

# *Florida Association for Career and Technical Education*

## **43<sup>rd</sup> Annual Conference and Trade Show**

August 4 – 6, 2009 - The Florida Hotel & Conference Center, Orlando

### **EXHIBITOR INFORMATION**

#### **ABOUT THE CONFERENCE**

The Florida Association for Career and Technical Education's 43<sup>rd</sup> Annual Conference and Trade Show will host approximately 300 participants who represent all areas of vocation, career and technical education. The Conference provides three days of intensive and informative general sessions, workshops, focus sessions, open forums and business meetings. The Trade Show presents an opportunity for all attendees to see first-hand and hands-on, the latest materials, information, equipment, and services that will help fulfill and enhance their professional responsibilities. Exhibitors demonstrate the latest and best in new technology, equipment, educational materials, and supplies that can empower Florida's career and technical professionals with quality vocational training programs.

#### **TARGET AUDIENCE**

The participants include educators, business partners, school and district coordinators and directors of career and technical education, government agency reps, as well as representatives from the Armed Forces.

Specific groups include:

- \* Local Career and Technical Administration
- \* Technical Center Directors
- \* Business Technology Education
- \* Health Occupation Education
- \* Technical and Industrial Education
- \* Tech Prep Education
- \* Technology Education
- \* Marketing and Distributive Education
- \* Agribusiness Education
- \* Family and Consumer Science
- \* Occupational Specialists & Guidance
- \* Florida Equity Assoc. for Career and Technical Education
- \* Workforce Development
- \* Business and Industry Representations

#### **HOTEL INFORMATION & CONFERENCE LOCATION**

The Florida Hotel & Conference Center \* 1500 Sand Lake Road \* Orlando, FL

Direct: 407-859-1500 \* Toll-free: 800-588-4656

Room Rate: \$99 single through quad, plus applicable taxes

#### **Directions:**

Visit the Resort's website at [www.thefloridahotelorlando.com](http://www.thefloridahotelorlando.com) for driving directions to the Hotel.

#### **TABLETOP EXHIBIT FEES AND ADVERTISING OPTIONS**

Tabletop Rental (\$250) One (1) FACTE Associate Membership is included with the tabletop rental. Please have the individual accepting the membership complete and return the form which will be sent with the contract confirmation. Full institutional/partner memberships are available for an additional \$150.00. Table assignment will not be made until FACTE receives payment in full.

A limited number (20) of Tabletop Exhibits are available. These tables will be located in the Mezzanine Foyer of The Florida Hotel. Contracts for Tabletop Exhibits will be accepted based on availability and date received. Payment must accompany completed Contract for acceptance.

Portfolio Stuffers (\$200): Upon registering, each participant receives a portfolio containing all conference related materials. We will include a copy of your brochure, catalog, or other items for distribution. Send a copy of your materials or items to FACTE for approval when you submit your application. Approximately 300 items will be needed.

Event Sponsorship: Sponsored is a most significant form of visibility. Underwriting selected events allows you to work with FACTE to develop the event. Events available to underwrite include:

\* All-Awards Lunch

\* Continental Breakfast/Coffee Breaks

Exhibitors choosing to underwrite an event will be recognized at the sponsored event and in the program if received prior to program printing. For more information contact Marsan Carr at (850) 878-6860.

### **MAKING TABLETOP EXHIBIT RESERVATIONS**

Complete the attached application form and return it to the Florida Association for Career and Technical Education no later than July 3rd. Forward the completed contract with payment (nonrefundable) for all advertising or other sponsorships to FACTE, 1220 North Paul Russell Road, Tallahassee, Florida 32301-4828. Checks should be made payable to Florida Association for Career and Technical Education. Direct all inquiries to the FACTE office at (850) 878-6860. A copy of your signed contract will be returned to you confirming your table assignment when payment is made.

### **EXHIBIT SETUP AND DISMANTLING**

Exhibitors must set up on Tuesday, August 4<sup>th</sup>, from 7pm – 9pm. All exhibits must be staffed on Wednesday morning, August 5<sup>th</sup>, by 7:30 am for the Continental Breakfast that will be served in the Exhibit Area. The Exhibit Area will close on Wednesday, August 5<sup>th</sup> at 5:00pm. All exhibits must be dismantled no later than 8:00pm on Wednesday, August 5<sup>th</sup>.

### **EXHIBIT AREA SHOW HOURS AND EVENTS**

Wednesday, August 5th 7:30am – 5:00pm

### **TABLETOP SPECIFICATIONS**

One (1) 3'x 6' draped table \* Two chairs \* One waste can  
Note: Exhibit materials are restricted to your tabletop area.

### **EXHIBITOR PROGRAM LIST**

The Conference Program will include the Exhibit Area layout and Exhibitor Directory. The Directory will include: company name, table number, address, telephone, fax, website address, and on-site company representative.

### **EXHIBITOR BADGES**

An exhibitor badge will be prepared for those company representatives indicated on the registration form. These badges must be worn during exhibition hours.

### **SERVICES CONTRACTOR**

The Exhibit Services Contractor for this show will be available through The Florida Hotel. Should you require shipping information/instructions from the Hotel, please contact the Convention Services Department and reference the FACTE Conference; phone number 407-859-1500. Unfortunately the Hotel does not have storage space for crates.

### **ELECTRICAL SERVICE**

Standard electrical outlets (wall or floor) are available for your use. Please bring any extension cords or power strips you may need to access these outlets. Should you require additional electrical services, please contact the Convention Services Department at The Florida Hotel and reference the FACTE Conference; phone number 407-859-1500.

### **SHIPPING**

Please ship any exhibit materials to The Florida Hotel at 1500 Sand Lake Road, Orlando, Florida 32809. Each item should be clearly marked with the following information: 1) Name of person picking up the shipment, 2) FACTE Conference, 3) Hold for arrival (indicate date of shipment recipient's arrival), 4) FACTE Contact: Carol Cazessus. Packages will be accepted up to three days prior to Conference dates. A labor charge will be assessed if the Hotel's assistance is required in unloading vehicles and/or moving items to storage areas. The hotel may charge for storage and delivery depending on size and number of items shipped. Please contact The Florida Hotel for specific charges.

### **SECURITY**

All exhibitors must wear an exhibit name badge during show hours. Exhibitors are responsible for security of their own tabletop exhibit materials. A roving uniformed security guard will be on duty from 8pm on Tuesday, August 4<sup>th</sup> to 8am on Wednesday, August 5<sup>th</sup>.

**NOISY EQUIPMENT**

The operation of noisy, objectionable mechanical devices is not permitted.

**FLOOR SALES**

Over-the-counter sales in the Exhibit Area, during the hours that the trade show is open, are prohibited. FACTE cannot allow this under state and federal tax exempt status rules. Infractions of this rule will be grounds for immediate eviction.

**UNOCCUPIED EXHIBIT SPACE**

FACTE reserves the right to use paid space for other purposes without liability on its part, or rent paid space to another exhibitor, should any paid exhibitor space remain unoccupied after 9:00pm on Tuesday, August 4<sup>th</sup>. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount specified in the space rental invoice should the Exhibit Management not resell the space.