Exhibitor Manual

Embassy Suites
Lake Buena Vista South
4955 Kyngs Heath Road
Kissimmee, FL 34746

July 17 - 18, 2014

Exhibitor Set-Up: Thursday, July 17, 2014 8:00AM - 11:30AM
Exhibits Open (Vendor Reception): Thursday, July 17, 2014 11:45AM - 7:00PM
Exhibits Open: Friday, July 18, 2014 7:00AM - 12:30PM
Exhibitor Move-Out: Friday, July 18, 2014 12:30PM - 5:00PM

Thank you for your continued support of the Florida Irrigation Society and our annual conference. We are in the final planning stages for the conference. Following is very important information that will help you plan your load-in and exhibit time for the conference.

If you need further information regarding onsite set-up, please feel free to contact Paula Manrique at (727) 209-1595 or via email at pmanrique@fisstate.org.

To ensure all exhibitors have equal time to load in their displays and enough set-up time before the opening of the conference, we have designated formal load-in times. Please come to the registration desk in the conference meeting area to collect your badge, which you MUST wear throughout the conference.

Exhibit Personnel

Register two (2) Expo Staff – This allows access to the Expo Hall and all activities held within the hall (breakfast, lunch, breaks and reception). Please provide the names of the Expo Staff by completing the exhibit order form and email to Paula Manrique at pmanrique@fisstate.org or fax to (727) 578-9982.
(Order Form is below.)

To register additional personnel or other events, please register for the conference on the FIS website at www.fisstate.org

Special Event: (FIS Fundraising Mini-Golf Tournament). Exhibitors can purchase tickets to the FIS Fundraising Mini-Golf Tournament, a Friday Evening event being held on Friday, July 18, 2014 at the rate of $35 per person. Visit www.fisstate.org to register.
Exhibit Hours

*Exhibitor Load-In – 8:00AM to 11:30AM – Thursday, July 17, 2014* – There will be an Exhibit Manager available to assist on the show floor throughout the day. If you cannot load in between these times, please let us know.

*Exhibitor Load-Out – 12:30PM to 5:00PM – Friday, July 18, 2014* – We request that exhibitors not breakdown earlier than 12:30PM out of respect to attendees that may not have had an opportunity to visit exhibitors.

| Exhibits Open: | Thursday, July 17, 2014 | 11:45AM - 7:00PM |
| Exhibits Open: | Friday, July 18, 2014 | 7:00AM - 12:30PM |

Booth Details

**Booths** – All booths will come with a 6-foot table and (2) chairs. Please advise if table not needed.

**Power At the Booth** – Exhibitors will be responsible for all fees related to power needs. All other Audio/Visual or displays are the sole responsibility of the exhibitor. A/V Order forms may be requested from the FIS State office and must be completed and emailed to pmanrique@fisstate.org or faxed to Paula Manrique at (727) 578-9982 by July 10, 2014.

Promotional Materials

**Please Note:** Exhibitors are not allowed to place or distribute promotional materials outside of their booth space. You cannot place literature or promotional items on common area tables, chairs, food service stations or otherwise in the Expo Hall or any other hotel common area without prior written consent.

Conference Shipping & Receiving Procedures

**Shipments** must be arranged in advance with the Hotel and cannot be received more than five working days prior to arrival. Charges for shipping and storage will be confirmed by the Hotel. The Hotel has limited storage space, which is available on a first-come, first-served basis. Contact the hotel at 407-597-4000 and ask for Convention Services.

Logo

**Logo** – Please email your company logo to Paula Manrique (pmanrique@fisstate.org) no later than July 5, 2014 for inclusion on signage and programs. It is advisable to send 300 dpi files. We prefer to receive .eps or .pdf files, but can accept a .jpeg.

Hotel Room Reservations

**Hotel Reservations** – Hotel reservations are available at the Embassy Suites Lake Buena Vista South, Kissimmee. A special low rate of $129 for conference attendees has been negotiated. Reservations should be completed and submitted along with your Sponsor Form.
Company: __________________________________________________________
Exhibit Contact: ______________________________ Email: ________________________________________
Address: _________________________________________________________________________________
City: ____________________________________________________________________________________
State: __________ Zip: _____________ Phone: _______________________ Fax: _____________________

Booth Options

- Premium Double Tabletop $1,200
- With Presentation $1,600
- Tabletop $ 750
- With Presentation $1,000

Please provide the two names for the staff members.
Expo Staff 1 __________________________________ Expo Staff 2 __________________________________

Sponsorship Opportunities

- Title Sponsor $3,000
- Management Track $1,500
- Technical Track $1,500
- WaterStar AP Certification Track $1,500
- Keynote Speaker $1,500
- Welcome Bag $1,500
- Mini-Golf Tournament $ 750
- Lanyards $1,000
- Breakfast 1 $1,000
- Breakfast 2 $1,000
- Exhibit Lunch $1,500
- Annual Meeting Lunch $1,500
- Vendor Reception $1,500
- Welcome Bag $1,500
- Mini-Golf Tournament $ 750
- Other: ________________________________

I understand this space/sponsorship is not confirmed until I have paid my balance in full.

Hotel Reservation Information (Deadline for Special Rate - July 1, 2014)

EMBASSY SUITES LAKE BUENA VISTA SOUTH ♦ 4955 KYNGS HEATH ROAD ♦ KISSIMMEE, FL 34746

DO NOT CALL HOTEL DIRECTLY FOR RESERVATIONS

- Hotel accommodations are NOT required. OR - Hotel accommodations ARE requested at Embassy Suites:
Check-in date:______________ Check-out date:___________
#________ Standard room(s) $129 + tax based on single/double occupancy and includes full breakfast.
Please select:  q 1 king bed or  q 2 queen beds
Additional adults (more than 2): # of adults _______ x $10 each + tax per night = _________ (Do not include children under 17)

Credit Card Information

Room(s) must be guaranteed by a credit card.
Credit card  q  Hotel room guarantee only:  q  Visa  q  MasterCard  q  Discover  q  AMEX
Card number:______________________________ Expire (mo/yr):________/__________
Name on Card:______________________________________________________________CVC#:____________________
Billing Address: __________________________________________________________
City: _______________________________________________________State:_______ Zip:______________
Authorization (sign):____________________________________________________ REQUIRED: $___________ Total
Sponsor/Exhibitor Fees (do not include hotel)  q  Please charge my credit card for my Sponsor/Exhibitor Fees:
Credit card  q  Visa  q  MasterCard  q  Discover  q  AMEX

Florida Irrigation Society
Managing Every Drop

Please email to pmanrique@fisstate.org or Fax to 727-578-9982
If paying by check, please mail to 466 94th Avenue N., St. Petersburg, FL 33702