



FLA 2026 ANNUAL CONFERENCE CALLING ALL SPONSORS

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at Florida's largest professional library event!

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"SCHOLARLY" LEVEL SPONSOR: \$4500	"THESAURUS" LEVEL SPONSOR: RANGE \$2250 - \$2500	"ACADEMIC" LEVEL SPONSOR: RANGE \$1000-\$2500	"DEWEY DECIMAL" LEVEL SPONSOR: \$500 EA	"BOOKWORM" LEVEL SPONSOR: RANGE \$250-\$350	OTHER
President's Reception	Opening Keynote Session Attendee Bags Closing Awards Luncheon Registration Mobile App Name Badges	Power Breakfast Lunch & Learn Alumni Reception Keynote speaker Keynoter day two workshop Scholarship Award Recipient	First timers/New Member Orientation session Pre-Conference Workshops After Hours Offsite Excursion Coffee Station Poster Sessions Breakout Rooms Tuesday Meet & Greet Reception	Author Tables area Video Infomercial Networking Lounge President's Exclusive After Party Game Night After Hours event Merchandise Store Awards Recipient Charging Station Ribbon Tower Board of Directors Meeting Committee Meeting Room Yoga Fun Run/Walk	SEE PRICES: Tradeshow booths (range \$950-\$1425) Author Tables (\$75 per timeslot) Performers Showcase (\$300) Mini Comic Con exhibit table (\$500) Exhibitor Lightning Round presentation (\$350)

See online Terms and Conditions and Code of Conduct at www.flalib.org

Platinum "Scholarly" Level Sponsor: President's Reception \$4500 <i>HOLDING FIRST RIGHT OF REFUSAL</i> One of the most popular events at our conference, the President's Reception is sure to "wow" again this year! We have a fun-filled "Casino- themed" event planned with wine toss, tasty food and music to keep the party going!	Benefits: • 3-minute speaking opportunity at reception or sponsor can provide a promo video to be played during the event • Recognition by President during reception • Prominent display of logo on screen during event • Two (2) tickets to the President's Reception • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available • An email opportunity to FLA member database before the conference • Promotional item in conference bags (provided by sponsor)
Gold "Thesaurus" Level Sponsor: Opening Keynote Session - \$2500 <i>HOLDING FIRST RIGHT OF REFUSAL</i> Showcase your organization at one of our most well attended sessions - our inspiring Opening Keynote Address!	Benefits • 3-minute speaking opportunity at start of session • Prominent display of logo on screen at start of session • One ticket to President's Reception • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available • An email opportunity to FLA member database before the conference • Promotional item in conference bags (provided by sponsor)

Gold "Thesaurus" Level Sponsor: Attendee Bag - \$2250 Showcase your logo brand on all our over 400 attendee conference bags.	Benefits: • Prominent display of your company logo on attendee bags • Recognition on FLA website and weekly conference newsletter • One ticket to the President's Reception • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available • An email opportunity to FLA member database before the conference • Promotional item in conference bags (provided by sponsor)
Gold "Thesaurus" Level Sponsor: Closing Awards Luncheon Session - \$2500 Showcase your organization at our distinguished Awards Luncheon Closing Session and Board of Directors Induction Ceremony.	Benefits: • 3-minute speaking presentation time at start of closing session • One (1) Ticket for Lunch included • One ticket to the President's Reception • Prominent display of logo on screen at start of session • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2025 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available • An email opportunity to FLA member database before the conference • Promotional item in conference bags (provided by sponsor)
Gold "Thesaurus" Level Sponsor:	Benefits:

Registration - \$2250 The perfect opportunity for every attendee (we're expecting over 400 attendees) to spot your logo, front and center on our registration form and when they check in at conference!	• Prominent display of sponsor's logo on the registration webpage and registration form • Prominent display of signage at registration desk • One ticket to the President's Reception • Table for your promotional materials near registration desk • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available • An email opportunity to FLA member database before the conference
Gold "Thesaurus" Level Sponsor: Mobile App - \$2250 Our mobile app will be accessed by all in-person attendees. It will house all of the need-to-know conference information and feature an interactive scavenger hunt game.	Benefits: • Prominent display of sponsor logo on mobile app used by all attendees • One ticket to the President's Reception • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available • An email opportunity to FLA member database before the conference
Gold "Thesaurus" Level Sponsor:	Benefits:

Name Badges: \$2250 Showcase your logo on all the attendee name badges.	• Prominent display of your logo on all in-person name badges (logo will need to fit within the following FLA determined parameters) • Recognition on FLA website and weekly conference newsletter • One ticket to the President's Reception • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available • An email opportunity to FLA member database before the conference
Silver "Academic" Level Sponsor: Keynote Speaker Thursday Workshop \$1000 This sponsorship offers you an opportunity to showcase your organization and speak at one of our special guest workshops.	Benefits: • 2-3-minute speaking opportunity at start of session (or play your 2-3 min video infomercial) • Prominent display of logo on screen at beginning of the session • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2025 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available • An email opportunity to FLA member database before the conference
Silver "Academic" Level Sponsor: Scholarship Recipient	Benefits: • \$1000 check awarded to one scholarship recipient • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees

	• Recognition in the 2025 Florida Libraries journal • Special sponsor ribbons available
Silver "Academic" Level Sponsor: Power Breakfast or Lunch & Learn Session \$500 + F/B Cost (*estimates range between \$1500-\$2,500 for up to 50 people depending on menu ordered and must be paid when order is finalized prior to event)	Benefits • Breakout room 1 hour • A/V equipment (includes Projector & Screen, and laptop) Sponsor to bring presentation on flash drive. • Menu for up to 50 people (based on available menu) food and beverage costs are extra and the responsibility of the sponsor. • Company Logo on signage at breakout room • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Logo on large entrance unit display signage at event • Recognition in the Florida Libraries Journal 2026 • FLA will work with sponsor on menu orders and all food and beverage cost must be paid upfront. Any additional food/beverage ordered onsite will be billed after the event.
Silver "Academic" Level Sponsor: Alumni Reception - \$350 + F/B Cost (*estimates range between \$1500-\$2,500 for up to 50 people depending on menu ordered and must be paid when order is placed prior to event)	Benefits: • Reception room 1.5 hours in evening • A/V equipment (includes Projector & Screen, and laptop). Sponsor to bring presentation on flash drive. • Company Logo on signage at breakout room • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Logo on large entrance unit display signage at event • Recognition in the Florida Library Journal 2026 • FLA will work with sponsor on menu orders and all food and beverage cost must be paid upfront when order is

	placed. Any additional costs over the initial order will be billed after the event.
Emerald "Dewey Decimal" Level Sponsor: First-Timers/New Member Orientation Session - \$500 This sponsorship provides you with a brief speaking opportunity at the start of one of our well-attended breakout sessions. This session attracts over 100 new member librarians and kicks off the conference for a morning coffee chat with FLA leadership before our keynote address.	Benefits: • 5-minute speaking opportunity at start of session and intro FLA's breakout session speakers (or play your 2-3 min video infomercial) • Prominent display of logo on screen at beginning of the session • Prominent display of your logo on signage near the coffee break in the room • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available • An email opportunity to FLA member database before the conference
Emerald "Dewey Decimal" Level Sponsor: FLA's Pre-Conference Workshop \$500 Showcase your organization at an FLA Pre-Conference workshop.	Benefits: • 2-3-minute speaking opportunity at start of session (or play your 2-3 min video infomercial) • Prominent display of logo on screen at beginning of the session • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available • An email opportunity to FLA member database before the conference

Emerald "Dewey Decimal" Level Sponsor: After-Hours Networking Reception - \$500 Exclusive opportunity for only one industry supporter to join our librarians on this offsite reception excursion.	Benefits: • Invitation to attend private event with librarians (up to 2 tickets for sponsor) • Prominent display of logo on FLA agenda page with event listing • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available
Emerald "Dewey Decimal" Level Sponsor: Coffee Station Sponsor - \$500 Our in-person attendees will have the chance to refuel on caffeine and network with friends at our coffee station.	Benefits: • Prominent display of logo on signage at coffee station • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available
Emerald "Dewey Decimal" Level Sponsor: Poster Session \$500 Presenters showcase projects and events they have completed. This event is hosted in the Exhibit Hall and well supported by librarian attendees.	Benefits: • Prominent display of logo on signage and a table for your promotional materials in the Exhibit Hall near Posters • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendee • Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available

Emerald "Dewey Decimal" Level Sponsor: Breakout Session Room: \$500 This sponsorship provides you with a brief speaking opportunity at the start of one of our breakout sessions.	Benefits: • Recognized as the breakout meeting room sponsor with a prominent display of your logo on welcome sign at the meeting room door for the full day. • Choice of session on sponsored day for a 2-minute speaking opportunity at start of session (or play your 2 min video infomercial) • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available
Emerald "Dewey Decimal" Level Sponsor: Tuesday Meet Up Networking Reception: \$500	Benefits: • Prominent display of logo on signage at the reception • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendee • Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available
Bronze "Bookworm" Level Sponsor: Author Tables - \$350	Benefits: • Prominent display of sponsor's logo on Author Table signage • Table for your promotional materials near Author Table area • Recognition in sponsor list on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Logo on large entrance unit display signage at event • Recognition in the 2026 Florida Libraries journal

	• Special sponsor ribbons available
Bronze "Bookworm" Level Sponsor: Video Infomercial: \$350 This sponsorship provides you with a video opportunity at the start of one of our well-attended breakout sessions.	Benefits: • Feature your 2-3 minute maximum video infomercial at the beginning or end of a prominent breakout session (sponsor to provide their promo video in mp4 format) Due by May 1st. • Recognition in sponsor list on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in opening welcome video • Recognition in the 2026 Florida Library Journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available
Bronze "Bookworm" Level Sponsor: Librarian's Networking Lounge - \$350 This sponsorship provides you with an opportunity to brand your organization in our well-attended networking lounge.	Benefits: • Prominent display of logo on signage at the room • Table for your promotional materials in the room • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available
Bronze "Bookworm" Level Sponsor: President's Exclusive After Party - \$350	Benefits: • Invitation to attend private event with librarians (up to 2 tickets for sponsor) • Prominent display of logo on FLA agenda page with event listing • Recognition on FLA website and weekly conference newsletter

	• Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available
Bronze "Bookworm" Level Sponsor: Game Night- \$350	Benefits: • Invitation to attend private event with librarians (up to 2 tickets for sponsor) • Prominent display of logo on FLA agenda page with event listing • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2025 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available
Bronze "Bookworm" Level Sponsor: Merchandise Store - \$250	Benefits: • Prominent display of sponsor's logo on signage at the merchandise store • Recognition in sponsor list on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Logo on large entrance unit display signage at event • Special sponsor ribbons available
Bronze "Bookworm" Level Sponsor: Awards Recipient - \$250	Benefits: • One registration fee assigned to award recipient • Recognition on FLA website and weekly conference newsletter

Sponsor an award recipient so they can attend conference. (does not include sleeping room, travel costs or extra ticketed events)	• Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2025 Florida Libraries journal • Special sponsor ribbons available
Bronze "Bookworm" Level Sponsor: Charging Station - \$250	Benefits: • Prominent display of sponsor's logo on signage at the charging station table in foyer near registration desk • Recognition in sponsor list on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Logo on large entrance unit display signage at event • Special sponsor ribbons available
Bronze "Bookworm" Level Sponsor: Ribbon Tower - \$350 Our attendees love name badge ribbons! Have your logo front and center at the ribbon tower.	Benefits: • Prominent display of sponsor's logo on signage at the ribbon tower • Recognition in sponsor list on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Logo on large entrance unit display signage at event • Special sponsor ribbons available
Bronze "Bookworm" Level Sponsor: FLA Board of Directors Meeting - \$350	Benefits: • 2-3 minute speaking opportunity to the FLA Board of Directors before the meeting begins. • Prominent display of logo on signage at committee/Board meeting room for full conference • Prominent display of logo on FLA agenda page with event listing

	• Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2025 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available (sponsor not permitted to stay after presentation)
Bronze "Bookworm" Level Sponsor: FLA's Committee Meeting Room - \$350 Showcase your brand at this prominent location. FLA hosts 10+ committee meetings during the conference with many groups of librarians attending.	Benefits: • 2-3 minute speaking opportunity to one of the FLA Committee Group before the meeting begins. • Prominent display of logo on signage at meeting door entrance for full conference • Prominent display of logo on FLA agenda page with event listing • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees • Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available (sponsor not permitted to stay after presentation)
Bronze "Bookworm" Level Sponsor: Yoga -\$250 Fun Run \$250 This package covers the cost of bottled waters for our librarians participating in this event. Brand your organization as the sponsor!	Benefits: • Prominent display of logo on signage at activity • Water bottles for attendees • Prominent display of logo on FLA website and mobile app with event listing • Recognition on FLA website and weekly conference newsletter • Recognition in sponsor list on cover of program brochure given to all attendees

	• Recognition in the 2026 Florida Libraries journal • Logo on large entrance unit display signage at event • Special sponsor ribbons available
SWAG: PROMO ITEM in conference bag	Benefits: Promotional piece (purchased and shipped by sponsor) inserted in all conference attendee bags. No paper printed inserts due to FLA's sustainability pledge. (Digital ads are available see below) Sponsor must provide a quantity of at least 400 of the item. Sponsor must provide shipping prior to the event to the FLA office, no later than May 10th.
Ads	Due to the smaller program brochure this year, only one back cover print ad is available. We are also offering digital ads. • Back Cover- \$500 (1 available) For ad specs and instructions, please contact flameetingplanner@gmail.com. The deadline submit your artwork for publication is April 1, 2025. • Digital Ad - \$250 One-time sponsor Ad to be distributed to the full FLA database and conference attendees digitally before the event as well as included as a link in the mobile app.

PLEASE READ:

FLA 2026 ANNUAL CONFERENCE

EXHIBITOR/SPONSOR TERMS AND CONDITIONS

AND CODE OF CONDUCT

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.

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 when the orders are placed. All payments are due immediately upon receipt of invoice. Any onsite additional charges will be billed after the conference. 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 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 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, 2026 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.

Early Bird Business Member pricing booths must be paid before December 31, 2025 to receive the early bird pricing.

Booths confirmed after **April 1, 2025 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, 2026. No Refunds will be approved after April 1, 2026. 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.

See official FLA Code of Conduct statement at the end of this document.

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 hotel's electrical company. 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 13, 2026 at 11:30 a.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 14, 2025 at 2:00 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 two nights Wednesday, May 14 and May 15th from 7 p.m. – 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.

FLA Code of Conduct

The Florida Library Association (FLA) sponsors a variety of forums, meetings and professional development opportunities, including the annual spring Conference. The purpose of these events is to provide Florida librarians and library workers with opportunities to learn, connect and grow, which we believe to have a positive impact on the development and improvement of libraries throughout the state.

FLA is committed to an open, inclusive, and collaborative environment.. FLA does not tolerate discriminatory or harassing content or language by presenters or attendees during any FLA-sponsored conference or other event, whether in-person or virtual.. In accordance with FLA's core values, we recognize a shared responsibility to create and maintain an environment based on mutual respect and free of harassment for the benefit of all.

Participants may--and do--exercise their option to leave a session or a conversation. As a statewide professional association for librarians and library workers in Florida, the events and communications sponsored by FLA are an extension of work, and threats of harassment or discrimination are not acceptable.

FLA also reserves the right to remove or exclude any participant or attendee who engages in unprofessional conduct, interferes with the ability of other attendees to participate in and enjoy an FLA event, or is reasonably suspected of being under the influence of drugs or alcohol. Violation of FLA's core values may result in immediate dismissal from any FLA conference or event

In an effort to create an environment based on mutual respect and professional courtesy, some behaviors are specifically prohibited. These include, but are not limited to:

- Stalking, whether physical or virtual
- Harassment, including jokes, comments, discrimination, or refusal of services or facilities based on a person's race, color, religion, gender, gender expression or identity, pregnancy status, sexual orientation, national origin, age, veteran status, or disability
- Unwelcome attention or contact of a sexual nature
- Intimidation
- Assault and/or battery
- Sustained disruption of events
- Any action that could be considered criminal in nature
- Harassing or non-consensual photography or recording
- Disruption of speakers, presenters, or any individuals engaged in the public presentation of conference-related content, both in person and online.
- Copying or taking screenshots of Q&A or chat room activity in the virtual space
- FLA recommends using the appropriate communication channels, such as the FLA listserv, FLA Job Board, or member forum on the FLA website. Presentations, postings, or messages that contain promotional materials, special offers, job offers, product announcements, or solicitation for services. FLA reserves the right to remove such messages and potentially block sources of those solicitations.

All participants and presenters are expected to observe these rules and behaviors at all FLA-sponsored engagements. Participation in an FLA meeting, event, or discussion constitutes a willingness to comply with this Code of Conduct. Any breach of this code of conduct will result in an appropriate course of action including but not limited to:

- verbal or written warning
- expulsion from the event or meeting
- exclusion from future events and/or meetings
- revocation of membership

Anyone can report harassment. Inappropriate behavior should be reported as soon as possible. Violations to the FLA Code of Conduct can be submitted through an online form, hosted on FLA's website, or verbally to an FLA staff person, Association Officer, or Event/Meeting convener, who are then responsible for submitting a record of the violation on the reporter's behalf within 72 hours. Information for reporting instances of code violations should be displayed at all programs, meetings, and events and included on all contracts. Call 911 or alert hotel/venue security if someone is in immediate danger or if an immediate and serious safety concern exists.

Reports of code violations will be monitored and addressed by the Executive Director, FLA President, other FLA leaders, and/or legal counsel as appropriate to determine and carry out a course of action. Site security and/or local law enforcement may be involved, based on the specific circumstances. A follow-up report will be made to individuals who submit a report within two weeks, and a written summary of all such code violations will be made annually to the FLA Executive Board. The Executive Board may develop additional procedures to implement this policy.

Actions that result in expulsion or exclusion from an event or revocation of FLA membership can be appealed in writing to the FLA President. If relief is denied, a hearing may be requested in front of the Executive Board.