



2024 Central Florida FAMP Annual Table-Top Trade Show
February 29, 2024 – 4:30 PM to 8:00 PM
Table-Top and/or SPONSORSHIP PAYMENT FORM

For more info, contact David Gold, Central Florida FAMP Chapter Trade Show Chairman at centralfloridafamp@gmail.com
Chapter Mailing Address: FAMP Central Florida Chapter, P. O. Box 876, Windermere, Florida 34786

The Payment Form and Exhibitor/Sponsor Contract must both be completed and returned
See Contract for full descriptions of Table-Top and Sponsorships

Sponsorship Selected: ☐ Main Event Sponsor (\$1,000/\$1,500) ☐ VIP Sponsor (\$500/\$750)
☐ Regular Sponsor (\$300/\$550) ☐ Beverage/Food Sponsor (\$200/\$300)

All Booths are 6' Tables in an approximate 8' x 10' space **(No Booths allowed. Tabletop and Pull Up Displays Only)**
☐ Standard Price: \$550.00* (*\$450 if Payment and completed form are received on or before December 15, 2023 and \$650 if received February 9, 2024, or after) Deadline is February 23, 2024

Company Name: _____

Company Contact: _____

Telephone: _____ Fax: _____

Email: _____

On-Site Contact Cell phone: _____

Method of Payment: Check ☐ Visa ☐ MasterCard ☐ American Express ☐

Card Number: _____

Expiration Date: _____ VCode: _____

Print name as it Appears on Card: _____

Billing Address for Card: _____

Billing Zip Code: _____ AMOUNT PAID: \$ _____

Authorized Signature: _____

Email form to centralfloridafamp@gmail.com or mail with check to FAMP P.O. Box 876, Windermere, FL. 34786

******If check is Mailed, please email form to centralfloridafamp@gmail.com and all payments must be received before the deadline of February 23, 2024 to reserve space for the Trade Show******

Exhibitor and Sponsorship Cancellation Policy:

Cancellation or rescheduling by FAMP will result in a full refund (no administrative fees imposed) for any fees paid to FAMP by the sponsor. Cancellation by the sponsor must be received in writing from the authorized company contact. Cancellation by the sponsor will result in forfeiture of all benefits associated with the cancelled sponsorship selection. No refunds will be provided if any production and/or promotion of the sponsorship have commenced or if cancellation is received after January 29, 2024. FAMP reserves the right to resell and/or reassign sponsorships upon receipt of the written cancellation.

Exhibitor/Sponsor Contract for February 29, 2024, FAMP of Central Florida Trade Show
REGISTER EARLY as booth space will be selected based on when form & payment are received.

[] Standard Table Top Booth: \$550* (No Booths allowed – Tabletop and Pull Up Displays Only)

(*\$450 if Payment and Completed Form/Contract are received before December 15, 2023, or \$650 if received February 9, 2024, or after. Deadline is February 23, 2024. Booth Space is approximately 10 X 8 and includes a 6' table, 2 chairs and a trash can.

[] Electrical Power to Individual Booth: approx. \$55

DO NOT INCLUDE THIS AMOUNT WITH YOUR PAYMENT – you will contract directly with the Hilton for power to your booth and will pay them directly. You will receive separate correspondence.

Sponsorships:

[] **Main Event Sponsor:** \$1,000.00 (\$1,500.00 if non-exhibitor)

Includes name on sponsorship sign that will be posted prominently at the trade show and monthly Central Florida FAMP Monthly meetings for the remainder of 2024 and the opportunity to be a luncheon Speaker at one monthly meeting during 2024 and acknowledgment of your sponsorship in emails promoting the Trade Show and in future email announcements – Must provide camera ready Logo for sign.

[] **VIP Sponsor:** \$500.00 (\$750.00 if non-exhibitor)

Includes name on sponsorship sign that will be posted prominently at the trade show and monthly Central Florida FAMP Monthly meetings for the remainder of 2024 and a 5 minute “commercial” at one monthly meeting during 2024 and acknowledgment of your sponsorship in future email announcements – Must provide camera ready Logo for sign.

[] **Sponsor:** \$300.00 (\$550.00 if non-exhibitor)

Includes name on sponsorship sign that will be posted prominently at the trade show and monthly Central Florida FAMP Monthly meetings for the remainder of 2024 and acknowledgment of your sponsorship in future email announcements – Must provide camera ready logo for sign.

[] **Beverage/Food Sponsor:** \$200.00 (\$400.00 if non-exhibitor) (5 available)

Includes name on sponsorship sign that will be posted prominently at the trade show and monthly membership meetings for remainder of 2024.

Booth Preference: Booth spaces will be along the perimeter of the room as well as two or three short rows in the middle and all spaces should be equal, exhibitors will be placed in order of when the contract is received.

No Booths allowed – Tabletop and Pull Up Displays Only

Company: _____

Exhibitor Type: () Lender: (Type _____)

() Title Company () Insurance Company () Branch Company () Credit

() Other: _____

Contact: _____

Phone: _____ E-mail: _____

Additional Attendees: _____

Will have door prize: () Yes () No

Initial: _____ and sign next page

Exhibitor Contract Continued:

The use of helium balloons, glitter and confetti is prohibited. Alcoholic beverages, electrical cooking equipment (such as popcorn machines) or open flames devices may not be brought into the Hotel without prior written consent. All arrangements for food and beverages should be contracted directly with the Food and Beverage Department of the Hilton – request contact info to make arrangements. Outside food and beverage is prohibited and Hilton Orlando in Altamonte Springs does not permit removal of any foods provided by the Hotel. Exhibitors and Sponsors MUST follow all rules and policies of both the FAMP of Central Florida and the Altamonte Hilton.

Booth Assignments: Central Florida FAMP will assign booths based on a “first received” basis and reserves the right to reassign booths to best service and utilize space according to the final guaranteed number of exhibitors. **(No Booths allowed – Tabletop and Pull Up Displays Only)**

Boxes/Booths/Deliverables: Hilton Orlando/Altamonte Springs will gladly receive the supplies necessary for the function. The shipment of such material will be accepted no sooner than 3 days prior to the function. A nominal handling fee of approx. \$25.00 per box up to 50 pounds ensures their delivery to your location. Contact Hilton directly to make arrangements. The Exhibitor is responsible for shipping to and from the Trade Show and FAMP of Central Florida is not to be held liable for any material shipped to the Hotel.

Damages: The above mentioned Exhibitor assumes full responsibility for the conduct of all their personnel in attendance, for any damage done to any part of The Hilton’s premises during the time of the program including, but not limited to, guest rooms and function space, whether caused by you, your agents, employees, contractors or attendees, including any damage resulting from or connected with transportation, placing, removal or display of exhibits, displays or other items related to your program or misconduct by individuals. If damages occur, all materials and labor will be paid for in full by the Exhibitor. The Hilton will provide a detailed receipt of damage and costs of repair and the Central Florida Chapter of FAMP will not be held liable.

Signage and Banners: Signs and banners are not permitted in the Hilton Lobby. In an effort to maintain appearances, the attachment of these items to walls, floors, ceilings or curtains is also prohibited. If these items or like items are brought in without permission or should the space need excessive cleaning after Exhibitor’s departure, a charge of \$350.00 will apply for clean-up and will be charged to the Exhibitor.

Trade Show Set up is from 11:00 am to 3:00 pm the day of the show.

Trade Show Tear Down is from 8:00 pm to 9:00 pm and Exhibitors must arrange for their materials, etc... to be removed from the Trade Show floor no later than 9:00 pm the day of the show.

Discounted rate is only given for payment received by December 15, 2023, deadline. Deadline for Exhibitor registration is February 23, 2024.

Registration forms and Payment must be received in order to hold a booth. Registrations received after February 23, 2024 will not be guaranteed a booth space

Release of Liability: The Exhibitor agrees to release the Central Florida Chapter of the FAMP and the host venue from any and all liability regarding injury or loss as related to this Trade Show

Payment and cancellation policy: FAMP of Central Florida requires payment with the completed and signed registration forms. Cancellations received after February 23, 2024 will not be entitled to a refund. Cancellations received prior to February 23, 2024 are subject to a 30% service charge.

Signature: _____ Title: _____

Date: _____