



Exhibitor Packet

FLORIDA AFTERSCHOOL ALLIANCE

2022 FLORIDA AFTERSCHOOL CONFERENCE

Navigating the Future

October 5 -7, 2022

Rosen Centre Hotel

Orlando, Florida



About the Florida Afterschool Alliance

Since 1988, FASA has hosted annual statewide conferences to support out-of-school programs, professionals, and organizations.

FASA has empowered over 5,000 individuals to improve programming, develop partnerships, and enhance professional staff. FASA is a voice for quality afterschool programming and the only statewide membership organization for afterschool professionals. Working alongside the Florida Afterschool Network (FAN), FASA works to support national standards, accreditation for out-of-school programs, and advisory groups.

FASA's advocacy efforts help to educate the public about the benefits of high-quality, youth-focused, out-of-school programs. In addition, FASA connects afterschool professionals who share a commitment to high-quality afterschool, before school, holiday, and summer programming to support the academic and personal growth of students.

<https://floridaafterschool.org/>



Exhibitor Information

THE FLORIDA AFTERSCHOOL ALLIANCE INVITES YOU TO JOIN US AT THE 2022 FLORIDA AFTERSCHOOL CONFERENCE. THIS EVENT DRAWS HUNDREDS OF PARTICIPANTS FROM PROGRAMS SERVING FLORIDA'S CHILDREN AND YOUTH IN VARIOUS AFTERSCHOOL SETTINGS.

Why Exhibit at this Event?

Through your support of the Florida Afterschool Conference you can achieve a range of objectives, that:

- Increase brand awareness and visibility
- Drive new traffic to your website
- Launch a new product promotion
- Distribute samples or trial offers
- Build relationships with the individuals who use your products
- Influence public opinion about your company
- Support Afterschool Programs in the state

<https://floridaafterschool.org/>

Attendees

The 2022 Florida Afterschool Conference unites professionals across a variety of disciplines who are committed to keeping Florida's students in school, enhancing their academic and personal achievement, and guiding them toward a successful future.

We anticipate the attendance of hundreds of afterschool administrators and practitioners, school district administrators, and classroom teachers, representing public school, faith-based, and community-based programs. Attendees at the Conference come from a variety of agencies serving children and youth in Florida, including:

- Boys & Girls Clubs Programs
- Community-Based Organizations
- Department of Education
- Faith-Based Organizations
- Florida Afterschool Alliance (FASA) Members
- Florida Afterschool Network (FAN) Members and Champions
- Florida's 21st Century Community Learning Centers
- Nonprofit Organizations
- Public Schools
- YMCA Programs



<https://floridaafterschool.org/>

Non-Exhibitors VS Exhibitors

To determine if you are considered an Exhibitor/Vendor please use the definitions below:

Non-Exhibitors

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 complete the exhibitor application and provide their tax exemption form as evidence.

Exhibitors

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.



Exhibitor Application

This packet contains information for all potential exhibitors who are interested in having a table at the 2022 Florida Afterschool Conference: "Navigating the Future". All applications must be submitted via Survey Monkey utilizing one of the following links below. The workshop presenter's proposal will be accepted until **Tuesday, May 31, 2022**. Exhibitor applications will be accepted until **Monday, June 20, 2022, or until all space is filled**. All materials for the event program (logos, description of the company, etc.) **must be received by Tuesday, August 9, 2022,** for guaranteed inclusion in the conference program. You will receive additional information about these requirements via email.

· If you are an Exhibitor wishing to participate as an exhibitor only (no workshop session), complete the exhibitor application using the following link:

Exhibitor Application: <https://www.surveymonkey.com/r/8QC5R8M>

The deadline for submission for the exhibitor application is Monday, June 20, 2022.

· If you are an Exhibitor wishing to participate as BOTH an exhibitor and a workshop presenter, you must complete the Presenter proposal AND Exhibitor application using these links:

Workshop Presenter Proposal: <https://www.surveymonkey.com/r/PMN27KN>

The deadline to apply for workshop presentations is Tuesday, May 31, 2022.

Exhibitor Application: <https://www.surveymonkey.com/r/8QC5R8M>

The deadline for submission for the exhibitor application is Monday, June 20, 2022.

If selected as an Exhibitor and/or Workshop Presenter, you will be notified of your acceptance (The expected date for confirmation of workshop presentations is Thursday, June 9, 2022, and confirmation of exhibit space is Thursday, June 30, 2022. 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 all payments on or before August 9, 2022.

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.

Conference Schedule

Wednesday, October 5, 2022	
9:30 am – 10:45 am	Meet and Have Coffee with FASA
11:00 am – 12:15 pm	Breakout Session 1
12:30 pm – 2:00 pm	Grand Opening Luncheon and Exhibitor Presentations
2:15 pm – 3:30 pm	Grand Opening Continues with Keynote Speaker
3:45 pm – 5:45 pm	Exhibit Hall Opens – Entertainment
Thursday, October 6, 2022	
7:00 am – 8:00 am	Group Wellness Activity
8:00 am – 9:00 am	Coffee with Exhibitors
9:00 am – 10:15 am	Breakout Session 2
10:30 am – 11:45 am	Breakout Session 3
12:00 pm – 2:00 pm	Lunch with Exhibitors
2:15 pm – 3:30 pm	Breakout Session 4
3:45 pm – 5:00 pm	Breakout Session 5
Friday, October 7, 2022	
9:15am-10:30am OR 9:15am-9:45am, AND 10:00am – 10:30am	Breakout Session 6 OR Youth Session A, AND Youth Session B
10:45am – 12:00	Brunch/Awards
2:15pm – 2:00pm	Youth Session C

Schedule is subject to change

Exhibitors may begin set-up on Wednesday, October 5, 2022, beginning at 8:00am.

All Exhibitors must be set-up and ready by October 5, 2022, at 3:00pm.

Exhibit Hall Grand Opening is at 3:45pm.

Exhibit Hall closes on Thursday October 6, 2022, at 3:00pm

Booth Equipment and Exhibitors Fees

Exhibit Fees	
Exhibit Fee (Single space)	\$525.00
Additional Exhibit Space	\$275.00
Additional Guest Pass (Full Conference)	\$200.00
Exhibitor-In-A-Bag	\$250.00
Presenter Workshops	\$275.00

The \$525.00 booth fee includes:

- 8' x 10' exhibit floor space, (1) 6' draped table, (2) side chairs, (1) wastebasket. The exhibit hall is carpeted. Exhibitors may bring backdrops or display props to fit the area.
- One (1) conference pass: this conference pass grants one (1) individual access to all conference events, including the opening lunch and keynote
- Recognition in the conference program (8/9/22 deadline for materials)
- Morning coffee (Wednesday and Thursday)
- Lunch (Wednesday and Thursday)
- 5-minute stage/product presentation at Wednesday's Luncheon
- Opportunity for ticket giveaway/drawing during Thursday's Lunch
- Annual FASA Ambassador Membership

Additional Exhibit Space:

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

Additional Guest Passes:

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

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

Booth Equipment and Exhibitors Fees

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 \$250. Items can include printed materials as well as give-away items (cups, pens, etc.). This option applies to exhibitors/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. The deadline for receipt of your promotional materials is August 9, 2022. Payment must be received by August 9, 2022, and is non-refundable.

Please mail items to:
Florida After School Alliance
Attn: Sharon Carie
4308 Reynolds Oaks Place
Plant City, Florida 33563



Equipment and furnishings for the Exhibit Hall are provided by Rosen Hotel. You will receive an Exhibitor packet from Rosen as soon as we process and accept your Exhibitor application.

Exhibitors are responsible for securing audio-visual equipment and Wi-Fi for their use in the Exhibit Hall. For AV needs, please contact Rosen. Contact information will be sent to you after the application has been accepted.

Presenter Workshop Session

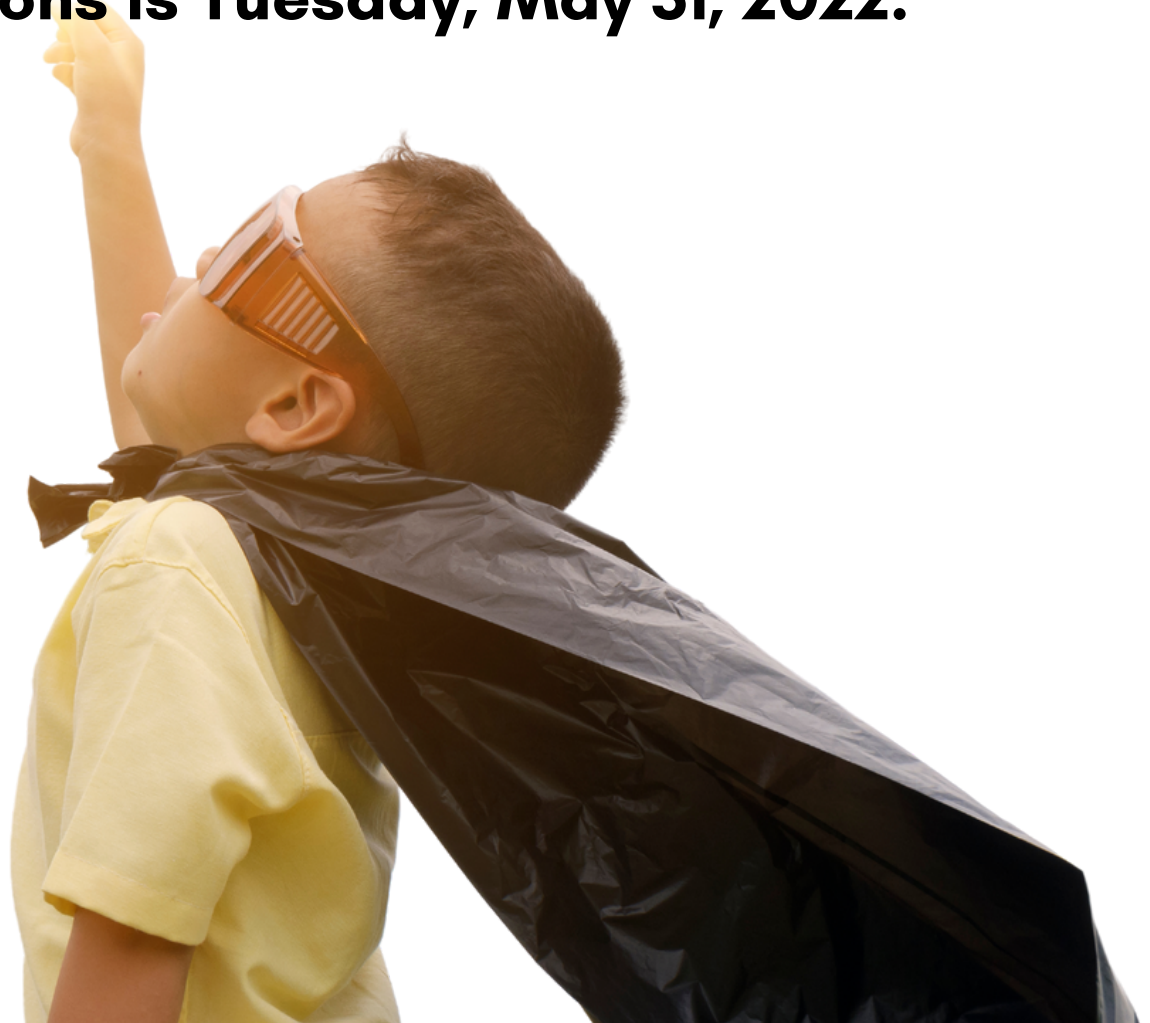
Exhibitors may submit a proposal for a workshop session for conference participants for an additional fee of \$275 per workshop session. If you are also serving as an Exhibitor, the \$275 fee is made in addition to the booth fee. A limited number of workshops are available and will be assigned on a first come first serve basis.

If you are applying as a Presenter Only (no Exhibit Space), the fee for each workshop session is \$275. This fee does not grant the vendor access to the full conference, coffee, lunches, or events.

Workshop Presenter Proposal:

<https://www.surveymonkey.com/r/PMN27KN>

The deadline to apply for workshop presentations is Tuesday, May 31, 2022.



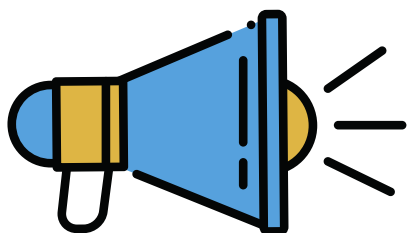
Content Priorities

Please read this section thoroughly before submitting a proposal.

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 various 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
- College and Career Readiness
- Continuous Quality Improvement
- Dropout Prevention Strategies
- Family Engagement/ Parent Involvement
- Financing, Partnership, and Sustainability
- Middle/High School Programing
- Personal Enrichment (Arts, Health/Nutrition, Music, Physical Activity)
- Policy and Advocacy
- Professional Development for Afterschool
- Program Evaluation/Data-Driven Decisions
- Project-Based Learning
- Resiliency and Character Development
- STEAM/STEM
- Youth Entrepreneurship

The content of proposals should focus on out-of-school time programs and practices for elementary, middle, and/or high school students.



FASA is adding a new component on the last day of the conference - a youth track aimed at middle/high school youth.

Engaging workshop proposals are needed for this new component to the conference.

*Workshop Presenter Proposal: <https://www.surveymonkey.com/r/PMN27KN>
The deadline to apply for workshop presentations is Tuesday, May 31, 2022*

Additional Exhibitor Information

Onsite 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:

Exhibit spaces are assigned on a first-come, first-served basis and full payment is required to guarantee your exhibit space. Registration and Payment must be complete by Tuesday, August 9, 2022, to guarantee exhibit space and inclusion of your company in the conference program.

To respect the privacy of our attendees, we will not provide access to the attendee email list.

Travel/Hotel

Exhibitors/Vendors are responsible for their own travel arrangements and expenses including a hotel. We have reserved a block of rooms for the Conference at a discounted rate of \$135/night. The hotel reservation deadline is 9/12/22.



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 2022 Florida Afterschool Conference. In the enforcement and interpretation of the following rules and regulations, the decision of FASA is final. The 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 Afterschool 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

The exhibitor is encouraged to coordinate delivery options for shipment of booth materials to the exhibit hall with Rosen Hotel. 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.



Exhibitor Terms, Conditions and Rules

Damage to Property

The exhibitor is liable for any damage caused to building floors, walls, columns, or to standard booth equipment, or to another exhibitor's property. The 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 August 9, 2022, 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 payments will be due in full on August 9, 2022. All cancellations must be received in writing.

For presenter/exhibit cancellations received:

8/10/22-8/31/22: 25% of the cost will be forfeited and the remainder refunded

9/1/22-9/23/22: 50% of the cost will be forfeited and the remainder refunded.

No refunds will be made after September 23, 2022.

Exhibitor-in-a-Bag cancellations received after August 9, 2022 are non-refundable.

Additional Exhibitor Information

Use of Exhibit Space

All exhibitor demonstrations and booth representatives must be within the boundaries of the 8' x 10' exhibit 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 the 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 2022 Florida Afterschool Conference.

Other

If any circumstances or event beyond FASA's control cause 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 Sharon Carie at scarie@live.com

<https://floridaafterschool.org/>