



EXHIBITOR PACKET

EYES ON AFTERSCHOOL

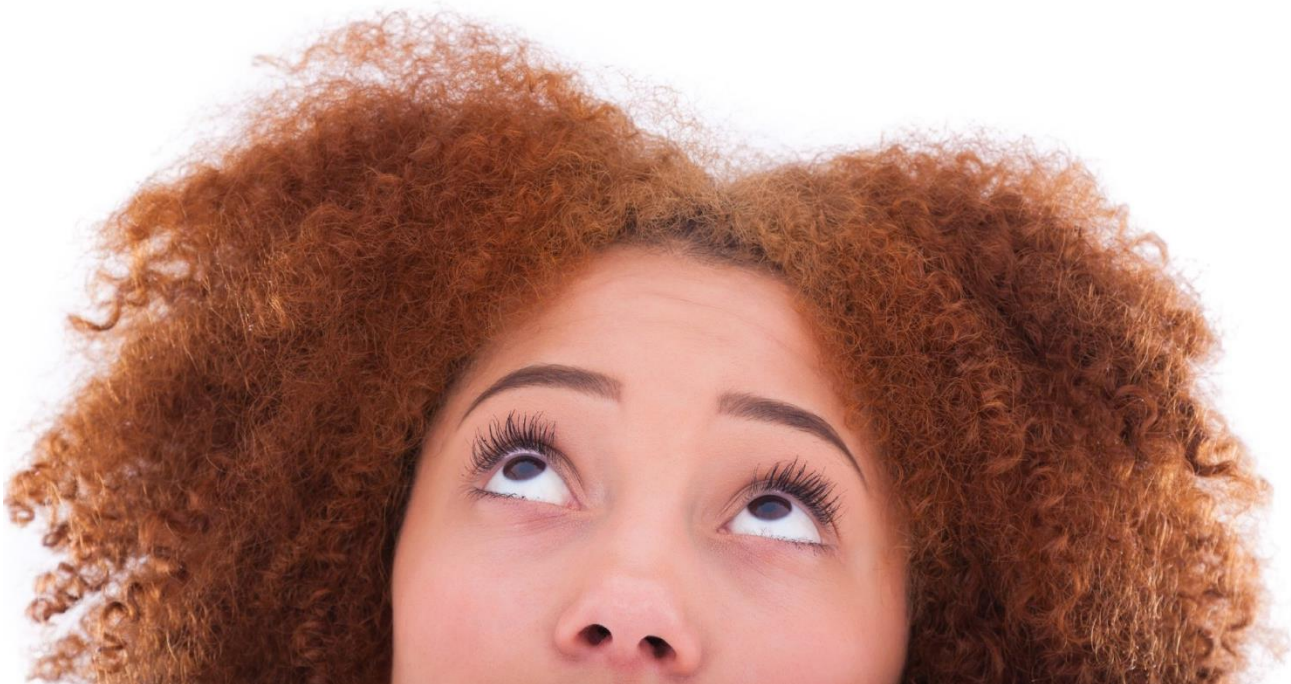
2019

Florida Afterschool Conference

September 24-27, 2019

Rosen Centre Hotel

Orlando, Florida



2019 Florida Afterschool Conference: Eyes on Afterschool

September 24-27, 2019

Exhibitor Applications:

This packet contains information for all potential exhibitors who are interested in having a table in the *2019 Florida Afterschool Conference: Eyes on Afterschool*. All applications must be submitted via Survey Monkey utilizing one of the following links below. Applications will be accepted until **July 1, 2019 or all space is filled**. All materials for the event program (logos, description of company, etc.) **must be received by Wednesday, August 7, 2019** for guaranteed inclusion in conference book. You will receive additional information about these requirements via email.

- If you are a vendor wishing to participate as an exhibitor only (no workshop), complete the vendor/exhibitor application using the following link:

<https://www.surveymonkey.com/r/2019FASAVendor>

Deadline for submission of the exhibitor application is: July 1, 2019.

If you are a vendor wishing to participate as BOTH an exhibitor and a presenter, you must complete the Vendor/Exhibitor proposal using this link:

<https://www.surveymonkey.com/r/2019FASAVendor> and the presenter request for proposal using the following link: <https://www.surveymonkey.com/r/2019FASAPresenter>

The deadline to apply for workshop presentations is Wednesday, May 1, 2019.

If selected as an Exhibitor and/or Presenter, you will be notified of your acceptance. At that time, you will receive a conference registration link with instructions. You will need to register for the conference as an attendee and process your payment option at that time.

YOU ARE NOT REGISTERED FOR THE CONFERENCE UNTIL YOU HAVE COMPLETED THE ONLINE REGISTRATION PROCESS. A LINK WILL BE PROVIDED TO YOU UPON ACCEPTANCE OF THE APPLICATION.

To determine if you are considered a vendor please use the definitions below:

Non-Vendors

Representatives of public agencies, non-profit organizations, and private educational institutions who seek to present solely to provide information without any expectation of benefit in terms of sale of products, engagement as a consultant, or other commercial activities. Individuals fitting this description should use the complete this application and provide their tax exemption form as evidence when completing their application.

Vendors

Representatives of businesses, corporations, and consulting groups who seek to present as a part of their marketing strategies to increase business sales and who have an expectation of benefit in terms of sale of products, engagement as a consultant, or other commercial activities. Individuals fitting this description should use this Vendor Packet.

Attendees:

We anticipate the attendance of more than 600 afterschool administrators and practitioners, school district administrators, and classroom teachers. Attendees represent various audiences including, public schools, faith-based, community-based programs and 21st CCLC.

Conference Schedule:

Schedule is subject to change

Wednesday, September 25, 2019	
9:30 am – 10:45 am	Breakout Session 1
11:00 am – 12:15 pm	Breakout Session 2
11:30 am – 3:30 pm	Exhibitor check-in (Set up in Exhibit Hall)
12:30 pm – 2:00 pm	Lunch
2:15 pm – 3:30 pm	Breakout Session 3
3:45 pm – 5:45 pm	Exhibit Hall Opens – Scavenger Hunt
Thursday, September 26, 2019	
7:00 am – 8:00 am	Yoga
8:00 am – 9:00 am	Breakfast Vendor Hall
9:00 am – 10:15 am	Breakout Session 4
10:30 am – 11:45 am	Breakout Session 5
12:00 pm – 2:00 pm	Lunch w\Vendors
3:00 pm – 5:00 pm	Vendor Breakdown
2:15 pm – 3:30 pm	Breakout Session 6
3:45 pm – 5:00 pm	Breakout Session 7
Friday, September 27, 2019	
9:30 am - 10:45 am	Plenary 1-4
11:00 m – 1:00 pm	Brunch/Awards

Booth Equipment and Vendor Fees

Equipment and furnishings for the Exhibit Hall are provided by *Shepard's, Inc.* You will receive a vendor packet from *Shepard's, Inc.* as soon as we process and accept your vendor application.

Booth Equipment Includes: One (1) 10' x 10' booth will be set with 8' high back drape, 3' high side dividers, (1) 6' draped table, side chairs, (1) wastebasket, and (1) 7" x 44" identification sign. The exhibit hall is carpeted.

Exhibitors are responsible for securing audio-visual equipment for their use in the Exhibit Hall. For AV needs, please contact *Shepard's, Inc.*

Booths and Vendor Fees	
Booth	\$525.00
Additional Table	\$275.00
Additional Guest Pass	\$200.00
Exhibitor In A Bag	\$200.00
Vendor Workshops	\$275.00

Booth:

The \$525.00 booth fee includes:

- One (1) conference pass: this conference pass grants one (1) individual access to all conference events, including the opening lunch and keynote.
- Internet access compliments of Florida Afterschool Alliance (FASA).
- Breakfast with the vendors.
- Recognition in the conference program booklet.
- Morning coffee and juice.
- Breakfast in the Exhibit Hall (Wednesday).
- Lunch in the Exhibit Hall (Thursday).
- Networking breaks in the Exhibit Hall.
- Exhibitor games - ticket giveaways.
- Annual FASA Membership.

Additional Booth:

The additional booth fee of \$275.00 adds another draped table to the exhibit space. It does not include an additional conference pass.

Additional Conference Passes:

You may have as many representatives as you like on-site to staff your booth. Additional passes can be purchased at the rate \$200.00 per person for the full conference. Staff will need to show their conference pass to gain access to coffee breaks, luncheons, and evening events.

Each pass is valid for the person to whom it is issued and is not transferable to other members of your company.

Exhibitor in a Bag:

If you would like to place promotional items in the conference bags, we can accept your items prior to the event for inclusion in the bags for a fee of \$200.00. Items can include printed materials as well as give-away items (cups, pens, etc.). This option applies to vendors who attend the conference as well as those unable to attend. The cost of shipping the items to the conference staff will be the responsibility of the vendor. Deadline for receipt of your promotional materials is August 7, 2019. **Payment must be received by July 15, 2019 and is non-refundable.**

Please mail items to:

Florida Afterschool Alliance
Att: Sharon Carie
4308 Reynolds Oaks Place
Plant City, Florida 33563.

Workshop Session:

Vendors are able to host a workshop session for conference participants for an additional fee of \$275.00.

The cost of each workshop session is \$275.00. If you are also serving as an Exhibitor, the \$275.00 fee is made in addition to the booth fee. A limited number of workshops are available and will be assigned on a first come first serve basis. If you are applying as a Presenter Only (no Exhibit Booth), the fee for the breakout session is \$275.00. This fee does not grant the vendor access to the full conference.

Content Priorities

Conference workshops should focus on transferable skills or “hands-on” content that can be applied immediately in out-of-school-time programs or present “best practices” and other exemplary components of these programs. Presenters are encouraged to share specific strategies that work well with diverse populations and in a variety of afterschool and youth development settings.

- 21st Century Community Learning Centers Programing
- Academic Enrichment (Math, Reading, Science)
- Advocacy and Public Policy
- Child and Youth Development
- Classroom Management/Engaging Students
- Continuous Quality Improvement
- Dropout Prevention Strategies
- Family Engagement/Parent Involvement
- Middle/High School Programing
- Personal Enrichment (Arts, Health/Nutrition, Music, Physical Activity, e.g.)
- Professional Development for Afterschool
- Program Evaluation/Data Driven Decisions
- Project Based Learning
- Social Emotional Learning and Character Development
- STEAM/STEM

The content of proposals should focus on out-of-school time programs and practices for elementary,

middle, and/or high school students.

On-site Identification:

We ask that you inform us how many staff you will bring to the event. All representatives will be asked to wear name badges while on-site.

Availability:

Booths are assigned on a first-come, first-served basis and full payment is required to guarantee your exhibit space. Payment must be made by July 15, 2019 to guarantee exhibit space and inclusion of your company in the conference booklet.

To respect the privacy of our attendees, we will not provide access to the attendee email list. We will present the option to all registrants during the registration process to choose whether they wish to share their email addresses after the event. Contact information for attendees that provided consent will be shared with exhibitors.

Travel/Hotel

Vendors are responsible for their own travel arrangements and expenses including hotel. We have reserved a block of rooms for the conference at a discounted rate of \$129.00/night.

Exhibitor Terms, Conditions and Rules

The Florida Afterschool Alliance (FASA), an affiliate of the National Afterschool Association, serves as the event coordinator and responsible agency for the 2019 Florida Afterschool Conference. In the enforcement and interpretation of the following rules and regulations, the decision of FASA is final. Exhibitor agrees to abide by all rules and regulations and the decisions of FASA.

Eligibility

FASA reserves the right to determine the eligibility of any company or product for inclusion in the Kick-off Conference as well as the right to reject or prohibit any exhibit in whole or in part, or any exhibitor or representative, with or without giving cause.

Unloading

Exhibitor is encouraged to coordinate delivery options for shipment of booth materials to the exhibit hall with *Shepard's*. If you transport your materials to the hotel, you may self-load/unload at the loading dock behind the convention area.

Set-Up, Breakdown, and Staffing

No late move-in or early move-out will be permitted without prior notification. As a courtesy to the attendees and to your fellow exhibitors, it is important that exhibitors open their exhibits on time each day and staff them throughout each day of the event until the scheduled closing of the exhibit hall. All representatives must wear exhibitor badges and be registered as an exhibitor.

Security

Exhibits will be located in a secured room. Additional security will not be provided. FASA is not responsible for the loss of any materials by or for any cause and urges the exhibitor to exercise normal precautions to discourage theft or other loss.

Liability

Exhibitor agrees to make no claim for any reason against FASA or Rosen Centre Hotel for loss, theft, damage or destruction; nor for any injury to self or employees; nor for any damage of any nature, including any damage to business because of the failure to provide space for the exhibit, or the removal of the exhibit; or for failure to hold the conference as scheduled; or for any action of FASA board members, committees, or volunteers.

Damage to Property

Exhibitor is liable for any damage caused to building floors, walls, columns or to standard booth equipment, or to another exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or any other coating to building columns or floors or to standard booth equipment.

Unoccupied Space

FASA reserves the right, should any rented exhibitor's space remain unoccupied on the opening day of the event, or should any space be forfeited due to failure to make payment in full by July 15, 2019, to rent said space to another exhibitor, or use said space for such purposes as it may see fit without any liability on its part, but this clause shall not be construed as voiding the obligation of the exhibitor to pay the full amount specified in the space rental invoice.

Relocation of Exhibits

FASA reserves the right to change the locations of exhibits as shown on the event floor plan should alterations become necessary.

Approval of Events

Any event, hospitality activity or tour offered to any or all conference attendees by the exhibitor must have prior written approval from FASA.

Cancellations

All cancellations must be received in writing. For cancellations received on or before May 4, 2018, 25% of the cost will be forfeited and the remainder refunded. After June 1, 2018, 50% of the cost will be forfeited and the remainder refunded. No refunds will be made after June 8, 2018. All unpaid balances will be due in full.

Use of Exhibit Space

All exhibitor demonstrations and booth representatives must be within the boundaries of rented booth space and all aisles must be kept clear. No exhibit space may be shared or sublet to any other individual or company without prior written approval. No products may be displayed or advertised other than those manufactured or carried by the contracted exhibitor. Audio devices must not interfere with neighboring exhibits. FASA reserves the right to determine at what point interference

is occurring and must be discontinued. FASA also reserves the right to require the modification or removal of an exhibit that is deemed to be out of character with the conference. No refunds will be made because of removal.

Solicitation

Business solicitation outside of the designated booth space is not permitted. Solicitation, in all forms (by working representatives, through literature distribution, advertising, signage, etc.) is permitted only within the booth space assigned to the exhibitor.

Compliance

FASA reserves the right to deny future applications to exhibitors refusing to fully comply with all terms, conditions and rules of the 2019 Florida Afterschool Kick-off Conference.

Other

If any circumstances or event beyond FASA's control causes cancellation of all or any portion of the event, FASA agrees to refund any portion of the exhibit fee for which FASA is reimbursed by insurance or other third party. FASA will not be liable for any other refund or payment arising from the cancellation of or for other liability or damages arising from the event.

Questions:

Please contact Lili Murphy at liliana.murphy@fldoe.org or Sharon Carie at scarie@live.com