

Silver Sponsorship – \$2,000 – Wednesday PM Refreshment Break

- Exclusive Wednesday Afternoon Refreshment Break Sponsor
- Signage at sponsored event
- Recognition in the conference program
- Recognition on the FLGISA website conference sponsor page
- Recognition on sponsor signage
- Two name badges (access to exhibit hall and all meal events)

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The FLGISA offers the following sponsorship categories:

Silver Sponsorship – \$2,000 – Thursday AM Refreshment Break

- Exclusive Thursday Morning Refreshment Break Sponsor
- Signage at sponsored event
- Recognition in the conference program
- Recognition on the FLGISA website conference sponsor page
- Recognition on sponsor signage
- Two name badges (access to exhibit hall and all meal events)

Silver Sponsorship – \$2,000 – Friday AM Refreshment Break

- Exclusive Friday Morning Refreshment Break Sponsor
- Signage at sponsored event
- Recognition in the conference program
- Recognition on the FLGISA website conference sponsor page
- Recognition on sponsor signage
- Two name badges (access to exhibit hall and all meal events)

Gold Sponsorship – \$2,500 – Attendee Guest Dinner Ticket

- Exclusive Attendee Guest Dinner Ticket Sponsor
- Recognition on attendee guest dinner ticket
- Recognition in the conference program
- Recognition on the FLGISA website conference sponsor page
- Recognition on sponsor signage
- Two name badges (access to exhibit hall and all meal events)

Platinum Sponsorship – \$3,000 – Wednesday Continental Breakfast

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The FLGISA offers the following sponsorship categories:

Platinum Sponsorship – \$3,000 – Thursday Continental Breakfast

- Exclusive Thursday Continental Breakfast Sponsor
- Signage at sponsored event
- Recognition in the conference program
- Recognition on the FLGISA website conference sponsor page
- Recognition on sponsor signage
- Two name badges (access to exhibit hall and all meal events)
- 50% discount on one exhibit booth (if booth space available)

Platinum Sponsorship – \$3,000 – Thursday Birds of a Feather Session

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Diamond Sponsorship – \$4,000 – Conference Program

- Exclusive Conference Program Sponsor
- Full page recognition inside program and back cover
- Recognition on the FLGISA website conference sponsor page
- Recognition on FLGISA website home page photo rotator to include company name/logo/contact person for six months (June-December)
- Recognition on sponsor signage
- Two name badges (access to exhibit hall and all meal events)
- 50% discount on one exhibit booth (if booth space available)

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The FLGISA offers the following sponsorship categories:

Event Sponsorship – \$7,500 – Welcome Reception

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Event Sponsorship – \$10,000 – Luncheon

- Exclusive Luncheon Sponsor
- Sponsor table during event
- Signage at sponsored event
- Recognition on the FLGISA website conference sponsor page
- Recognition on FLGISA website home page photo rotator to include company name/logo/contact person for six months (June-December)
- Recognition on sponsor signage
- Four name badges (access to exhibit hall and all meal events)
- No charge for one exhibit booth (if booth space available)

Event Sponsorship – \$17,500 – Dinner

- Exclusive Dinner Sponsor
- Sponsor table during event
- Signage at sponsored event
- Recognition on the FLGISA website conference sponsor page
- Recognition on FLGISA website home page photo rotator to include company name/logo/contact person for six months (June-December)
- Recognition on sponsor signage
- Four name badges (access to exhibit hall and all meal events)
- No charge for one exhibit booth (if booth space available)

FLGISA 2013 Annual Conference Sponsor Agreement

Naples Beach Hotel & Golf Club • July 16-18, 2013

Please Print or Type

Please print exactly as name should appear in program and signage

Valuable sponsor opportunities are available for companies at the FLGISA 2013 Annual Conference. Sponsorships start at \$1,000. All sponsors receive recognition in the conference program, on the FLGISA website and on sponsor signage. Participating sponsors will also be given preference in exhibit booth assignments, if also registering as an exhibitor.

Company/Organization: _____
 Contact Name: _____ Title: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Email Address: _____
 Phone: _____ Website: _____

Sponsorship Type: (Please check the appropriate sponsorship below. Please note some of the sponsorships are exclusive and may be sold out.)

- _____ \$1,000 Bronze
- _____ \$2,000 Silver – Exclusive Wednesday AM Refreshment Break
- _____ \$2,000 Silver – Exclusive Wednesday PM Refreshment Break
- _____ \$2,000 Silver – Exclusive Thursday AM Refreshment Break
- _____ \$2,000 Silver – Exclusive Friday AM Refreshment Break
- _____ \$2,500 Gold – Exclusive Attendee Guest Dinner Ticket
- _____ \$3,000 Platinum – Exclusive Wednesday Continental Breakfast
- _____ \$3,000 Platinum – Exclusive Thursday Continental Breakfast
- _____ \$3,000 Platinum – Exclusive Thursday Birds of a Feather Session
- _____ \$4,000 Diamond – Exclusive Conference Program
- _____ \$7,500 Event – Exclusive Welcome Reception
- _____ \$10,000 Event – Exclusive Luncheon
- _____ \$17,500 Event – Exclusive Dinner

FLGISA 2013 Annual Conference Sponsor Agreement Naples Beach Hotel & Golf Club • July 16-18, 2013

Please Print or Type

Company/Organization: _____

Acknowledgement: I have read and am familiar with all rules and regulations regarding the FLGISA 2013 Annual Conference. I agree to comply with all terms of this contract.

Authorized Signature: _____

Method of Payment: Check (payable to FLGISA) VISA MasterCard

Amount Enclosed: \$ _____

Credit Card Number: _____ Exp. Date: _____

Cardholder Name: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Cardholder Signature: _____

Email Receipt to: _____

Sponsor Conference Program Blurb:

For use in the conference program, please provide a short two-three sentence company overview.

If paying by check:

Please mail completed forms and check to:

FLGISA
Attention: Rebecca Brennan
125 East Colonial Drive
Orlando, FL 32801

If paying by credit card:

Please email completed forms to:

FLGISA
Attention: Rebecca Brennan
admin@flgisa.org
Phone (407) 367-1737

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Name Badge Order Form

Final name badge information should be sent to Rebecca Brennan at admin@flgisa.org and must be received by Friday July 5, 2013. One name badge is included with each booth. Additional name badges may be purchased for \$200 each. The name badge grants access to exhibit hall, continental breakfasts, refreshment breaks, welcome reception, luncheon and dinner. There is a limit of six total badges per booth and only four representatives in exhibit booth at one time. No exceptions will be made.

FLGISA name badges will be printed as follows:

First Name or Nickname
Full Name
Company Name
Company Title or Location

Badge 1:

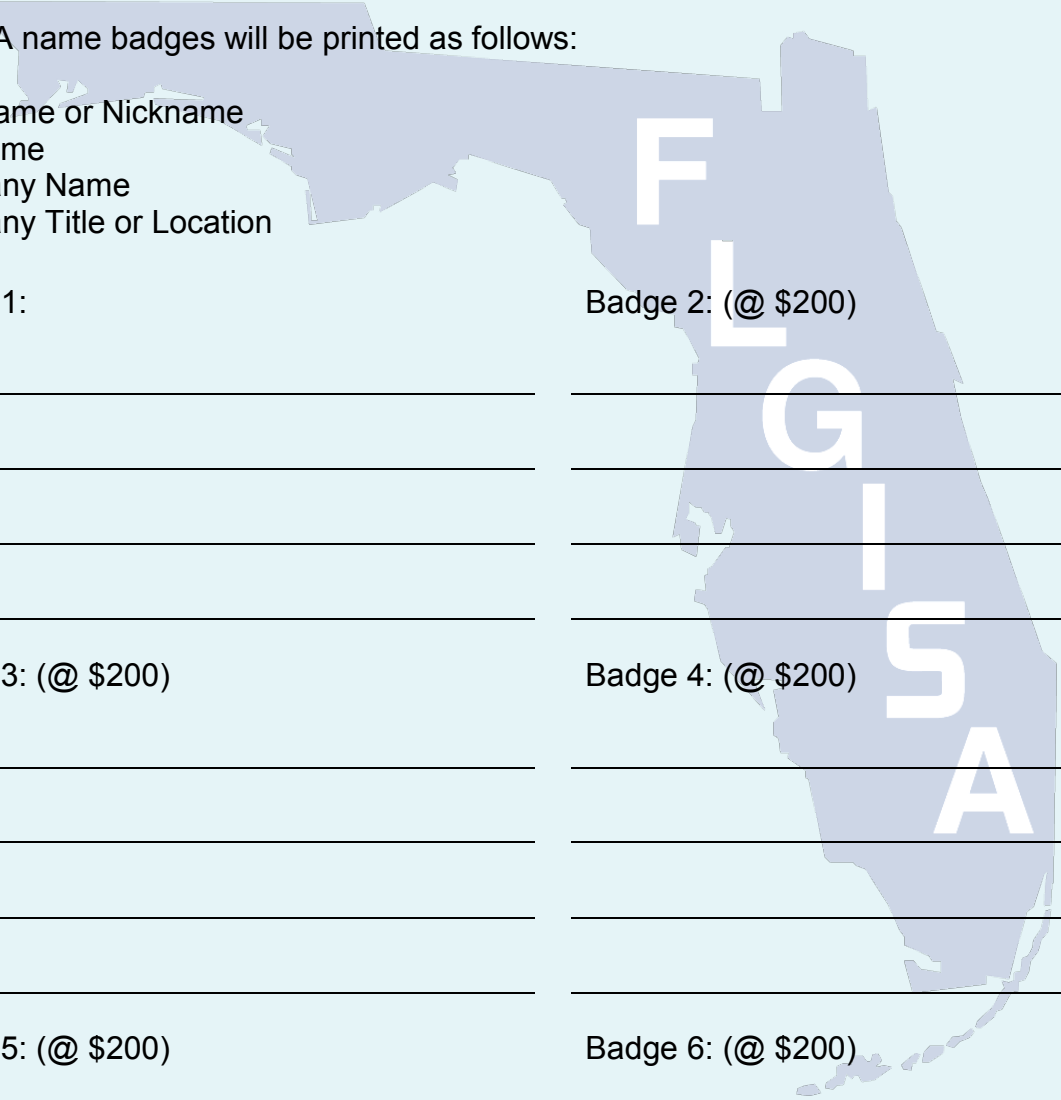
Badge 3: (@ \$200)

Badge 5: (@ \$200)

Badge 2: (@ \$200)

Badge 4: (@ \$200)

Badge 6: (@ \$200)



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Exhibitor and Sponsorship Code of Ethics

This code of conduct applies to all exhibitors and/or sponsors participating at Florida Local Government Information Systems Association events. Exhibitors and/or sponsors shall conduct themselves in a professional manner to inspire the confidence, respect and trust of their clients and of the public. Any persons associated with the exhibitor and/or sponsor company may be held responsible for compliance with these rules of conduct.

1. Exhibitors and/or sponsors shall not discriminate against or harass any conference attendee, staff, member or other exhibitor and/or sponsor because of race, religion, sex, national origin, age, disability or sexual orientation.
2. Exhibitors and/or sponsors are not permitted to behave in a manner which, in the sole discretion of FLGISA, is objectable. Exhibitors, sponsors and representatives must read and comply with all conference rules and regulations established by FLGISA. If you have any questions concerning your exhibitor and/or sponsor activities within your booth, please contact an FLGISA exhibitor representative.
3. Exhibitors and/or sponsors shall be considerate of other exhibiting/sponsoring companies. Under no circumstance should you enter any other exhibitors display area uninvited or when unattended. Exhibitors must confine their activities to their exhibit space. Interference with, or disruption of, another exhibitor personnel or legitimate activities is prohibited. Exhibit booth space is limited to the size allocated in the FLGISA conference rules and regulations. No wall, partitions, signs or decorations may be erected which will interfere with the general view “down the aisle” or with other exhibits. Assignment of exhibit booth space is at the FLGISA’s discretion and the exhibitor must exhibit within the space provided. There is a limit of six total badges per booth and only four representatives in exhibit booth at one time. No exceptions will be made. Each paid exhibitor and/or sponsor will receive a name badge upon check-in. Exhibitor and/or sponsor name badges must be worn at all times during conference hours and

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- events. Under no circumstances will unpaid representatives or companies be admitted.
4. Exhibitors and/or sponsors shall not schedule any functions at times which conflict with the FLGISA conference schedule. Hospitality suites, focus groups, room drops and satellite programs sponsored by exhibitors and/or sponsors must be approved by FLGISA in advance of the conference.
 5. Exhibitors shall not disassemble their booth before the appointed time without approval from an FLGISA exhibitor representative.
 6. Exhibitors shall have no music of any type, distracting noises, whistles, etc. emanating from their booth that will interfere with other exhibitors.
 7. Exhibitors and/or sponsors shall not post or exhibit signs, advertisements, posters or cards of any description, inside or in front of, or on any part of the hotel without prior written consent of an FLGISA exhibitor representative. Handouts, literature, samples or other promotional material may only be distributed within the confines of the contracted booth space. Conference management will discard material placed elsewhere. Canvassing conference attendees outside the exhibit hall, distributing any material by non-exhibiting/sponsoring companies is strictly prohibited.
 8. FLGISA reserves the right to accept or reject without reason any exhibitor and/or sponsor agreement received. FLGISA also reserves the right of exhibit space reassignment.
 9. Exhibitors and/or sponsors participating in the award of door prizes or donations shall base drawings on random selection from the qualified attendees.
 10. Exhibitors and/or sponsors are not permitted to attend FLGISA member roundtables. If an exhibitor and/or sponsor are found in one of these meeting will be asked to leave immediately.

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11. Remaining exhibitor attendee goody bag items will be returned to the exhibitor and/or sponsor upon request at the conclusion of the conference. If the items are not collected by the exhibitors move out time, the items will be deemed abandoned and become the property of the FLGISA.

Exhibitors and/or sponsors and/or individuals exhibiting at conference events are participating at the exclusive discretion of the FLGISA and must abide by all local codes, rules, regulations and ordinances, including fire regulations, and must abide by the directions and instructions presented by FLGISA and hotel personnel. It is the responsibility of the exhibitor and/or sponsor representative to see that persons staffing the booth are representing their firm be aware of and adhere to the FLGISA exhibitor and/or sponsor code of ethics and conference rules and regulations and must conduct themselves in a professional manner throughout the conference.

The exhibitor and/or sponsor understands that violation of any provision of the FLGISA exhibitor and/or sponsor code of ethics and conference rules and regulations, may result in immediate removal of the exhibitors booth with or without refund of monies and/or being barred from future FLGISA events at the discretion of the FLGISA Board of Directors.

Exhibitor/Sponsor Signature: _____

Exhibitor/Sponsor Full Name: _____

Exhibitor/Sponsor Company Name: _____

Date: _____