

FLGI SA 2012 Annual Conference Exhibitor Prospectus



**Sheraton Sand Key Resort
July 10-12, 2012**

Exhibitor Information



[General Information & Instructions](#)

We invite you to join us for the Florida Local Government Information Systems Association (FLGISA) 2012 Annual Conference. The conference will be held at the **Sheraton Sand Key Resort** on July 10-12, 2012 in Clearwater Beach, Florida.

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 an exhibitor to showcase new products or services and connect with those ultimately responsible for the technology function.

This packet contains step-by-step instructions on how to sign up as an exhibitor and/or sponsor. Please read this document thoroughly before filling out any forms. Specific exhibitor questions should be directed to Becky Brennan at 407-367-1737 or admin@flgisa.org. Please visit www.flgisa.org for information.

[Exhibit Fees & Requirements](#)

To exhibit at the FLGISA 2012 Annual Conference, your company must agree to the following:

- Purchase 8x10 exhibit booth at the cost of \$1,200.00 per booth
- Complete and return the Name Badge Order Form on page 7
- Complete and return the Exhibitor Agreement on page 8-9
- Complete and return the Exhibitor Code of Ethics on page 14-15

All exhibit fees must accompany the agreement. No exhibit booth will be assigned until payment is received. Exhibit booth space will be assigned on a first-come first-served basis; however participating sponsors will be given first priority. Booth assignments will be confirmed once ALL exhibit booth space is sold out.

[Booths are limited to the first 48 exhibitors!](#)

Please see the exhibit hall floor plan on page 13. The \$1,200 booth registration is for one representative. There is a limit of four representatives per booth. Please see the exhibitor agreement on page 8 for further details regarding additional representatives.

Exhibitor Information



[Exhibit Booth Package](#)

Each 8'x10' pipe-and-drape booth will include one six-foot draped table, two chairs, one wastebasket, and a one-line company identification sign with booth number and tickets to meal functions for one person. Any additional booth set-up 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.

[Hotel Accommodations](#)

The FLGISA Annual Conference will be held at the **Sheraton Sand Key Resort**. Rooms are available for meeting participants at the FLGISA conference rate of \$115/night plus tax which includes wireless internet in guest room/meeting rooms and common areas

Please reserve your room by June 17, 2012 to get the conference rate.



Please call the resort at 800-456-7263 to make your hotel reservation. You can also register online by clicking on the following hotel reservation link:

[Reserve Hotel Room](#)

Remember to reserve by June 17th to get the FLGISA conference rate. Reservations received after this date will be accepted on space and rate availability. A credit card will be required to guarantee your room. Please visit the **Sheraton Sand Key Resort** website for further hotel information [http:// www.sheratonsandkey.com/](http://www.sheratonsandkey.com/)

Exhibitors are limited two guestrooms per company at the hotel. If you require additional guestrooms, please contact Becky Brennan.

[Name Badges](#)

The Name Badge Order Form is included on page 7 of this packet. Exhibitors will receive one name badge for each booth package purchased. Please complete the form as requested and return along with your exhibitor agreement. Additional badges can be purchased. Please see page 8 for more details. Final name badge information must be received by **Friday June 29, 2012**.

Exhibitor Information



[Sponsorship Opportunities](#)

Valuable sponsorship opportunities are available. Each sponsor will be assigned a specific event, and a sign with the names of the sponsoring firms will be placed in a highly visible location at the event. In addition, sponsors are given special recognition on the FLGISA website and in the conference program, which is distributed to all conference participants. Participating sponsors will also be given preference in exhibit booth assignments, if also registering as an exhibitor. Please see the sponsorship agreement on page 10 for more details. Even if you do not wish to exhibit at the conference, you may still participate as a sponsor.

[Exhibit 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, the welcome reception, continental breakfasts and refreshment breaks during exhibit hours are held in the exhibit hall.

All exhibits must be set up on Tuesday July 10 by 5:00 p.m. All booths must be fully set-up and operational at that time -- NO EXCEPTIONS! Tear down begins on Thursday, July 12 at 12:00 p.m.

Tuesday, July 10, 2012

12:00 p.m. – 5:00 p.m. Exhibitor Set-Up
6:00 p.m. – 7:30 p.m. Welcome Reception

Wednesday, July 11, 2012

7:00 a.m. – 5:00 p.m. Exhibit Hall Open

Thursday, July 12, 2012

7:00 a.m. – 12:00 p.m. Exhibit Hall Open
12:00 p.m. – 3:00 p.m. 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 Sheraton Sand Key Resort may be authorized to dismantle the exhibitor 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 the other exhibitors and to FLGISA delegates.**

Exhibitor Information



Conference Rules and Regulations

Contract

The following rules and regulations become binding upon acceptance of the exhibitor agreement between the applicant and their employees, and the FLGISA, the event sponsor.

Booth Packages

Booth packages include one 8'x10' pipe-and-drape booth, one six-foot skirted table, two chairs, one wastebasket, one-line company identification sign and tickets to meal functions for one person. Total individual exhibit floor space is limited to 8'x10' unless requested and approved in writing.

Unoccupied Space

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

Payments and Refunds

The total amount for exhibit space is due upon the reserving of space and signing of the agreement. In the event exhibitors find it impossible to attend the conference, a letter received in the FLGISA office to that effect by **June 1, 2012**, would authorize a refund of the exhibit fee; however, a \$50 administrative charge will be deducted. No refunds will be made after that date.

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 by FLGISA.

Door prizes and Donations

There will be a drawing for door prizes on Thursday, July 12, 2012, prior to tear down. If you wish to have a drawing please notify the FLGISA so we may allot time for your company. 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 Becky Brennan or Chris Noyes.** All drawings are subject to the approval and permission of the FLGISA.

Exhibitor Information



Security and Liability

The exhibitor agrees to hold the Florida Local Government Information Systems Association and the Seaway Corporation (d/b/a/ Sheraton Sand Key and their Officers, Directors, Employees and Agents) harmless and to indemnify the Florida Local Government Information Systems Association and the Sheraton Sand Key Resort 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; and the Florida Local Government Information Systems Association and the Sheraton Sand Key Resort 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 of the Florida Local Government Information Systems Association and the Sheraton Sand Key Resort) prior to, during or subsequent to the exposition period; and the exhibitor hereby expressly releases the Florida Local Government Information Systems Association and the Sheraton Sand Key Resort from, and agrees to indemnify the Florida Local Government Information Systems Association and the Sheraton Sand Key Resort against any and all claims for such loss, damage or injury.

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 Sheraton Sand Key Resort 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 Sheraton Sand Key Resort 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). 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 and must abide by the directions and instructions presented by official FLGISA and Sheraton Sand Key Resort personnel. The exhibitor understands that any violations of these policies may result in the immediate closing and removal of the exhibitor's booth.

We agree that all matters not specifically covered in this agreement shall be directed to the Sheraton Sand Key Resort.

Exhibitor Information



Conference Name Badge Form

Name badges will be typeset at the FLGISA office prior to the conference. Please submit this form along with your exhibitor and/or sponsorship agreement. Name badge forms are due by **Friday June 29, 2012** to Becky Brennan at admin@flgisa.org or by fax to 407-425-9378. The maximum number of lines on the badge is four.

FLGISA will set up the badge as follows:

First Name or Nickname

Full Name

Company Name

Company Title or Location

Badge 1:

Badge 2:

Badge 3:

Badge 4:

FLGI SA Exhibitor Agreement

FLGI SA 2012 Annual Conference • July 10-12, 2012

Sheraton Sand Key Resort • Clearwater Beach, Florida

FLGI SA
Administration
Booth Number:

Please Print or Type

Company/Organization: _____
(Please print exactly as name should appear in program and on signage)

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Phone: _____ Website: _____

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

| | | | |
|-----------------------|----------------|------------------|---------------|
| _____ Hardware | _____ Software | _____ Telecom | _____ Network |
| _____ Imaging | _____ Cloud | _____ Consulting | _____ Video |
| _____ Website Hosting | _____ GIS | _____ Security | _____ ERP |

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

Booth Assignment: Booths will be assigned at the sole discretion of the FLGISA and will be on a first-come first-served basis, with priority given to sponsors. Please choose your booth preference using the exhibit hall floor plan on page 13.

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

Booth Fee: \$1,200

(Access for one representative to Exhibit Hall, Welcome Reception, Breakfasts, Refreshment Breaks and Wednesday Lunch and Dinner)

Exhibitors will receive the appropriate badges designating them as such, which provides admittance to the events of the conference. No extra badges will be given out to unpaid representatives.

For additional name badges, please select from the plans listed below:

☐ **Plan A - \$100 - Number of Reps:** _____

Access to Welcome Reception/Exhibit Hall/Breakfasts/Refreshment Breaks/Wednesday Lunch

☐ **Plan B - \$175 - Number of Reps:** _____

Access to Welcome Reception/Exhibit Hall/Breakfast/Refreshment Breaks/Wednesday Lunch and Dinner

FLGI SA Exhibitor Agreement

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Sheraton Sand Key Resort • Clearwater Beach, Florida

Please Print or Type

Company/Organization: _____

Contact Name: _____

Acknowledgement: I have read and am familiar with all rules and regulations regarding the Florida Local Government Information Systems Association's Annual Conference. I agree to comply with all terms of this contract.

| | | | |
|------------------------------------|------------|-----------------|-----------------|
| Total Cost of Booth Space | # Booth(s) | _____ x \$1,200 | \$ _____ |
| Total Cost Additional Rep – Plan A | # Reps | _____ x \$100 | \$ _____ |
| Total Cost Additional Rep – Plan B | # Reps | _____ x \$175 | \$ _____ |
| Total Cost Due: | | | \$ _____ |

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

Amount Enclosed: \$ _____

Credit Card Number: _____ Exp. Date: _____

Cardholder's Name: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Cardholder Signature: _____

E-mail Receipt: _____

Conference Program Blurb:

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

If paying by check:

Please mail this completed form and check to:

FLGISA

Attention: Becky Brennan

125 E Colonial Drive

Orlando, FL 32801

If paying by credit card:

Please fax this completed form to:

FLGISA

Attention: Becky Brennan

Fax Number: 407-425-9378

admin@flgisa.org

FLGI SA Sponsorship Agreement

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Sheraton Sand Key Resort • Clearwater Beach, Florida

Please Print or Type

Company/Organization: _____

(Please print exactly as name should appear in program and on signage)

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone: _____ Website: _____

Please note the minimum cost to be a sponsor is \$1,300.00. If your company would like to be a contributing sponsor, please select sponsorship level. FLGI SA reserves the right to assign General Sponsor events. Name badge grants you access to Welcome Reception/Exhibit Hall/Breakfasts/Refreshment Breaks/Wednesday Lunch and Dinner.

Silver Sponsorship – \$1,300 – General Sponsor

Includes:

- Recognition in the FLGI SA conference program
- Recognition and signage at the sponsored FLGI SA event
- Recognition on the FLGI SA website
- One name badge (all meal events)

Gold Sponsorship – \$1,500 – General Sponsor

Includes:

- Recognition in the FLGI SA conference program
- Recognition and signage at the sponsored FLGI SA event
- Recognition on the FLGI SA website
- Two name badges (all meal events)

Platinum Sponsorship – \$2,500 – General Sponsor

Includes:

- Recognition in the FLGI SA conference program
- Recognition and signage at the sponsored FLGI SA event
- Recognition on the FLGI SA website
- Two name badges (all meal events)
- 50% off booth space (if booth space still available)

General Sponsorship – \$3,500 – Conference Program Sponsor

Includes:

- Exclusive Conference Program Sponsor
- Recognition inside program and back cover
- Recognition on the FLGI SA website
- Three name badges (all meal events)
- 50% off booth space (if booth space still available)

FLGI SA Sponsorship Agreement

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Please Print or Type

Event Sponsorship – \$3,500 – Refreshment Break

Includes:

- Recognition in the FLGI SA conference program
- Recognition and signage at the sponsored FLGI SA event
- Recognition on the FLGI SA website
- Three name badges (all meal events)
- 50% off booth space (if booth space still available)

Event Sponsorship – \$7,500 – Welcome Reception

Includes:

- Exclusive Welcome Reception Event Sponsor
- Recognition in the FLGI SA conference program
- Recognition and signage at the sponsored FLGI SA event
- Recognition on the FLGI SA website
- Three name badges (all meal events)
- No charge for exhibit booth space (if booth space still available)

Event Sponsorship – \$7,500 – Luncheon

Includes:

- Exclusive Luncheon Event Sponsor
- Recognition in the FLGI SA conference program
- Recognition and signage at the sponsored FLGI SA event
- Recognition on the FLGI SA website
- Three name badges (all meal events)
- No charge for exhibit booth space (if booth space still available)

Event Sponsorship – \$10,000 – Dinner

Includes:

- Exclusive Dinner Event Sponsor
- Recognition in the FLGI SA conference program
- Recognition and signage at the sponsored FLGI SA event
- Recognition on the FLGI SA website
- Four name badges (all meal events)
- No charge for exhibit booth space (if booth space still available)

Please note: Final sponsorship agreements are subject to category availability and FLGI SA discretion.

FLGI SA Sponsorship Agreement

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Please Print or Type

Method of Payment: ☐ Check (payable to FLGISA) ☐ VISA ☐ MasterCard
Amount Enclosed: \$ _____
Credit Card Number: _____ Exp. Date: _____
Cardholder's Name: _____
Billing Address: _____
City: _____ State: _____ Zip Code: _____
Cardholder Signature: _____
E-mail Receipt: _____

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 this completed form and check to:

FLGISA

Attention: Becky Brennan

125 E Colonial Drive

Orlando, FL 32801

If paying by credit card:

Please fax this completed form to:

FLGISA

Attention: Becky Brennan

Fax Number: 407-425-9378

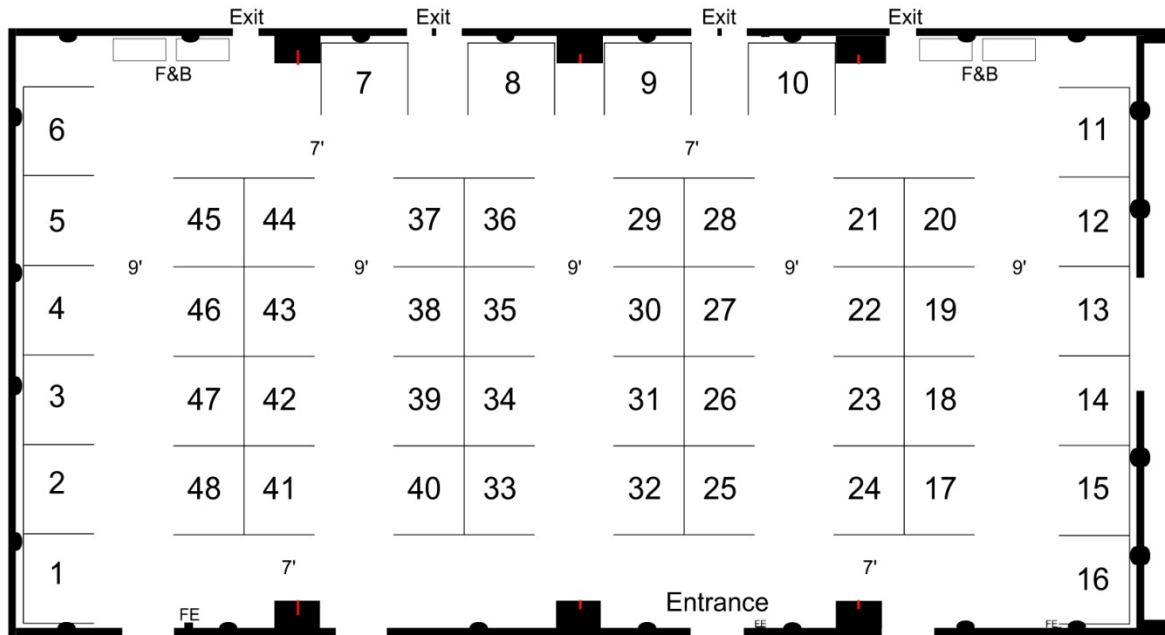
admin@flgisa.org

Exhibitor Information



Exhibit Hall Layout

FLGISA 2012 Annual Conference July 10-12, 2012



Sheraton Sand Key Resort
Clearwater Beach, Florida
Grand Ballroom
48 - 8' X 10' Booths

EXHIBIT SERVICES
1814 Tappan Blvd.
Tampa, Florida 33619
813-623-1163
FAX 813-623-5913
All booth materials...pipe, drape, carpeting and table skirting are constructed of flame retardant materials.



Florida Local Government Information Systems Association (FLGISA) Exhibitor and Sponsor Code of Ethics

This code of conduct applies to all exhibitors and/or sponsors participating at Florida Local Government Information Systems Association (FLGISA) 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 person 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 objectionable. 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 exhibitor's display area uninvited or when unattended. Exhibitors must confine their activities to their exhibit space. Interference with, or disruption of, another exhibitor's personnel or legitimate activities is prohibited. Exhibitor 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 exhibitor booth space is at the FLGISA's discretion and the exhibitor must exhibit within the space provided. Each booth is limited to four exhibitors. Each paid exhibitor and/or sponsor will receive a name badge and access passes upon check-in. Exhibitor and/or sponsor name badges must be worn at all times during conference hours and 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 booths 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 booths 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 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



Florida Local Government Information Systems Association (FLGISA) Exhibitor and Sponsor Code of Ethics

discard material placed elsewhere. Canvassing conference attendees outside the exhibit halls, 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 membership roundtables. If an exhibitor and/or sponsor are found in one of these meetings they will be asked to leave immediately.
11. Remaining exhibitor attendee bag items will be returned to the exhibitor and/or sponsor upon request at the conclusion of the annual 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 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 and 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 exhibitor's 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: (REQUIRED) _____ Date: _____

Exhibitor/Sponsor Representative Full Name: _____

Exhibitor/Sponsor Company Name: _____