



FAFLSE and FFEIA 2017 Joint Conference

SPONSOR and EXHIBITOR GUIDE

2017 Annual Conference

**June 20-23
Wyndham Lake Buena Vista – Walt Disney World
1850 Hotel Plaza Blvd
Lake Buena Vista, FL**

Support the mission of the Florida Fire Marshals and Inspectors Association

**Contact Phil Oakes at 202.737.1226 ext. 4 or 307.433.8078
Philip.oakes@ffmia.org**

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PROGRAM OVERVIEW



Is your organization looking for a way to support improved public safety? The Florida Association of Fire and Life Safety Educators (FAFLSE) and the Florida Fire and Explosion Investigators Association (FFEIA) are both sections of the Florida Fire Marshals and Inspectors Association (FFMIA). FFMIA comprises fire and life safety officials from throughout the State of Florida. One of the primary purposes of FFMIA, FAFLSE and FFEIA is to unite those public officials engaged in and responsible for fire prevention, through inspection, code enforcement, public education, and arson investigation. Each year FFMIA convenes Fire Investigators, Fire Marshals, Public Educators and other public safety officials from around the country at their Annual Conference to network, learn about issues of common interest and strategize for the future. Your contribution is critical to the continued work of the organization and the success of the 2017 FAFLSE and FFEIA joint conference!

The Sponsors Program provides the opportunity to support FFMIA's exceptional work in safety advocacy, training and education. It will also allow you to communicate your message efficiently and effectively to the FFMIA, FAFLSE and FFEIA section membership and all other 2017 Joint Conference Attendees.

The 2017 FAFLSE and FFEIA joint Conference sponsorship and exhibit opportunities are available to fit a variety of budgets and marketing objectives. In addition to Gold, Silver and Bronze as well as **Individual Sponsorship Opportunities** which are available on a first-come, first-serve basis, we offer individuals and organizations the chance to exhibit as well.

Sponsorship opportunities are limited – to become a sponsor, Please contact Phil Oakes at (202)737-1226 ext. 4 or Philip.oakes@ffmia.org Additional information about FFMIA can be found on our website at www.ffmia.org

Please consider donating an auction item. Auction proceeds fund scholarships for first time attendees.

PLATINUM SPONSOR

Contribution Level - \$7,500

Platinum Premium Benefits Package:

- Special recognition as the conference banquet sponsor
- Two complimentary conference registrations
- Four (4) tickets to the Joint Annual Conference Banquet – June 22nd
- Logo prominently placed in the Annual Conference Program
- Platinum level group sign displaying your company logo in a prominent location all 4 days*
- Your company logo in a PowerPoint displayed during breaks
- Your company logo will appear on the FFMIA social media sites on three separate occasions
- Formal recognition of your platinum level sponsorship at the conference
- Recognition in two separate editions of the FFMIA Newsletter*
- Platinum level sponsors will have the opportunity to donate branded items to the attendee tote bags.
- Special acknowledgement, and possible speaking opportunities at the Premier Events, including:
 - Exhibitors' Reception
 - Awards Ceremony
 - Pre-Conference Meetings (Board, FAFLSE, and FFEIA)
 - Conference Luncheons

If you also wish to exhibit at the 2017 conference, you will receive the following benefits:

- Premier Exhibitor booth location

Customized opportunities are also available, please contact FFMIA staff at 307-433-8078 or Philip.oakes@ffmia.org for details and availability.

*** Due to the lead time required to produce specialized benefit opportunities such as the Gold level sign, the cut-off date is May 7th, 2017, to receive these special opportunities as part of your Platinum Sponsor contribution.**

As an exhibitor or sponsor you are permitted to donate items for the conference "goodie bags" as well as for the FFMIA silent auction. If you are interested in participating in either of these events, please contact: Philip Oakes at admin@firemarshals.org or 307-433-8078.

GOLD SPONSOR

Contribution Level - \$5,000

Gold Premium Benefits Package:

- Two complimentary conference registrations
- Three (3) tickets to the Joint Annual Conference Banquet – June 22nd
- Logo prominently placed in the Annual Conference Program
- Gold level group sign displaying your company logo in a prominent location all 4 days*
- Your company logo in a PowerPoint displayed during breaks
- Your company logo will appear on the FFMIA social media sites on two separate occasions
- Formal recognition of your Gold level sponsorship at the conference
- Recognition in two separate editions of the FFMIA Newsletter*
- Gold level sponsors will have the opportunity to donate branded items to the attendee tote bags.
- Special acknowledgement, and possible speaking opportunities at the Premier Events, including:
 - Exhibitors' Reception
 - Awards Ceremony
 - Pre-Conference Meetings (Board, FAFLSE, and FFEIA)
 - Conference Luncheons

If you also wish to exhibit at the 2017 conference, you will receive the following benefits:

- Premier Exhibitor booth location

Customized opportunities are also available, please contact FFMIA staff at 307-433-8078 or Philip.oakes@ffmia.org for details and availability.

*** Due to the lead time required to produce specialized benefit opportunities such as the Gold level sign, the cut-off date is May 7th, 2017, to receive these special opportunities as part of your Gold Sponsor contribution.**

As an exhibitor or sponsor you are permitted to donate items for the conference "goodie bags" as well as for the FFMIA silent auction. If you are interested in participating in either of these events, please contact: Philip Oakes at admin@firemarshals.org or 307-433-8078.

SILVER SPONSOR

Contribution Level - \$2,500

Silver Premium Benefits Package:

- One complimentary conference registration
- Two (2) tickets to the Joint Annual Conference Banquet – June 22nd
- Logo prominently placed in the Annual Conference Program
- Silver level group sign displaying your company logo in a prominent location all 4 days*
- Your company logo in a PowerPoint displayed during breaks
- Your company logo will appear on the FFMIA social media sites on one occasions
- Formal recognition of your Silver level sponsorship at the conference
- Recognition in one FFMIA quarterly Newsletter
- Silver level sponsors will have the opportunity to donate branded items to the attendee tote bags.
- Special acknowledgement, at the Premier Events, including:
 - Exhibitors' Reception
 - Awards Ceremony
 - Pre-Conference Meetings (Board, FAFLSE, and FFEIA)
 - Conference Luncheons

If you also wish to exhibit at the 2017 conference, you will receive the following benefits:

- Premier Exhibitor booth location

Customized opportunities are also available, please contact FFMIA staff at 307-433-8078 or Philip.oakes@ffmia.org for details and availability.

*** Due to the lead time required to produce specialized benefit opportunities such as the Silver level sign, the cut-off date is May 7th, 2017, to receive these special opportunities as part of your Silver Sponsor contribution.**

As an exhibitor or sponsor you are permitted to donate items for the conference "goodie bags" as well as for the FFMIA silent auction. If you are interested in participating in either of these events, please contact: Philip Oakes at admin@firemarshals.org or 307-433-8078.

Bronze SPONSOR

Contribution Level - \$1,000

Bronze Benefits Package

- One (1) tickets to the Joint Annual Conference Banquet – June 22nd
- Logo prominently placed in the Annual Conference Program
- Bronze level group sign displaying your company logo in a prominent location all 4 days*
- Your company logo in a PowerPoint displayed during breaks
- Your company logo will appear on the FFMIA social media sites on one occasion
- Formal recognition of your Bronze level sponsorship at the conference
- Recognition in one of the FFMIA quarterly Newsletters
- Bronze level sponsors will have the opportunity to donate branded items to the attendee tote bags.
- Special acknowledgement, at the Premier Events, including:
 - Exhibitors' Reception
 - Awards Ceremony
 - Pre-Conference Meetings (Board, FAFLSE, and FFEIA)
 - Conference Luncheons

Customized opportunities are also available, please contact FFMIA staff at 307-433-8078 or Philip.oakes@ffmia.org for details and availability.

*** Due to the lead time required to produce specialized benefit opportunities such as the Bronze level sign, the cut-off date is May 7th, 2017, to receive these special opportunities as part of your Bronze Sponsor contribution.**

As an exhibitor or sponsor you are permitted to donate items for the conference "goodie bags" as well as for the FFMIA silent auction. If you are interested in participating in either of these events, please contact: Philip Oakes at admin@firemarshals.org or 307-433-8078.

INDIVIDUAL SPONSOR OPPORTUNITIES

These special opportunities are available on a first-come, first-serve basis. If your organization has other add-on ideas they would like to discuss, please contact us at 307-433-8078 or Philip.oakes@ffmia.org.

***Conference Keepsake Item** – Your company logo added to the Keepsake item (i.e. Duffle Bag, Windbreaker, Portfolio, or other item) presented to each member and select sponsors attending the conference. Cost - \$5,000. – This is a first come first served basis and is not advertised on the regular sign in form as it is a unique opportunity.

***Conference Shirt**– Commemorative conference shirt with your company logo and FFMIA’s logo on it. Cost - \$3,500

***Custom Conference Challenge Coin** –challenge coin with your company logo included in the coin packaging. Cost - \$2,000.

***Flash Drive with Conference Presentations** –You provide flash drives with your company logo, we’ll add conference materials for attendees. Cost - \$1,500.

*** Conference Bags** – Your Company logo on a conference bag given to all attendees. If you provide bags with your company logo, the cost is - \$500. If the conference must have the bags printed, the cost is \$3,000.

***Name Badges** – The attendee badges will be designed to include your logo with conference logos, you may also supply lanyards to accompany badges (NOTE: nametags and holders will be supplied by FFMIA). Cost - \$750.

***Conference Lunches** – Conference breaks will be announced as sponsored by company with appropriate signage prominently located near refreshments. Sponsors will also be given time to present about their company/product during lunch. Cost - \$3,500.

***Daily Breaks** – Conference breaks will be announced as sponsored by company with appropriate signage prominently located near refreshments. Cost - \$750.

***Daily Agendas** – Have your logo and URL placed on the conference daily agendas. Please note: only three sponsor slots available. Cost - \$750.00

*** Sponsorship of Program** – Have a sponsorship of your design placed in the FFMIA program for all three days of the conference. Costs vary – Half page \$250.00 quarter page \$100.00, and business card \$50.00

***Custom Sponsorship Opportunities** – Do you have a sponsorship idea that isn't listed in this guide? Please contact us to discuss concept and cost. Cost - TBD.

Examples of custom sponsorship we have seen in the past, are:

- Lemonade Stand
- Items donated to the silent auction
- Coffee provided during the event or a day
- Sponsorship of pre-conference meetings, which would include an opportunity to present to the board or other group.

EXHIBITORS

Inclusions:

Exhibitor Fees include Tuesday June 21st and Wednesday June 22nd, 2017 Exhibit show and Exhibitor Reception only for up to two people from your organization. NOTE: The Exhibitor Fee DOES NOT include the annual banquet, general sessions, lunches or breaks. If you wish to attend all or part of these events, you must also complete a conference registration form, and will be charged the applicable fees.

The exhibit hall reception will be for a minimum of five (3) hours, with a concentrated vendor only time of at least three (3) hours. Hors D'oeuvres will be served throughout.

Deposit and Refunds:

Fifty percent of the total space rental, is considered a non-refundable deposit.

Funds are due upon receipt of the exhibit application. Exhibit spaces cannot be guaranteed without receipt of appropriate funds.

Exhibitor's signature on the application signifies that Exhibitor has read, understands, and agrees to be bound by all the terms and conditions on that form and within this document (including the Exhibitor Regulations, exhibition hall regulations and applicable union contracts, which constitute part of this Agreement). All matters not covered by the Exhibitor Regulations shall be subject to the final judgment and decision of Conference Management.

Exhibit Logistics:

FFMIA uses Wyndham Lake Buena Vista – Walt Disney World to set up the exhibit hall and provide other materials to vendors. Each table will come with two (2) chairs. Exhibitors will be responsible for any additional items they wish to have at their display. If more area is needed than one table, please contact FFMIA personnel. Plus in power is available on a limited basis.

Exhibitor Regulations:

1. Offer and Acceptance. Exhibitor's submission of the 2017 Exhibit Space Agreement form, with or without a deposit, shall constitute an offer from Exhibitor to enter into such Agreement with the Florida Fire Marshals and Inspectors Association, (hereafter referred to as "FFMIA" or "Conference Management"). Such offer can only be accepted by FFMIA signing such Agreement. After signing, FFMIA will send to Exhibitor a fully-signed copy of the Agreement, which sending shall constitute FFMIA's acceptance and cause the Agreement as a whole to become effective. Conference Management reserves the right to determine eligibility of Exhibitor for inclusion in the Exhibition, prior to or after acceptance of this Agreement. Conference Management, in its sole discretion, shall determine the appropriateness of products or services exhibited and reserves the right to prohibit display or advertisement of products or services which are considered inappropriate. The Exhibitor Regulations are subject to amendment by FFMIA with reasonable notice to the Exhibitor.

2. Arrangements of Exhibits. Exhibits shall be so arranged as not to obstruct the general view nor hide the exhibits of others. Plans for specially built displays not in accordance with these rules must be submitted to Conference Management before construction is ordered and/or begun.

3. Soliciting/Photographs. Exhibitor is prohibited from distributing (i) literature, souvenirs, or other items from outside the boundaries of Exhibitor's booth, and (ii) literature, souvenirs, or other items that are other than Exhibitor's own materials; in each case, unless Exhibitor has obtained Conference Management's prior written approval. These prohibitions apply before, after, or during Exhibition hours. Canvassing in exhibit halls or distribution of advertising matter, souvenirs, or any other items whatsoever by anyone who is not a paid exhibitor is strictly forbidden. Exhibitor is prohibited from taking photographs of other exhibits or other aspects of the Exhibition, without Conference Management's prior written approval. Exhibitors may photograph only their own booth(s).

4. Exhibitor Personnel and Others. Technical specialists, qualified to discuss engineering details of their products, must staff booths at all times during Exhibition hours. Conference Management reserves the right to prohibit an exhibit or part of an exhibit that, in Conference Management's sole discretion, may detract from the character or nature of the Exhibition.

5. Remedies. If Exhibitor fails to make any payment or otherwise breaches any provision of the Agreement, and fails to cure within a reasonable time (as determined by Conference Management) after Exhibitor has received written notice from Conference Management specifying the breach, Conference Management shall have the right to exercise (without further notice) any one or more of the following remedies at any time after such reasonable time has passed: (i) cancel the Agreement in whole or in part; (ii) evict Exhibitor from any or all of the space being rented by Exhibitor; (iii) have any of the Agreement's violated provisions specifically enforced; and/or (iv) exercise any other remedy available by rule of law. In addition, Conference Management may keep any and all monies received from Exhibitor as liquidated damages, it being understood that FFMIA's losses and damages from Exhibitor's breach of the Agreement as well as a precise value for services provided by FFMIA prior to the conclusion of the Exhibition are difficult to ascertain and that the agreed liquidated damages are not intended and may not be construed as a penalty. Upon cancellation of the Agreement, Conference Management may (without prejudice to any other available remedy) rent Exhibitor's space to any other exhibitor, or use such space in any other manner as Conference Management deems necessary, in its sole discretion, without any obligation to Exhibitor.

6. Unoccupied Space. If any of Exhibitor's space remains unoccupied on opening day of the Exhibition, Exhibitor shall be deemed to have abandoned such space. Thereafter, Conference Management shall have the right to rent such space to any other exhibitor, or use such space in any other manner as Conference Management deems necessary, in its sole discretion, without any obligation to Exhibitor. This Section shall not be construed as affecting the obligation of Exhibitor to pay the full amount specified in the Agreement for space rental.

7. Liability. Exhibitor agrees to make no claim for any act or omission of Conference Management taken in accordance with the Exhibitor Regulations. Neither Conference Management nor its agents or representatives will be responsible for any injury, loss, or damage that may occur to Exhibitor or to Exhibitor's employees, invitees, licensees, or guests, or Exhibitor's property, from any cause whatsoever. Under no circumstances shall Conference Management or its agents or representatives be liable for (i) any special, indirect, incidental, or consequential loss or damage whatsoever, or (ii) any loss of profit, loss of use, loss of opportunity, or any cost or damage resulting from any such loss. Exhibitor acknowledges that the risk allocations of this Section are reasonable based on the understanding that Exhibitor shall obtain, at its own expense, adequate insurance against any such injury, loss, or damage. Conference Management shall not be liable for failure to perform its obligations under the Agreement as a result of strikes, riots, acts of God, or any other cause beyond its control. Anyone visiting, viewing, or otherwise participating in Exhibitor's booth or exhibit is deemed to be the invitee, licensee, or guest of Exhibitor, and not the invitee, licensee, or guest of Conference Management. Exhibitor assumes full responsibility and liability for the actions of its agents, employees, independent contractors, or representatives, whether acting within or without the scope of their authority, and agrees to defend, indemnify, and hold FFMIA, the exhibition hall, and their respective privies, harmless from and against claims resulting directly or indirectly from the actions or omissions of Exhibitor and/or Exhibitors agents, employees, independent contractors, or representatives, whether within or without the scope of authority.

8. Insurance. For the term of the Agreement, Exhibitor shall at all times maintain insurance sufficient to cover the liabilities of Exhibitor under the Agreement. The amount and scope of such insurance shall be reasonably satisfactory to Conference Management. Such insurance shall also provide coverage for Exhibitor's contractual obligations to defend, indemnify, and hold harmless, as stated in the Agreement. Conference Management shall be added as an additional insured to such insurance.

Exhibitor's insurer shall confirm to Conference Management that such insurance cannot be cancelled or changed without thirty (30) days prior written notice to Conference Management. Exhibitor agrees to

provide Conference Management a suitable certificate verifying that the required insurance is and will remain in force for the duration of the Exhibition.

9. Force Majeure. In case the Exhibition hall is damaged or destroyed by fire, the elements, or any other cause, or if circumstances make it unreasonably difficult for Conference Management to permit Exhibitor to occupy the assigned space during any part or the whole of the Exhibition, then during such circumstances Conference Management, the building management, and their respective privies will be released and discharged from the obligation to supply space, and Exhibitor will not be reimbursed a share of the booth rental previously received by Conference Management from Exhibitor. FFMIA reserves the right to cancel, re-name, or relocate the Exhibition or change the dates on which it is held. If FFMIA changes the name, relocates to another facility within the same city, or changes the dates for the Exhibition to dates that are not more than 30 days earlier or later than the dates originally scheduled, no refund will be due Exhibitor and FFMIA shall assign to Exhibitor such other space as FFMIA deems appropriate. In such case, Exhibitor agrees to use such space under the terms of the Agreement.

10. Jurisdiction and Attorney Fees. Should any legal action be commenced to resolve any dispute under the Agreement Exhibitor hereby consents to venue and jurisdiction in the federal or state courts located in Martin County, Florida.

11. Taxes and Licenses. Exhibitor shall be responsible for obtaining any licenses, permits, or approvals required under local, city, state, or national law applicable to Exhibitor's activity at the Exhibition, including licenses to use music or other intellectual property. Exhibitor shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees, use fees, or other charges that may become due to any governmental authority concerning Exhibitor's activities related to the Exhibition.

12. Cancellations. In the event that Exhibitor wishes to cancel some or all of its allotted exhibit space, Exhibitor may request and Conference Management may grant such cancellation, but only with the following understandings; (i) all cancellations must be requested in writing and addressed to FFMIA at the address below; (ii) Conference Management is not required to refund any portion of moneys (the 50% deposit, full fee, or otherwise) previously paid by Exhibitor; (iii) if Exhibitor's cancellation request is received by Conference Management after the Agreement has become effective, 50% of the fee may be returned only if the exhibit space is reissued to another vendor. Conference Management assumes no responsibility for having included the name of Exhibitor in the Exhibition catalog, brochures, news releases, or other materials.

13. Changes. If Exhibitor requests an increase of its booth space after the Agreement has become effective, Conference Management will use reasonable best efforts to accommodate such request, subject to space availability, additional fee payment, and other circumstances then prevailing. If Exhibitor requests a change that leads to a net reduction of booth space from original requirements, such request shall be covered by Section 12 above.

14. No Assignment or Subletting. Exhibitor shall not assign this Agreement or assign, sublet, share or apportion the whole or any part of the exhibit space to any other person without the written consent of Conference Management.

15. Other Matters. The Exhibition is owned, managed, and produced by the Florida Fire Marshals and Inspectors Association with a mailing address of P. O. Box 325 Hobe Sound, FL 33475 and a phone number of 772-349-1507 and a fax number of 772-546-6675. All matters not covered by the Exhibitor Regulations shall be subject to the final judgment and decision of Conference Management.