



SPONSOR RULES AND REGULATIONS

FLGISA 2023 Annual Conference | July 10-12, 2023

Hilton Orlando Bonnet Creek, Orlando, Florida

1. Agreement

The following rules and regulations become binding upon the purchase of exhibit space and/or sponsorships by the applicant and its employees (sponsor), and the Florida Local Government Information Systems Association (FLGISA).

2. Exhibit Space Assignment

Booth numbers will be confirmed after the booth lottery and auction.

3. Booth Package Description

Sponsor booth packages include the following:

- One standard 8'x10' carpeted pipe and drape booth
- One six-foot draped table, two chairs, one wastebasket
- One company identification sign
- Two name badges
- Company listing on the event website, mobile app, and digital signage
- Pre/Post conference attendee list
- Online access to the FLGISA vendor directory
- Wi-Fi coverage in the technology pavilion

What is not included:

- Electricity/power is not included in the booth space
- The FLGISA does not provide lead retrieval

General booth package information:

Please note only one company name and logo will be displayed on the booth sign, event website, digital signage, and mobile app. The total individual exhibit floor space is limited to 8'x10'. No walls, partitions, signs, or decorations may be erected which will interfere with the general view "down the aisle" or with other exhibits. Additional booth requirements may be requested by the sponsor from the show decorator Gilbert Exposition Management Services (GEMS). The sponsor is solely responsible for all costs incurred. Refer to the show decorator kit for the electrical order form. 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 always worn 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.

4. Exhibitor Move-In and Move-Out

Move-In, Monday –July 10, 2023, 12:00 pm - 5:00 pm | Move-Out, Wednesday –July 12, 2023, 12:00 pm

All booths must be set up on Monday, July 10, by 6:00 pm. No sponsor will be allowed to break down their booth until the close of the show on Wednesday, July 12, at noontime. All booths must be fully set up and operational until that time no exceptions. Any company that willfully dismantles its booth before 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 FLGISA delegates.

5. 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.

6. Payments and Refunds

The total payment for booth space is due by June 1, 2023. In the event the sponsor finds it impossible to attend the conference, cancellations will be accepted via email by May 25, 2023. A \$100 administrative charge will be deducted. No refunds will be made after that date. ***Continued next page***



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7. 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 the prior written approval of the FLGISA.

8. 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 sponsor understands that no music of any type is allowed during exhibit hall hours. (This includes music in videos, slides, or other presentations or features.)

9. Security and Liability

The sponsor agrees to hold the FLGISA, Hilton Orlando Bonnet Creek (Hotel), and Gilbert Exposition Management Services (GEMS), harmless and to indemnify the FLGISA, Hotel, and Gilbert Exposition Management Services (GEMS), 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 Gilbert Exposition Management Services (GEMS), 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 Gilbert Exposition Management Services (GEMS)) prior to, during or after the exposition period. The sponsor hereby expressly releases the FLGISA, Hotel, and Gilbert Exposition Management Services (GEMS), and agrees to indemnify them against any and all claims for such loss, damage, or injury. 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 G/B/H Four Star, LLC ("Owner"), d/b/a Hilton Orlando Bonnet Creek By Hilton Management LLC, Managing Agent ("Hotel"), Hotel's owner, Hilton Worldwide, Inc., and each of their respective owners, managers, subsidiaries, affiliates, employees, and agents (collectively, "Hotel Parties"), as well as Florida Local Government Information Association ("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.

10. 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 Hotel's 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.

11. Signs and Posters

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 the written consent of a 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 and distributing any material by non-sponsoring companies is strictly prohibited. ***Continued next page***



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12. 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, show 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.

13. 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.

14. Exhibit Floor Access

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

15. 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 a FLGISA sponsor representative.

16. 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 FLGISA.

17. Door Prizes

The FLGISA will not be conducting a door prize program in the technology pavilion. Sponsors can do these at their booth however, FLGISA will not be involved in announcing door prizes.

18. Member Roundtables, Committee Meetings, and Business Meeting

Sponsors are not permitted to attend FLGISA member roundtables, committee meetings, and attend the official business meeting. If a sponsor is found in one of these meetings, they will be asked to leave immediately.

19. Welcome Bag

The FLGISA will not be handing out welcome goody bags. Sponsors are welcome to provide these items at the booth in the technology pavilion. We hope this will increase traffic to your booth.

20. Public Health

The FLGISA reserves the right to specify policies in the interest of public health, including but not limited to mask requirements and changes to the technology pavilion layout, schedule, or food and beverage events. Participating sponsors will be notified of any requirements or changes.

21. Other Vendor Partner Events and Hospitality Rooms

Any sponsor wishing to host an event or hospitality suite in conjunction with the FLGISA 2023 Annual Conference must agree to purchase a sponsorship at the minimum level of \$2,500 (Bronze Sponsorship). The FLGISA must be informed of the dates, times, and locations for these events in advance to ensure no conflict with the FLGISA conference agenda and other conference activities.

22. FLGISA Hotel Room Block

To be included in the FLGISA room block you must be a participating sponsor. If you are found in the room block and not a sponsor, you will be moved out to the hotel's general reservations block.