



FLC CITIES

2021 ANNUAL CONFERENCE

Conference dates: August 12-14, 2021 (exhibit dates August 12-13, 2021)
Orlando World Center Marriott – Orlando, Fla.

EXHIBITOR & SPONSOR INFORMATION KIT





2021 FLC ANNUAL CONFERENCE EXHIBITOR & SPONSOR INFORMATION KIT

Exhibitor/Sponsor online booth/sponsorship selection opens March 2. Sign up today to get your login ID, password and link to access the online booth/sponsorship selection process!

The **2021 Florida League of Cities Annual Conference** at the **Orlando World Center Marriott** in **Orlando, Fla.**, is your opportunity to meet with mayors, council members, administrators, city managers and department directors who recommend the purchases for their cities.

See for yourself why becoming an exhibitor and/or sponsor at the 2021 FLC Annual Conference is the right choice for your company or organization.

WHY EXHIBIT/SPONSOR AT THE 2021 FLC ANNUAL CONFERENCE?

- ▶ Promote your company, products, services and solutions to local leaders throughout the State of Florida who can help influence business decisions in their communities.
- ▶ Receive pre-conference and post-conference attendee lists (includes physical mailing addresses).
- ▶ Have your company's website linked to the official conference mobile app.
- ▶ Gain access to conference attendees through exclusive exhibit floor time, including refreshment breaks, the President's Welcome Reception and lunch available in the exhibit hall.
- ▶ Obtain online access to the *FLC Municipal Directory*.
- ▶ Gain additional exposure for your company through Platinum, Gold and Silver sponsorships.

PROMOTE AND SHOWCASE

- ▶ Cybersecurity.
- ▶ Economic development and redevelopment.
- ▶ Emergency planning and management.
- ▶ Engineering: environmental, planning, etc.
- ▶ Feasibility studies.
- ▶ Fiscal/financial consulting.
- ▶ General government consulting.
- ▶ Government communications.
- ▶ Infrastructure financing and construction.
- ▶ Management studies/organizational structure analysis.
- ▶ Parks and recreation, including after-school activities.
- ▶ Personnel and workforce consulting.
- ▶ Public records management.
- ▶ Public safety.
- ▶ Rate studies.
- ▶ Recycling.
- ▶ Solid waste collection.
- ▶ Sustainability.
- ▶ Tax and fee studies and analysis.
- ▶ Technology: hardware, software and apps.
- ▶ Utilities including electric, natural gas, stormwater, water, wastewater and re-use.
- ▶ Website development and hosting.





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EXHIBIT FEES/DETAILS

Standard Booth (Company/Firm/For-Profit):
\$1,850.00 (\$1,900.00 after June 25, 2021)

Priority Booth: \$1,950.00 (\$2,000.00 after
June 25, 2021)

Governmental Agency/Entity/Nonprofit Booth:
\$850.00 (\$900.00 after June 25, 2021)

Booth package includes one 10'x10' carpeted pipe-and-drape booth, one 6' draped table, two chairs, one wastebasket, one 7"x44" company ID sign, two lunch coupons, four representative name badges, a link to your website on the official conference mobile app, pre-conference and post-conference attendee lists with physical mailing addresses, and online access to the FLC *Municipal Directory*. Electricity/power is not included in the booth space. Refer to the Freeman service manual for the electrical order form.

BOOTH SELECTION AND CONFIRMATION

Once you submit the enclosed Exhibitor/Sponsor Interest Form (page 4), a unique login ID, password and link will be forwarded to you to access the online booth/sponsor selection process. The online booth/sponsor selection process begins on March 2 and is on a first-come, first-served basis. Upon confirmation of your booth/sponsor selection, a separate payment link will be sent to you. The hotel information and Freeman service manual will be distributed in late spring. The Exhibitor/Sponsor Name Badge Order Form will be emailed to the primary contact on July 14, 2021, and must be completed and returned by July 28, 2021.

EXHIBIT SCHEDULE (subject to minor change)

MOVE-IN

Wednesday, August 11, 2021: 3:00 p.m. - 6:00 p.m.
Thursday, August 12, 2021: 8:00 a.m. - 12:00 p.m.

EXHIBITS OPEN

Thursday, August 12, 2021: 12:30 p.m. - 7:30 p.m.
Friday, August 13, 2021: 7:00 a.m. - 1:30 p.m.

MOVE-OUT

Friday, August 13, 2021: 1:30 p.m. - 5:00 p.m.

SPONSOR FEES/DETAILS

(Exhibiting is not required to participate as a sponsor; sponsor fee is non-refundable)

PLATINUM SPONSOR - \$2,500.00

Signage at sponsored event.
Link to your website on the official conference mobile app.
Online access to the FLC *Municipal Directory*.
Four tickets to Saturday evening's Inaugural Celebration.
Eight sponsor name badges.

GOLD SPONSOR - \$1,500.00

Signage at sponsored event.
Link to your website on the official conference mobile app.
Online access to the FLC *Municipal Directory*.
Four sponsor name badges.

SILVER SPONSOR - \$1,000.00

Signage at sponsored event.
Link to your website on the official conference mobile app.
Online access to the FLC *Municipal Directory*.
Two sponsor name badges.





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EXHIBITOR/SPONSOR NAME BADGE INFORMATION

The Exhibitor/Sponsor Name Badge Order Form will be emailed to the primary contact on July 14, 2021, and must be completed and returned by July 28, 2021.

ALLOCATIONS:

Exhibitor:	4 badges per 10'x10' booth
Platinum Sponsor:	8 badges
Gold Sponsor:	4 badges
Silver Sponsor:	2 badges

Additional exhibitor/sponsor badges can be purchased for **\$25.00** each. Badges provide admittance to the exhibit hall and all food functions within the exhibit hall. For entrance into workshops or other conference activities, full conference registration is required.

HOTEL INFORMATION

The **2021 FLC Annual Conference** will be held at the **Orlando World Center Marriott** in **Orlando, Fla.** Rooms are available for meeting participants at the special rate of **\$169.00+** per night, single or double. **No telephone reservations will be accepted by the hotel at this time.** Complete hotel reservation information will be sent to exhibitors in late spring.

DEADLINES

March 2, 2021:	Exhibitor/Sponsor online booth/sponsor selection opens (must submit form to receive login ID, password and link)
June 25, 2021:	\$50.00 rate increase for each 10'x10' exhibit booth
July 2, 2021:	Exhibit Space Cancellation/Refund Request (request must be received in writing by 5:00 p.m.)
July 28, 2021:	Receipt of Exhibitor/Sponsor Name Badge Order Form

HOW DO I PURCHASE A BOOTH/SPONSORSHIP?

Return the completed Exhibitor/Sponsor Information Form (page 4) to Heidi Hogarth at hhogarth@flcities.com. There is no obligation to register for a booth/sponsorship when submitting this form. Your unique login ID, password and link will be forwarded to you to access the online booth/sponsorship selection and payment processes.

QUESTIONS?

Contact Heidi Hogarth, Meeting Planner, Florida League of Cities, Inc., 850.701.3605, hhogarth@flcities.com.





EXHIBITOR/SPONSOR INTEREST FORM

August 12-14, 2021 (exhibit dates August 12-13, 2021)
Orlando World Center Marriott – Orlando, Fla.

Return this completed form to Heidi Hogarth at *hhogarth@flcities.com*. Your unique login ID, password and link will be forwarded to you to access the online booth/sponsor selection and payment processes. (There is no obligation to register for a booth/sponsorship when submitting this form.)

DEADLINES

- March 2, 2021:** Exhibitor/Sponsor online booth selection/sponsorship opens (must submit form to receive login ID, password and link)
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EXHIBITOR/SPONSOR CONTACT INFORMATION:

(This primary contact will receive ALL exhibitor/sponsor communications regarding logistics, payment, logos, etc.)

Company/Organization: _____

Primary Contact: _____

Contact Email: _____ Phone: _____

CONFERENCE APP INFORMATION:

Company/Organization: _____ Phone: _____

Company Contact: _____ Company Contact Email: _____

Company Website: _____

Product/Service Description (15-word maximum): _____

ACKNOWLEDGEMENT: I have read and will comply with all rules and regulations on pages 6-8 of this kit regarding the 2021 Florida League of Cities Annual Conference.

Authorized Signature: _____ Date: _____



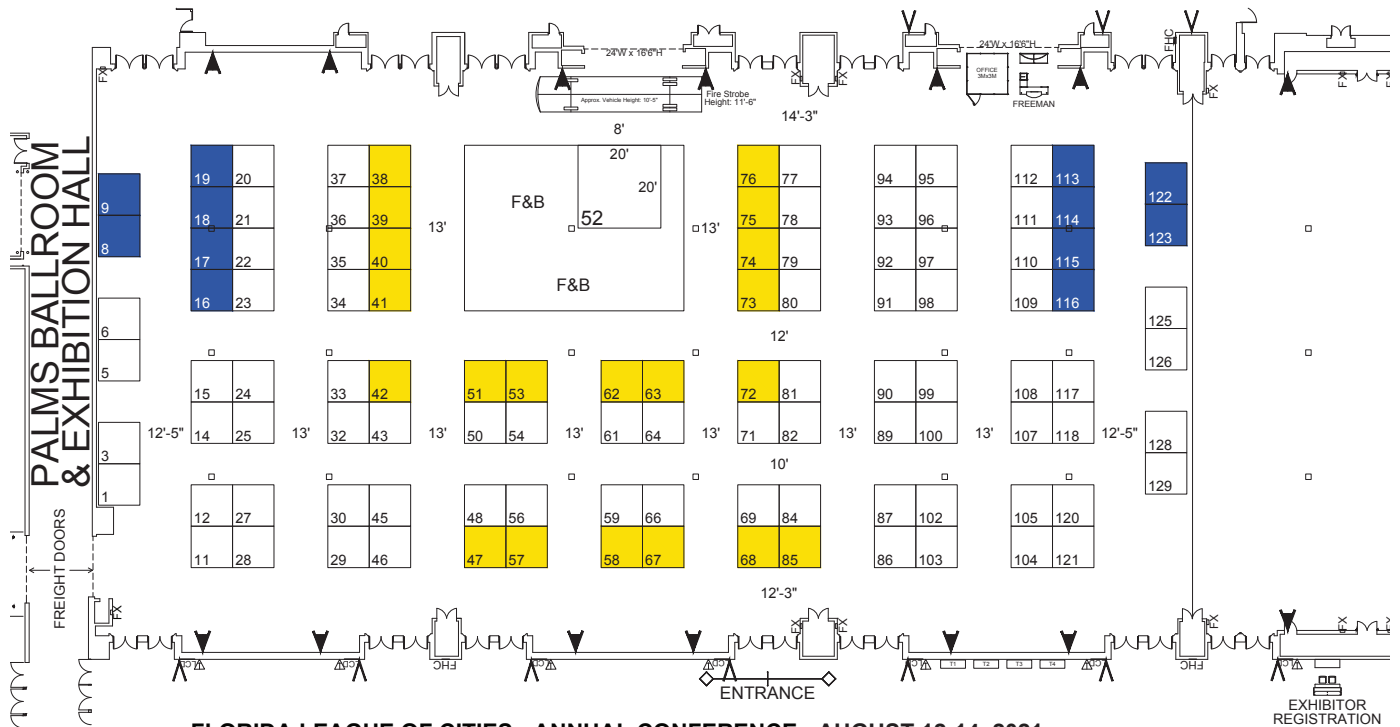


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EXHIBIT HALL FLOOR PLAN

- NON-PROFIT BOOTHS \$850.00 PER 10X10
- PRIORITY BOOTHS \$1,950.00 PER 10X10
- REGULAR BOOTHS \$1,850.00 PER 10X10

Show management reserves the right to revise/modify the exhibit hall floor plan pending the status of COVID-19 and social distancing restrictions. All exhibitors will be notified if changes are made.



FLORIDA LEAGUE OF CITIES - ANNUAL CONFERENCE - AUGUST 12-14, 2021

ORLANDO WORLD CENTER MARRIOTT - PALMS BALLROOM - ROYAL/SABAL/SAGO - ORLANDO, FL





RULES AND REGULATIONS

2021 FLC Annual Conference

August 12-14, 2021 (exhibit dates August 12-13, 2021)

Orlando World Center Marriott – Orlando, Fla.

1. AGREEMENT

The following rules and regulations become binding upon the purchase of exhibit space and/or sponsorships by the applicant and its employees from the Florida League of Cities, Inc. (FLC), the event sponsor.

2. EXHIBIT HALL FLOOR PLAN

Show management reserves the right to revise/modify the exhibit hall floor plan pending the status of COVID-19 and social distancing restrictions. All exhibitors will be notified if changes are made.

3. EXHIBIT SPACE ASSIGNMENT

Booth locations will be selected by the individual companies/organizations via an online selection process. Final booth assignments are subject to the approval of show management. Show management reserves the right to adjust booth locations, should the need arise, but not without prior notification to the exhibitor.

4. BOOTH PACKAGE DESCRIPTION

Booth packages include one 10'x10' carpeted pipe-and-drape booth, one 6' draped table, two chairs, one wastebasket, one 7"x44" company identification sign, two lunch coupons, four representative name badges, a link to your website on the official conference mobile app, pre-conference and post-conference attendee

lists with physical mailing addresses, and online access to the FLC *Municipal Directory*. Total individual exhibit floor space is limited to 10'x10' unless requested and approved in writing. No walls, partitions, signs or decorations may be erected that will interfere with the general view "down the aisle" or with other exhibits. Additional booth requirements may be requested by the exhibitor from the decorator service provider (Freeman). The exhibitor is solely responsible for all costs incurred. Electricity/power is not included in the booth space. Refer to the decorator (Freeman) service manual for the electrical order form.

5. EXHIBITOR MOVE-IN AND MOVE-OUT

(subject to minor change)

Move-In

Wednesday, August 11, 2021: 3:00 p.m. - 6:00 p.m.

Thursday, August 12, 2021: 8:00 a.m. - Noon

Move-Out

Friday, August 13, 2021: 1:30 p.m. - 5:00 p.m.

NOTE: No exhibitor will be allowed to break down their booths until the close of the show at 1:30 p.m. on Friday, August 13, 2021. Any company that willfully dismantles its booth prior to closing time will not be permitted to exhibit at future FLC conferences. The exhibitor understands that this schedule will be strictly adhered to as a courtesy to other exhibitors and to FLC delegates.





2021 FLC ANNUAL CONFERENCE EXHIBITOR & SPONSOR INFORMATION KIT

6. EXHIBIT HOURS (subject to minor change)

Thursday, August 12, 2021: 12:30 p.m. - 7:30 p.m.

Friday, August 13, 2021: 7:00 a.m. - 1:30 p.m.

NOTE: These hours have been developed to coincide with delegates' break times to help ensure traffic flow. In addition, refreshment breaks held during exhibit hours, Thursday's President's Welcome Reception and Friday's "sidewalk café" will take place in the exhibit hall.

7. UNOCCUPIED SPACE

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

8. PAYMENTS AND REFUNDS

Exhibit Space: The payment for exhibit space is due within 10 days of reserving of space. Cancellation of exhibit space must be submitted in writing and received by 5:00 p.m. on July 2, 2021. All cancellations are subject to a \$100.00 cancellation fee.

No refunds will be issued for cancellations after 5:00 p.m. on July 2, 2021, or no-shows. Refunds will be processed after the conference.

Sponsors: Sponsor fee is non-refundable.

9. FOOD SERVICE

FLC 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 FLC.

10. NOISY AND 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. 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.)

11. SECURITY AND LIABILITY

FLC will provide basic security measures from 3:00 p.m. Wednesday, August 11, 2021, through 1:30 p.m. Friday, August 13, 2021. The exhibitor agrees to hold FLC, the hotel and the show decorator harmless and to indemnify FLC, 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. FLC, 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 of FLC, the hotel or the show decorator) prior to, during or after the exposition period. The exhibitor hereby releases FLC, the hotel and the show decorator from, and agrees to indemnify them against, any and all claims for such loss, damage or injury.

12. DAMAGE TO PROPERTY

The exhibitor, its agents, guests or patrons shall not injure, mar nor in any manner deface the hotel premises or equipment





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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.

13. SIGNS AND 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.

14. PUBLIC POLICY

All companies or individuals exhibiting at the annual conference are participating at the exclusive discretion of FLC 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 FLC, 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.

15. ELIGIBLE EXHIBITS AND RESTRICTIONS

FLC reserves the right to accept or reject without reason any exhibit booth purchased.

16. EXHIBIT FLOOR ACCESS

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

17. USE OF BOOTH SPACE

Exhibitors shall reflect their companies' highest standards of professionalism while maintaining their booths during show hours. No exhibitor shall assign, sublet or share booth space without the permission of FLC.

18. 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 the FLC.

19. DOOR PRIZES

The FLC will not be conducting a Door Prize Program in the exhibit hall. It is at the discretion of the individual exhibiting company to conduct raffles and/or provide giveaway items. Due to ethics guidelines for elected officials, FLC recommends that no raffle prize/giveaway item be valued at more than \$25.00.

20. HOSPITALITY SUITES AND OTHER EVENTS

Any firm or organization wishing to host a hospitality suite or any other event in conjunction with the 2021 FLC Annual Conference must agree to purchase a sponsorship at the minimum level of a \$1,000 Silver Sponsorship. FLC must be informed of the dates, times and locations for these events in advance, to ensure no conflict with other conference activities.

