



# FLORIDA SHERIFFS ASSOCIATION'S 2010 ADMINISTRATIVE MANAGEMENT & JAIL CONFERENCE

April 5-8, 2010

Gaylord Palms Resort & Convention Center • Kissimmee

## EXHIBITOR/SPONSOR GUIDELINES

FSA has established the following uniform guidelines for FSA Exhibitors/Sponsors:

### Exhibitor/Sponsor and Attendee Registration Forms

All exhibiting companies must be in good standing with the Florida Sheriffs Association. **All outstanding invoices must be paid in full before exhibiting companies will be allowed to set up their displays.**

The "Exhibitor/Sponsor Registration Form" and the "Exhibitor/Sponsor Attendee Registration Form" must be completed and returned to FSA **no later than Friday, March 19, 2010**. This deadline is set to allow your firm's name to be included within our printed program. Your firm's name will appear exactly as you indicate on the Exhibitor/Sponsor Registration Form so **PLEASE PRINT OR TYPE CLEARLY.**

### Levels of Sponsorship

#### 1. Full Exhibitor and Sponsor:

Exhibitors/Sponsors are invited to exhibit their law enforcement-related products and services over the entire span of the conference.

The minimum registration fee is \$725. This fee covers two (2) individual registrations for members of your firm. There is a \$300 registration fee for each additional representative (above two) who plans to attend any activity. **(NO EXCEPTIONS!)**

Registered attendees are entitled to attend all meals, classes and functions of the training conference. Name tags are provided and will allow entrance into all program activities. Please print clearly or type individuals names exactly as you would like them to appear on the name tag(s).

All participants must wear their FSA issued name badges to all functions, particularly meal functions, as our badge is your admission ticket into each event. We must assume that if you are not wearing a badge to a particular function, that you have not paid the proper fees to attend it. In fairness to those that have paid the proper fees, and to keep our guaranteed head counts in proper order, we sincerely hope that we are not put in a position of having to challenge the presence of anyone not wearing our badge. In that light, we respectfully ask your voluntary adherence to this policy.

Exhibitor/Sponsor Registration Includes:

- Exhibit Space

Exhibitor/Sponsor Registration Includes: *(continued)*

- Firm's name listed in printed conference program.
- Sponsors will receive special recognition at a Sponsors' Luncheon.
- Representatives are entitled to attend all meals and functions.

**2. Underwriting a Specific Event:**

To participate in this way a corporate sponsor donates a sum of money that will be used where it is most needed to enhance the conference. It strengthens the foundation of the conference and ensures that the costs of necessities will be covered. Sponsorship is a most significant type of help. Underwriting allows you to choose the specific event.

If you choose to participate in this way, contact Rneé Stockton at 850/877-2165 and she will work with you to develop the event and ensure the best use of the dedicated funds. Those firms electing to underwrite a special event will be recognized in the conference program, and a sign recognizing the sponsorship (where possible).

**Exhibitor/Sponsor Registration and Setup Schedule**

Exhibitors/Sponsors will register in the Osceola Reg 1-2. Exhibits will be set up in the Osceola A1-3. **Setup of exhibits will be on Monday, April 5th, between 11:00 a.m. and 4:00 p.m. Early setup is encouraged as the exhibit hall will be open to the public at 5:00 p.m.**

Date	Registration	Show Hours
Monday 4/5/10	4:00 p.m. – 6:30 p.m.	5:00 p.m. – 6:30 p.m.
Tuesday 4/6/10	7:15 a.m. – 5:15 p.m.	7:15 a.m. – 5:15 p.m.
Wednesday 4/7/10	7:15 a.m. – 5:15 p.m.	7:15 a.m. – 7:00 p.m.
Thursday 4/8/10	7:15 a.m. – 10:00 a.m.	

**Hotel Reservations**

Accommodations at the Gaylord Palms Resort & Convention Center must be made directly with the hotel. **Your reservation form should be returned to the hotel by Monday, March 15**, as this is the last date for guaranteed room reservations. Reservations must be guaranteed by credit card or advance deposit.

**Special Needs**

To make arrangements for any “special needs” listed below, please contact Ms. Erica Lasenyik with the Gaylord Palms Resort & Convention Center at 407/947-2178 or via email at [elasenyik@gaylordhotels.com](mailto:elasenyik@gaylordhotels.com).

- **PHONE LINES** — Exhibitors/Sponsors requiring dedicated phone lines must make arrangements directly with the hotel.
- **ELECTRICAL NEEDS** — Exhibitors/Sponsors requiring special lighting or unusual electrical needs, (220v lines, etc.) must make arrangements directly with the hotel.

- **OUTDOOR DISPLAYS** — Exhibitors/Sponsors requiring an outdoor display must contact Rnee´ Stockton, Conference Planner, and then the hotel.
- **SHIPPING** — Exhibitors/Sponsors will be responsible for making all shipping, handling, and storage of exhibit displays and materials directly with the hotel. A sample **“Shipping Instructions”** form is provided. Each item should be clearly marked with the indicated information. Please see **“Shipping Instructions”** for any additional charges that may apply.

The Florida Sheriffs Association will not be responsible for such items which are lost, damaged or mishandled.

### **Space Allotment**

Exhibitors who require additional space, another 8' by 10' block may be reserved for an additional fee of \$725. We encourage you to reserve space early in order to avoid possible exclusion from the conference.

### **General Security Information**

While Florida Sheriffs Association and the Gaylord Palms Resort & Convention Center will exercise reasonable care in safeguarding Exhibitor's property, neither Florida Sheriffs Association, the hotel nor any of their officers, agents or employees assume any responsibility for such property. Security services are provided by the Osceola County Sheriff's Office overnight in the exhibit hall during non-show hours.

**Insurance:** Exhibitors should include in, or have a rider attached to their insurance policies covering the period of time from the date of shipment of merchandise/display to the show through and including the return arrival date of the merchandise/display at the exhibitors' home base.

**On behalf of Exhibitors, Florida Sheriffs Association has taken the following steps to safeguard against theft.**

- Special attention will be paid to assure that unauthorized persons do not have access to these areas.
- No one will be allowed to re-enter the Exhibit Hall after official move-in hours, after actual show hours or after official move-out hours, unless you have obtained an **“Exhibit Hall Admission”** form from the Conference Coordinator. **BE CERTAIN TO TAKE ALL PERSONAL EFFECTS WITH YOU WHEN LEAVING THE SHOW FOR THE EVENING.**
- Only persons wearing an official EXHIBITOR badge will be allowed to carry merchandise out of the Exhibit Hall. Any merchandise leaving the show (other than during official move-out hours) must be accompanied by an official FSA Carry-Out Pass. These passes are available from the Conference Coordinator.

**ALL EXHIBITS MUST BE REMOVED FROM THE HOTEL PREMISES BY 10:00 A.M., THURSDAY, APRIL 8.**

### **Exhibitor/Sponsor Recognition**

We will recognize exhibitors/sponsors by posting their firm names within the printed program. Sponsors will also be recognized at a special luncheon on Wednesday, April 7th.

Coffee service will be setup in the exhibit area throughout the conference, where attendees will be taking breaks.

### **Hospitality Rooms**

Registered conference sponsors will be permitted to offer hospitality rooms. You will be responsible for making any special arrangements for your hospitality rooms directly with the Gaylord Palms Resort & Convention Center, by contacting Ms. Erica Lasenyik at 407/947-2178 or via email at [elasenyik@gaylordhotels.com](mailto:elasenyik@gaylordhotels.com). We respectfully request that hospitality rooms not be opened during scheduled training sessions.

We will be glad to distribute announcements of exhibits and hospitality rooms at our Registration Desk. Please provide these items to FSA staff prior to the start of registration, (folded to a size no larger than 8 1/2 x 3 3/4" to fit #9 envelopes).

### **FSA Contact Person**

For further information or assistance, contact Rneé Stockton at the Florida Sheriffs Association at 850/877-2165 between the hours of 8:00 a.m. - 5:00 p.m. daily.