

FLGISA Sponsorship Agreement

Contract

The following rules and regulations become binding upon acceptance of this Sponsorship Agreement between the applicant and their employees, and the Florida Local Government Information Systems Association (FLGISA).

Space Assignment

Booth numbers will be assigned by the number your company was assigned during the booth lottery process.

Booth Package Description

Booth package includes one 8'x10' pipe and drape booth, one six-foot skirted table, two chairs, one wastebasket, one-line company identification sign and two name badges. Total individual booth floor space is limited to 8'x10.' Only one company name and logo will be displayed on booth sign, attendee event website, digital signage and mobile app. No walls, partitions, signs or decorations may be erected which will interfere with the general view "down the aisle" or with other booths. Additional booth requirements may be requested by the sponsor from the decorating service provider. The sponsor is solely responsible for all costs incurred. Assignment of booth space is at the FLGISA's discretion and the sponsor must exhibit within the space provided. There is a maximum of four total name badges per booth sponsorship. No exceptions will be made. Each paid sponsor will receive a name badge upon check-in. Sponsor name badges must be worn at all times during conference hours and events. In case of a lost badge during the conference, the sponsor agrees to purchase another name badge at the current price. Under no circumstances will unpaid representatives or companies be admitted.

Show Move-In and Move-Out

Move-In: Monday August 3 from 12:00 pm to 5:00 pm.
Move-Out: Wednesday August 5 at 12:00 pm. All booths must be set up on Monday August 3 by 6:00 pm. No sponsor will be allowed to break down their booth until the close of the show on Wednesday August 5 at noon time. All booths must be fully set-up and operational until that time no exceptions. Any company that willfully dismantles its booth prior to closing time will not be permitted to sponsor at future FLGISA conferences. The sponsor understands that this schedule will be strictly adhered to as a courtesy to other sponsors and to FLGISA delegates.

Unoccupied Space

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

Payments and Refunds

The total payment for booth space is due once confirmed as a booth sponsor. In the event the sponsor finds it impossible to attend the conference, cancellations will be accepted via email by Friday June 5, 2020. A \$100 administrative charge will be deducted. No refunds will be made after that date.

Food Service

The 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 sponsor without prior written approval of the FLGISA.

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.

Security and Liability

The sponsor agrees to hold the FLGISA, Boca Raton Resort & Club (Hotel) and Show Management Convention Services, harmless and to indemnify the FLGISA, Hotel and Show Management Convention Services, against claims or liability arising out of the action, fault or negligence of the sponsor, its agents or employees, prior to, during, and after the exposition. The FLGISA, Hotel and Show Management Convention Services, shall not be responsible for any loss, damage or injury that may happen to the sponsor or the sponsors agents, patrons, guests, employees or property from any cause whatsoever (unless occasioned by the sole willful or gross negligence of the FLGISA, Hotel or Show Management Convention Services) prior to, during or subsequent to the exposition period. The sponsor hereby expressly releases the FLGISA, Hotel and Show Management Convention Services, and agrees to indemnify them against any and all claims for such loss, damage or injury. (continued on next page)

FLGISA Sponsorship Agreement

Security and Liability Continued

To the fullest extent permitted by law, the person/legal entity described as "Exhibitor" in this clause and in this exhibitor contract (regardless whether such person/legal entity is also described as "Exhibitor" in this contract) hereby assumes full responsibility and agrees to indemnify, defend and hold harmless Boca Raton Resort & Club ("Hotel"), Hotel's owner, Waldorf Astoria Management LLC as agent for BRE/Baton Operating Lessee LLC), Hilton Worldwide, Inc., and each of their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), as well as FLGISA ("Group"), from and against any and all claims or expenses arising out of Exhibitor's use of the Hotel's exhibition premises. Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor's indemnity obligations in this clause. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage. The Hotel Parties and Group shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with a Certificate of Insurance at least 30 days prior to the use of the exhibition premises. The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Damage to Property

The sponsor, its agents, guests or patrons shall not injure, mar, nor in any manner deface Hotel premises or equipment 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 Hotels' equipment used by the sponsor in the conduct or operation of the exposition be damaged, lost or stolen, the sponsor will promptly pay for the equipment by cash or certified check. The sponsor understands that no music of any type is allowed during technology pavilion hours (this includes music in video, slide or other presentations or features).

Signs and Property

The sponsor agrees that it will not post signs, advertisements, posters or cards of any description inside, in front of or on any part of the Hotel without written consent of an FLGISA representative. Handouts, literature, samples or other promotional material may only be distributed within the confines of the contracted booth space. Conference management will discard material placed elsewhere. Canvassing conference attendees outside the technology pavilion, distributing any material by non-sponsoring companies is strictly prohibited.

Public Policy

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, including fire regulations, and must abide by the directions and instructions presented by official FLGISA staff, decorator services or Hotel staff. The sponsor understands that any violations of these policies may result in the immediate closing and removal of the sponsor's booth.

Eligible Exhibits and Restrictions

The FLGISA reserves the right to accept or reject without reason any sponsor agreement received. The FLGISA also reserves the right of booth space reassignment.

Sponsor Floor Access

The FLGISA reserves the right to limit access to the sponsor floor to anyone during times the show is not officially open.

Use of Booth Space

Sponsors shall reflect their company's highest standard of professionalism while maintaining their booths during show hours. No sponsor shall assign, sublet or share booth space without the permission of the FLGISA. Sponsors shall not disassemble their booth before the appointed time without approval from an FLGISA sponsor representative.

Exhibitions Sales Policy

No firm or organization is permitted to engage in direct sales activities outside the sponsor area.

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Door Prizes

Sponsors participating in the award of door prizes or donations shall base drawings on random selection from the qualified attendees.

Member Roundtables/Business Meeting

Sponsors are not permitted to attend FLGISA member roundtables. If a sponsor is found in one of these meeting they will be asked to leave immediately.

Welcome Bag

Remaining sponsor attendee welcome bag items will be returned to the sponsor upon request at the end of the conference. If the items are not collected by the sponsors move out time, the items will be deemed abandoned and become the property of the FLGISA.