PLEASE READ:

FLA 2027 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 and Booth Selection 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 before merchandise is purchased.

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 and Booth Selection Form must be completed to secure the opportunity. The online Exhibitor Registration and Booth Selection Form must be completed by April 15, 2027 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, 2027 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, 2027. No Refunds will be approved after April 1, 2027. 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' 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. 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 12, 2027 at 11:00 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 13, 2027 at 3:30 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 an 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 is 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 12 and May 13th 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.