

**PLEASE READ:**

# **FLA 2023 ANNUAL CONFERENCE**

## **EXHIBITOR/SPONSOR TERMS AND CONDITIONS**

### **ASSIGNMENT CRITERIA**

All opportunities are available on a first-come, first-serve basis. The Exhibitor Registration Form or the Sponsorship Commitment Form must be completed online at [www.flalib.org](http://www.flalib.org).

### **SPONSORSHIP POLICY**

Sponsorship packages that require logo imprint on items (bags, name badges, etc.) will not qualify for any cancellation once the form is completed and payment is requested immediately upon receipt of invoice.

Sponsorship packages that require food and beverage orders to the Hotel will be billed for the food/beverage portion after the conference. All payments are due immediately upon receipt of invoice. Any unpaid invoices will forfeit opportunities in future conference years until payment is paid in full.

### **ONLINE EXHIBITOR FORM AND COMPETITORS**

In order to avoid placing competitors in close proximity, FLA requires that Exhibitor booths are chosen solely by the exhibit company through the online interactive booth registration process on [www.flalib.org](http://www.flalib.org) on a first-come, first-serve basis. FLA is not responsible for assignment of booth or nearness of competitors. If exhibitor becomes aware of a nearby competitor registration and would like to relocate, they may request in writing via email to [flatradeshow@gmail.com](mailto:flatradeshow@gmail.com) their desire to relocate and the new booth number preference. FLA will take each request under consideration individually.

### **REGISTRATION AND CONFIRMATION**

The online Exhibitor Registration Form must be completed to secure the opportunity. The online Exhibitor Registration Form must be completed by April 15, 2023 to guarantee that your company information is included in the conference program. Booths will continue to be sold until the exhibit hall is filled.

Two Booth Representatives are included in your exhibit package. You can purchase additional booth representative passes (up to 2 additional) at \$75 per person. You will receive confirmation of the receipt of your application and payment.

## **PAYMENT AND REFUNDS**

Payments may be made by credit card or a check payable to Florida Library Association. No exhibits or sponsor package will be permanently reserved until payment is received by the Association. **An Invoice will generate within 2 business days upon receipt of an Exhibit Registration. Payment is requested within 30 days of receipt of Invoice.** If payment is not received when due, FLA reserves the right to reassign the opportunity. Booths confirmed after April 1, 2023 must be paid immediately upon receipt of invoice and no refunds approved.

## **CANCELLATION AND WITHDRAWAL**

Cancellation requests must be submitted in writing by April 1, 2023. No Refunds will be approved after April 1, 2023. An administrative fee of \$100 will be charged for all approved refunds. All refund requests will be processed after the conference. Refunds will not be made for no-shows.

## **CORDIAL COMPETITOR RELATIONS**

Exhibitor/sponsor agrees to maintain cordial business relations with competitive organizations at the event. No demeaning competitor references will be allowed.

## **NO SELLING**

The selling of product is strictly prohibited. Aggressive business solicitation on the exhibit floor is prohibited and grounds for immediate dismissal.

## **UNACCEPTABLE OR OFFENSIVE CONDUCT AND SEXUAL HARASSMENT**

Harassment, intimidation, abuse or discrimination in any form is strictly prohibited at the event and grounds for immediate dismissal from the FLA Annual Conference. Sexual harassment is defined as abusive verbal or nonverbal language related to a person's gender, sexually oriented comments regarding one's body, sexual advances, displaying sexually explicit photographs or language, or unwanted physical contact. FLA also reserves the right to remove or exclude any participant or attendee who appears inebriated and who engages in conduct that interferes with the ability of other attendees to participate in and enjoy the conference. Attendees or other event participants asked to stop any harassing behavior are expected to comply immediately.

## **RIGGING**

No sign, banner, decoration, or production equipment will be allowed to be attached to the wall or ceiling structure or suspended from the ceiling. No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof.

## **ELECTRICAL**

For liability reasons and to insure the highest level of safety, all electrical connections and/or power requirements performed must be contracted through the Show Decorator. No electrical will be provided by FLA.

## **INSTALLATION AND REMOVAL OF DISPLAYS**

FLA reserves the right to fix the time for installation of a booth prior to the conference opening. Installation of all exhibits must be fully completed by Wednesday, May 17, 2023 at 3 p.m. No Exhibitor will be allowed to dismantle or repack any part of their exhibit until after the closing of the Tradeshow. Official dismantling is scheduled for Thursday, May 18, 2023 at 2 p.m.

## **EXHIBITORS AUTHORIZED REPRESENTATIVE**

Each Exhibitor must name one person to be its representative in connection with installation, operation and removal of the firm's exhibit. The Exhibitor shall assume responsibility for representation in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibit neat, staffed and orderly at all times.

## **SOCIAL ACTIVITIES**

Exhibitor/sponsor agrees not to sponsor hospitality suites/rooms or other functions during official conference activities including exhibit hours, social functions, educational seminars and any other related activity scheduled by FLA unless given permission by FLA.

## **LIABILITY AND INSURANCE**

All property of the Exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither FLA, its service contractors, the management of the exhibit hall nor any of the officers, employees or directors nor any of the same are responsible for the safety of the property of Exhibitors from theft, damage by fire, accident, vandalism, or other causes. Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save Hotel, its owners, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of Hotel and its employees and agents. Exhibitor shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance. 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.

## **SECURITY**

Security will be provided in the exhibit hall one night Wednesday, May 17 from 7 p.m. – May 18, 7 a.m. Exhibitors are ultimately responsible for safekeeping of their personal property at all times. FLA does not assume responsibility for any missing items.

## **CARE OF BUILDING AND EQUIPMENT**

Exhibitors or their agents shall not injure or deface any part of the Resort, other exhibitor booths, or booth contents or show equipment and décor. When such damage appears, the Exhibitor is liable to the owner of the property so damaged.

## **FLA DECORATOR/SHOW CONTRACTOR**

All exhibitors will be notified of the official Exhibit Show Decorator within 60 days of the conference dates. The Exhibit Show Decorator will have control of all inbound and outbound freight to prevent congestion in the loading and unloading area, in the aisles and in any freight traffic area. The official Show Decorator will have complete control of all labor hired and scheduling and coordination of labor for the purpose of the orderly setup, management, and dismantling of the exposition. Information on shipping methods and rates will be posted online within 60 days of the conference dates. The exhibitor will ship at his own risk and expense all articles to be exhibited. The official Show Decorator will provide storage for incoming freight, delivery to the booth, and removal, storage and return of empty crates and removal and shipment of outbound freight. All charges are based on inbound weights. All shipments must be prepaid. The exhibitor expressly agrees that any exhibit material remaining in the exhibit hall after the contracted move-out dismantle time has terminated or any damaged exhibits left behind may be removed and disposed of at the expense of the exhibitor and without liability to the Association or the official Show Decorator. The exhibit space is carpeted.

## **EXHIBIT SPACE FLOOR PLAN**

Every effort will be made to maintain the general configuration of the floor plan for this conference. FLA does not anticipate any major changes to the current floorplan; however, the Association reserves the right to modify the plan, if necessary, as determined solely by the Association.

## **MISCELLANEOUS**

The Association shall have the sole authority to interpret and enforce all terms and conditions governing exhibitors and this exhibition. Any and all matters not specifically covered herein are subject to the decision by the Association. These terms and conditions may be amended at any time by the Association upon written notice to all exhibitors. The exhibitor expressly agrees to

be bound by the terms and conditions set forth herein and by any amendments thereto adopted by the Association from time to time.