



FLORIDA SHERIFFS ASSOCIATION'S 2011 ANNUAL SUMMER CONFERENCE

July 31 – August 3, 2011

Hilton Daytona Beach Oceanfront Resort
Daytona Beach, FL 32118

EXHIBITOR/SPONSOR GUIDELINES

(Payment in advance or at time of registration – NO EXCEPTIONS)

Please note that there have been several changes to the FSA Exhibitor/Sponsor Guidelines

The following documents **MUST** be returned before the registration process is complete and booth space reserved:

1. Exhibitor/Sponsor Registration Form
2. Representative Pre-Registration Form
3. Signed Agreement Form

These forms **MUST** be completed in their entirety, including checking meal functions you plan to attend.

All registrations must be returned to FSA no later than July 15, 2011. 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 type or print clearly.**

Exhibitorship/Sponsorship:

1. Exhibitor:

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

The exhibitor registration fee is \$725.00. 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 representatives are entitled to attend all meals and functions of the conference with the exception of "closed sessions" which are reserved for Sheriffs only.

Name Badges:

Exhibitors/Sponsors must submit the names of all representatives who will be in attendance at the conference on their registration forms either typed or printed legibly. Any changes to badges after the cut-off date of July 15th or on-site changes will be charged a fee of \$10.00 per badge.

All exhibitors/sponsors must wear their FSA issued name badges to all functions, particularly meal functions, as our badge is your admission ticket into each event. In fairness to those that have paid the proper fees, and to keep our guaranteed head counts in proper order, we respectfully ask your voluntary adherence to this policy.

Exhibitor/Sponsor Registration Includes:

- Exhibit Space
- Firm’s name listed in printed program
- Sponsors will receive special recognition at a Sponsors’ Luncheon.
- Representatives are entitled to attend all meals and functions listed on the program with the exception of the Sheriffs’ Executive Business Meetings.

2. Sponsor:

To participate as a corporate sponsor, additional amounts over and above the exhibitor fee can be contributed, and will be used to help underwrite the cost of the meal functions.

If you choose to be a Sponsor, Rneé Stockton, FSA Conference Planner, will work with you to ensure the best use of the dedicated funds. In addition, you will receive a special acknowledgment at the “Sponsors Luncheon”, special mention in the program, and a sign recognizing the sponsorship (where possible).

The Florida Sheriffs Association strongly urges all vendors not to invite any Sheriffs to dinners, golf etc. that may impede on FSA functions; this is to include the Sunday evening reception and more importantly the Host Sheriff’s Dinner on Monday night.

Exhibitor/Sponsor Registration and Setup Schedule

Exhibits will setup in Coquina EFGH & Pre-Function. Setup of exhibits will be on Sunday, July 31st between 11:00 a.m. and 4:00 p.m.

	Date	Registration	Show Hours
Sunday	7/25/10	9:00 a.m. – 4:00 p.m	6:00 p.m. – 7:00 p.m.
Monday	7/26/10	8:00 a.m. – 4:00 p.m.	8:00 a.m. – 4:00 p.m.
Tuesday	7/27/10	8:00 a.m. – 3:00 p.m.	8:00 a.m. – 1:00 p.m.

NOTE: Any exhibitor who begins to tear down prior to August 2nd, 1:00 pm without the permission of the Conference Coordinator will be assessed a \$200.00 fee.

Hotel Reservations

Hotel Reservation will be handled directly by the Hilton Daytona Beach Oceanfront Resort. Call the hotel **no later than 3:00 p.m. on July 15th, 2011, to insure room availability and the special conference rate of \$119 per night or simply go to our website www.flsheriffs.org and click on the Hilton link provided to make your reservation.** The hotel is not obligated to hold any rooms at the special rate after this date and reservations will be accepted on a space-available basis only and at the prevailing room rate. Please note that there is a charge of \$6.00 per day for parking in the offsite parking lot and \$12.00 per day for valet in the hotel garage.

Special Needs

To make arrangements for any of the “special needs” listed, please contact Ms. Maryclaire Pendergast, Director of Convention Services for the Hilton Daytona Beach Oceanfront Resort at 386/947-8016.

- **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 the hotel and Rneé Stockton, FSA Conference Planner.**
- **SHIPPING** — Exhibitors/Sponsors will be responsible for making all shipping, handling, and storage of exhibit displays and materials directly with the hotel. The Florida Sheriffs Association will not be responsible for such items which are lost, damaged or mishandled.

The hotel will not accept any exhibit displays or materials more than three days prior to the scheduled show dates.

Space Allotment

Every effort will be made to allocate each vendor an 8x10 area within the Exhibit Hall – space permitting. However, should your booth exceed these measurements, **you will be required to purchase an additional booth.** We encourage you to reserve space early in order to avoid possible exclusion from the conference.

Each exhibitor is entitled to a reasonable sightline from the aisle, regardless of the size of the exhibit. Exhibitors with larger space should also be able to effectively use as much of the total floor space as possible, as long as they do not interfere with the rights of others. **Therefore, a display fixture that exceeds your allocated space, interferes with aisles or impedes on the rights of other exhibitors is expressly forbidden.**

Exhibitors may not reassign, sublet, or allow other companies to use the whole or a part of the space assigned by FSA. Exhibitors may not display or advertise any goods or services not manufactured, distributed, otherwise provided by the exhibiting company during the normal course of business. FSA policy firmly restricts representatives of organizations that have not been assigned an official exhibit booth space from soliciting business and from distributing promotional materials of any type within the Exhibit Hall area or any other areas. Those found doing so will be immediately asked to leave.

General Security Information

While Florida Sheriffs Association and the Hilton Daytona Beach Oceanfront Resort will exercise reasonable care in safeguarding Exhibitor’s property, neither Florida Sheriffs Association, or the Hilton Daytona Beach Oceanfront Resort nor any of their officers, agents or employees assumes any responsibility for such property. Security services are provided by the Volusia County Sheriff’s Office overnight in the exhibit hall during non-show hours.

PLEASE TAKE ALL PERSONAL EFFECTS WITH YOU WHEN LEAVING THE SHOW FOR THE EVENING.

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.

PLEASE NOTE: ALL EXHIBITS MUST BE REMOVED FROM THE EXHIBIT HALL BY 3:00 P.M. ON TUESDAY, AUGUST 2ND, 2011.

PLEASE DO NOT INDICATE YOUR ATTENDANCE ON THE REGISTRATION FORM – FOR THE TUESDAY LUNCH OR EVENING FUNCTION UNLESS YOU PLAN ON ATTENDING.

Exhibitor/Sponsor Recognition

We will recognize exhibitors/sponsors by posting their firm names within the printed program. New exhibitors/sponsors will also be recognized at a special luncheon on Monday, August 1, 2011.

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

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.

Golf Tournament

The Conference Golf Tournament is scheduled for Sunday, July 31st, at The LPGA International Golf Course. All golfers are asked to be at the pro-shop no later than 7:30 a.m. for a shotgun start at 8:30 a.m. If members of your firm will be participating, please indicate this in the space provided on the Exhibitor/Sponsor Registration Form (please include handicap). You must also complete the individual golf registration form for each player participating at a cost of \$70.00 each and lunch is included.

NOTE: If you plan to participate in the tournament, payment MUST BE received by July 15, 2011. NO EXCEPTIONS WILL BE MADE. This is due to FSA having to pay for guarantees on the Golf Tournament, NO REFUNDS WILL BE GIVEN.

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

PLEASE NOTE THE FOLLOWING CHANGES AND FEES THAT WILL DIRECTLY IMPACT EXHIBITORS FOR ALL CONFERENCES

Name Badges

Exhibitors/Sponsors must submit the names of all representatives who will be in attendance at conference on their registration forms either typed or printed legibly. Any changes to badges after the cut-off date of July 15th or any on-site changes will be charged a fee of \$10.00 per badge.

Tear Down

Any exhibitor who begins to tear down prior to August 2nd, 1:00 pm without the permission of the Conference Coordinator will be assessed a \$200.00 fee.

**Return this Agreement with Registration Forms by
Deadline of July 15, 2011**

Name _____ Title _____

Company/Organization _____

Street Address _____

City _____ State _____ Zip _____

AGREEMENT

The undersigned hereby authorizes The Florida Sheriffs Association to reserve exhibit space in the Hilton Daytona Beach Oceanfront Resort for use by above company/organization during the 2011 Annual Summer Conference. The undersigned agrees to abide by the Exhibitor/Sponsor Guidelines and ensures that all representatives working in the booth are aware of the terms, conditions and rules pertaining to the exhibition.

Authorized Signature _____ Date _____

Print/Type Name _____ Title _____