

Florida Surveying & Mapping Society

2020 Exhibitor Opportunities

July 22-25
65th Annual Conference



*PGA National Resort & Spa
Palm Beach Gardens, FL*



General Conference Information and Exhibitor Benefits

Since 1955, the Florida Surveying & Mapping Society (FSMS) has been the only association in Florida representing professional surveyors and mappers. Serving as the catalyst and voice of these professionals, FSMS is one of the top surveying and mapping associations in the nation. With over 1,000 members, FSMS is responsible for providing the largest surveying and mapping trade show in the Southeast.

Exhibitors and sponsors of our Annual Conference have access to the private sector, business owners and managers, and the public sector government staff as well as academia. We bring the buyers to you at our annual trade show, enabling you to promote your business to the decision makers within our industry. This venue provides our members the opportunity to attend quality seminars, hear engaging national instructors, view the latest in surveying and mapping technology and network with fellow professionals.

We invite your company to take advantage of this captive audience by exhibiting and/or sponsoring events at our Annual Conference. Realizing that brand awareness is critical to sales success makes this opportunity extremely attractive. Your company and products will shine in the spotlight of this event. We offer opportunities for advertising at many different levels, allowing for large or small company budgets.

CONSIDER THE FOLLOWING OPPORTUNITIES:

- Your company name and logo on products, handouts and signage.
- One month free advertising in The Florida Surveyor. If you are also a Sustaining Firm, you will receive an upgrade to your free advertising.
- Recognition as an exhibitor in Conference Program Book and The Florida Surveyor.
- Recognition as an exhibitor on the FSMS website.

Exhibitor Schedule and Additional Information



Dear Exhibitor:

It's planning time for another annual conference and trade show and that means a great opportunity to showcase your products and services. This year, we will be at the world-renowned PGA National Resort & Spa in Palm Beach Gardens. The Palm Beach Chapter is excited to be our host and the Conference Committee has been working diligently to ensure things will be ready for you in July. Please note that the booths will be assigned by the FSMS Conference Committee based on your exhibitor level, the date the application form is received, and receipt of payment.

We will kick off the show on Thursday afternoon. The schedule will be as follows:

Thursday, July 23	8:00 am - 1:00 pm 1:00 pm - 4:00 pm 4:00 pm - 6:00 pm	Pipe and Drape Exhibitor Set-Up Exhibit Hall Grand Opening & Exhibitor Reception
Friday, July 24	7:30 am - 5:00 pm	Exhibit Hall Open
Saturday, July 25	7:00 am - 1:30 pm 1:30 am - 3:00 pm	Exhibit Hall Open Exhibitor Breakdown

The ribbon cutting ceremony will take place in front of the Exhibit Hall on Thursday at 4 pm. In addition, door prize drawings will take place on Saturday during lunch in the Exhibit Hall.

Detailed hotel information with a floor plan will be emailed to you with your booth confirmation letter. The standard sleeping room rate at the hotel is \$134. You may call the PGA National at (844) 821-0028 to make your room reservation (be sure to tell them you are attending the FSMS Conference - the reference code is 072120FSMS) or [use this link to book online](#). The last date to book a room at this rate is June 29, 2020.

The option of purchasing tickets to all functions is available. Please see the conference registration form for all events and pricing.

As an Exhibitor, you have the opportunity to expand your presence by donating door prizes to be given away during Exhibit Hall hours. You can also economically market your company and guarantee increased exposure to hundreds of professionals by sponsoring one of the Exhibit Hall Breaks (form attached).

Lastly, you can purchase an ad in our Conference Program Book. We invite you to call the Administrative Office at (850) 942-1900 if you have questions about any of these unique opportunities.

I hope you take advantage of this annual occasion to see old friends and clients and meet new ones as well. Our Conference offers you the opportunity to be with Florida's top professional surveyors and mappers, decision makers that include owners of firms, government employees, and academia. I look forward to seeing you in Palm Beach Gardens in July.

Sincerely,

Jim Sullivan
Conference Chair



Exhibitor Opportunities

Platinum Exhibitor*

\$3,750

Company name on a banner at Registration Desk
Company bio and logo in the Conference Program Book
*1 month free full-page ad in **The Florida Surveyor***
*(Sustaining Firms will receive 2 months free ad in **The Florida Surveyor**)*
*Recognition in Conference Edition of **The Florida Surveyor***
Recognition on FSMS.org main ad banner for two months
Logo with hyperlink to website displayed on FSMS.org
Complimentary full page ad in Conference Program Book
Two night complimentary hotel stay
2 Welcome BBQ tickets
2 Booths

Gold Exhibitor

\$2,850

Company bio and logo in the Conference Program Book
*1 month free half-page ad in **The Florida Surveyor***
*(Sustaining Firms will receive 2 months free ad in **The Florida Surveyor**)*
*Recognition in Conference Edition of **The Florida Surveyor***
Logo with hyperlink to website displayed on FSMS.org
One night complimentary hotel stay
2 Welcome BBQ tickets

***Only one Platinum Exhibitor allowed. All other levels can have multiple exhibitors.**



Exhibitor Opportunities

Silver Exhibitor \$1,850

Company bio and logo in the Conference Program Book
*1 month free quarter-page ad in **The Florida Surveyor***
*(Sustaining Firms will receive 1 month free half-page ad in **The Florida Surveyor**)*
*Recognition in Conference Edition of **The Florida Surveyor***
Logo with hyperlink to website displayed on FSMS.org
2 Welcome BBQ tickets

Standard Exhibitor \$1,350

Company bio and logo in the Conference Program Book
*1 month free business card ad in **The Florida Surveyor***
*(Sustaining Firms will receive 1 month free quarter-page ad in **The Florida Surveyor**)*
*Recognition in Conference Edition of **The Florida Surveyor***
Logo with hyperlink to website displayed on FSMS.org

All Exhibitors Will Receive:

8' x 10' draped booth with 10' backdrop and 36" side rails
(Platinum Exhibitor receives two booths and two tables)
6' draped table, 2 chairs and waste basket
4 name tags for booth personnel per booth
2 lunch tickets per booth for Friday
2 lunch tickets per booth for Saturday

Additional booths may be purchased at \$850 per booth

Additional Information



Exhibit hours are advertised to all FSMS members, all licensed surveyors throughout the state, and all surveying and engineering firms. Therefore, as a courtesy to all attendees and surrounding exhibitors, we would appreciate that exhibitors stay until 1:30 pm on Saturday, July 25th, to breakdown your exhibit. If it becomes necessary for you to leave the trade show early please contact Jim Sullivan or Tom Steckler at the Registration Desk.

ADDITIONAL CHARGES

Additional and extraordinary accommodations, including electrical outlets & wifi, will be an additional charge. Please thoroughly review all material to eliminate any confusion or misconceptions regarding additional charges. Exhibitors will purchase electric & wifi directly from hotel (see attached forms).

CANCELLATION POLICY

All cancellations must be received in writing. If a cancellation is received by June 1, 2020, a full refund will be made of all booth fees, less a processing fee of 25%. No refund will be made for cancellations made after June 1, unless the cancelled space is resold, in which event booth fees will be refunded, less a processing fee of 25%.

FSMS 65th Annual Conference Application Form



EXHIBITOR INFORMATION:

Company Name (Exact for booth sign)

Contact Name

Phone Number

Email

Address - If home office is out of state, please also list local office address, telephone and contact person.

City

State

Zip Code

Products or services (List all that apply)

Number of Booths _____

Total Registration Fee (see Exhibitor Fee box) \$ _____

Additional Booth(s) _____ (x) \$850 (=) \$ _____

Additional Name Badges _____ (x) \$40 (=) \$ _____

TOTAL ENCLOSED \$ _____

Exhibitor Fee

Platinum Exhibitor	\$3750
Gold Exhibitor	\$2850
Silver Exhibitor	\$1850
Conference Exhibitor	\$1350

(PAYMENT MUST ACCOMPANY THIS FORM)

REPRESENTATIVES:

(First four name badges are free. All additional name badges are \$40 each. Please use second page to add additional staff.)

Name _____ Email Address _____

Are you a Sustaining Firm? Y / N

Do you want a booth identification sign? Y / N

See Exhibitor Hall Layout page for booth locations & choose up to 3 booth #(s) you are interested in. (This may or may not be the booth you are assigned.) Booths are assigned based on Exhibitor Level (Platinum, Gold, Silver, Standard), date application is received & receipt of payment.

FSMS USE ONLY

Booth(s) assigned: _____

Date received: _____

Total \$ received: _____

Payment Information



Please complete all information on first and second page.

Method of Payment: Check _____ Credit Card _____
Payment Type: Full Payment _____ Payment Plan _____

To pay with credit card (Visa/Mastercard/American Express only) please complete the following:

Credit Card Expiration Date Security Code

Card Mailing Address

I understand the following:

Booth assignments will be based on Exhibitor level, date application form is received, and payment. **No payment - no reservation.**

I will be notified when a booth(s) has been reserved for me.

In accordance with the exhibit regulations governing rental of exhibit space, the undersigned hereby submits application and payment for exhibit space at the FSMS 65th Annual Conference, July 22-25, 2020 at the PGA National Resort and Spa in Palm Beach Gardens. I have read and agree to exhibit regulations governing the show and which are provided with this registration/contract. I understand these regulations are incorporated into this contract by reference and that this registration form becomes a contract when accepted and confirmed by FSMS.

Date Signature of Authorized Agent Type or print name

Mail check & form to:

Florida Surveying & Mapping Society,

P.O. Box 850001-243, Orlando, FL 32885-0243

Tel: 850-942-1900

Fax: 850-877-4852

Additional name badges:

Name	Email Address
_____	_____
_____	_____
_____	_____
_____	_____



65th Annual Conference

Regulations

All exhibits and exhibitors are subject to the following regulations. The words "Management", "Association", and letters FSMS herein refer to the Florida Surveying and Mapping Society acting through its officers, employees, or agents in the management of the show.

DATE OF SHOW AND SHOW HOURS: (See Exhibitor Information Sheet for more detail.) Management reserves the right to change show hours if necessary.

LOCATION OF SHOW & HOUSING: The trade show will be held at the PGA National Resort & Spa. A block of rooms for Annual Conference registrants and exhibitors has been reserved at the PGA National. Standard room rate is \$134.00. Please call (844) 821-0028 to make your reservation.

ATTENDANCE PROFILE: Over 700 persons, mostly in the surveying profession, have historically attended the Conference and trade show. Other individuals also attend. This is the largest trade show representation of surveying and mapping professionals in the Southeast.

EXHIBITS: The show consists of: 8' x 10' booths of standard pipe and drape construction, including 10' backdrops and 36" high side booth dividers. One 6' draped table, two chairs and waste basket are also provided. Booths are required to be staffed by the exhibitor during all show hours. One **7" x 44" sign** provided **by request only**.

CONTRACT FOR SPACE & CANCELLATION: The application for exhibit space, regulations enumerated herein, notice of space assignment by FSMS, and the full payment of booth, together constitute a contract for the right to use the space. **No space reservation will be confirmed without full payment.** All cancellations must be received in writing. If a cancellation is received by **June 1st**, a full refund will be made of all booth fees, less a processing fee of 25%. No refund will be made for cancellations after **June 1st**, unless the cancelled space is re-rented. In that case all booth fees will be refunded, less a processing fee of 25%.

ALLOCATION OF BOOTH: Booth assignments will be based on Exhibitor Level, date application form is received, and payment. **No payment - no reservation.**

REGISTRATION, FUNCTION TICKETS: All Exhibitor registrations should be made in advance. On-site check-in for Exhibitors will be in the Exhibit Hall.

Except for items indicated below, Exhibitor registration is not registration for the Annual Conference. In addition to exhibit space, Exhibitor registration includes:

Additional tickets for functions may be purchased prior to Conference or at the Registration Desk only if the event isn't sold out.

SERVICE CONTRACTOR: PSAV is the Official Service Contractor for this show and is responsible for all aspects of booth set-up and dismantling, material handling, electrical, furniture rental and other. All services customarily required by Exhibitors will be available through PSAV approximately 60 days in advance of the show via a service kit provided to you. For additional information contact PSAV at (561) 623-4943.

AUDIO/VISUAL NEEDS: Order directly through Nathan Roemer at PSAV (see enclosed forms.)
Phone: (561) 623-4943 Email: nathan.roemer@psav.com

INTERNET NEEDS: See form included in this package. Contact PSAV at (561) 623-4943 for more information.



65th Annual Conference

Regulations

EXHIBIT INSTALLATION & DISMANTLING: Exhibitors may have access to the exhibit area starting at **1:00 pm on Thursday, July 23rd**. Exhibitors must complete exhibit installation **by 4:00 pm on Thursday, July 23rd**. FSMS reserves the right to remove exhibits and exhibit materials, at the Exhibitors expense, not in readiness **by 4:00pm on Thursday, July 23rd**. The Exhibitor will forfeit any space not occupied by **1:00 pm on Thursday, July 23rd**. This space may be reassigned or used by FSMS without refund, unless arrangements for delayed occupancy have been made with FSMS in advance, and FSMS shall not be responsible for any Exhibitors' incurred expenses. **As a courtesy to all attendees and surrounding exhibitors, we would appreciate that exhibitors stay until 1:30 pm on Saturday, July 25th, to breakdown your exhibit. If it becomes necessary for you to leave the trade show early please contact Jim Sullivan or Tom Steckler at the Registration Desk.** Exhibit teardown is **1:30 pm - 3:00 pm on Saturday July 25th**. Material or equipment left in the exhibit area after this time will be subject to removal by the hotel at the Exhibitor's expense. **Exhibit area must be left free of trash.**

EXHIBIT RESTRICTIONS: Each exhibit shall be installed so as not to obstruct the view of, or interfere with the exhibits of others. No solid construction will be permitted to exceed 48" in height except in the back one-third of the booth depth.

Exhibitors may not advertise or display goods or services other than those manufactured, distributed, or sold by the Exhibitor in the regular course of business. Demonstrations and adequate space for an audience, and booth personnel shall not interfere with normal aisle traffic flow or infringe on the atmosphere of neighboring booths. Any sound leakage from an Exhibitor's open-sound AV equipment shall not interfere with neighboring booths. Any food or beverage producing or dispensing must be approved by FSMS. **Exhibits are restricted to the exhibit area designated by the floor plan.**

FSMS reserves the right to terminate without notice any exhibit which is in violation of these Regulations and which has become objectionable. This reservation includes persons, things, conduct, printed matter including tee shirts, or anything else, which might detract from the show as a whole. In the event of such restriction or eviction, FSMS is not liable for any refunds, rentals or other Exhibitor expenses. Regulations are formulated for the best interests of each Exhibitor as well as FSMS.

LIABILITIES: The Exhibitor agrees to protect, indemnify, defend, and hold harmless FSMS, and the PGA National Resort & Spa, and the affiliates and subsidiaries of each, and the Officers, Directors, and employees of each ("Indemnified Parties") against any claims, losses and damages to persons or the PGA National property, government charges or fines, and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof. The FSMS, its agents and employees, will not be held liable for failure to hold the exhibit as scheduled. Payments for booth(s) will be returned in that event, except that any expenses incurred in connection with the exhibit will be deducted if the trade show is called off on or after Monday, June 1, 2020, because of fire or any act of God, the public enemy, terrorist attack, strike, epidemic, or any law or regulation or public authority, which make it impossible to hold the exhibit.

SECURITY: Neither FSMS, nor the PGA National Resort & Spa will be liable for loss or damage to property of Exhibitors or their agents or employees from theft, fire, accident, or any other cause whatsoever. Exhibitors are cautioned to carry property protection.

CARE OF PROPERTY: Exhibitors or their agents shall not injure or deface the walls or floors of the building, the booths, or equipment or furnishings in the booth. Exhibitors will be held liable for any such damage caused by them or their agents.

HOSPITALITY, ENTERTAINMENT, & SPECIAL EVENTS: Exhibitors are welcome to sponsor hospitality suites or other special events for convention attendees. Plans to do so should be coordinated through FSMS. Specific arrangements should be made directly with the PGA National Resort & Spa. Exhibitors are requested to NOT organize, promote, publicize or invite attendance at any hospitality suite, outside entertainment, or other special even for persons attending this Conference on any of the advertised Conference dates during periods when other exhibits, meetings, or other regular events are scheduled.



65th Annual Conference

Regulations

DOOR PRIZES: Door prizes sponsored by Exhibitors are encouraged. All door prizes should be coordinated through the FSMS Executive Director for adequate publicity and to encourage traffic flow in the exhibit hall. Exhibitors may not register for door prizes given by other Exhibitors.

EXHIBITORS ANNUAL CONFERENCE COMMITTEE: The Annual Conference Committee assists FSMS in ensuring that the conference and trade show provides the best possible forum to attain technical, educational and economic objectives for all concerned. The Committee provides information and advice regarding show regulations as well as the conduct of the exhibits.

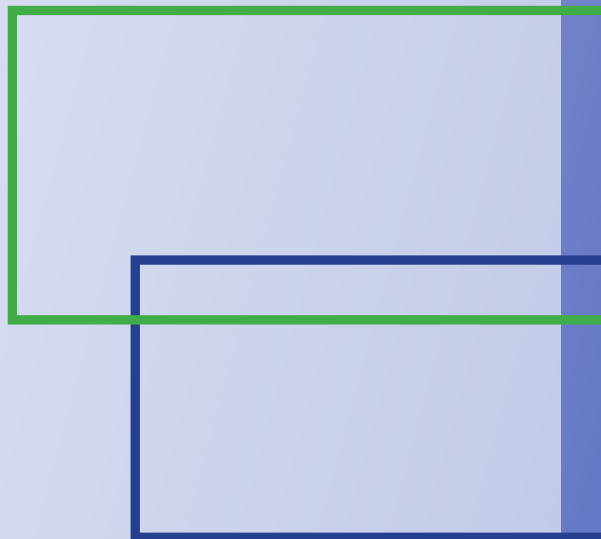
By signing this page I agree to all the terms regarding this event:

Exhibitor Signature

Print Name

Company Name

Date





65th Annual Conference July 22-25, 2020 Conference Program Book Advertising

1 full page 5 1/2" (wide) x 8 1/2" (high)	\$200.00
7.5% sales tax	\$15.00
TOTAL	\$215.00

1/2 page 5 1/2" (wide) x 4 1/4" (high)	\$125.00
7.5% sales tax	\$ 9.38
TOTAL	\$134.38

Sponsor/Advertiser _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Ads must be in PDF, JPG, or PNG format.

We agree to the terms & conditions in the rate schedule.

Print Name _____

Signature _____

Payment Information:

Check Enclosed _____ AE/Visa/Mastercard _____

Card Number _____ Card Expiration Date _____

3-Digit Security Code _____ Billing Zip Code _____

Signature _____



65th Annual Conference July 22-25, 2020 Conference Registration Packets

Get an edge on your competitor with more brand awareness. An additional way to showcase your company at our Annual Conference is via our Attendee Registration Packets.

Prepare your company's flyer and ship (150 inserts) to the Administrative Office for arrival by June 15th.
Cost - \$100.00

Or, FSMS will print your flyers (on letter size copy paper with B&W print)
Cost - \$200.00

For more information: education@fsms.org
or call (850) 942-1900

Company Name

Contact Name

Address

City State Zip

Phone

Email

We agree to the terms & conditions in the rate schedule.

Print Name

Signature

**Mail flyers to: Florida Surveying & Mapping Society, 1689-A Mahan Center Blvd.,
Tallahassee, FL 32308**

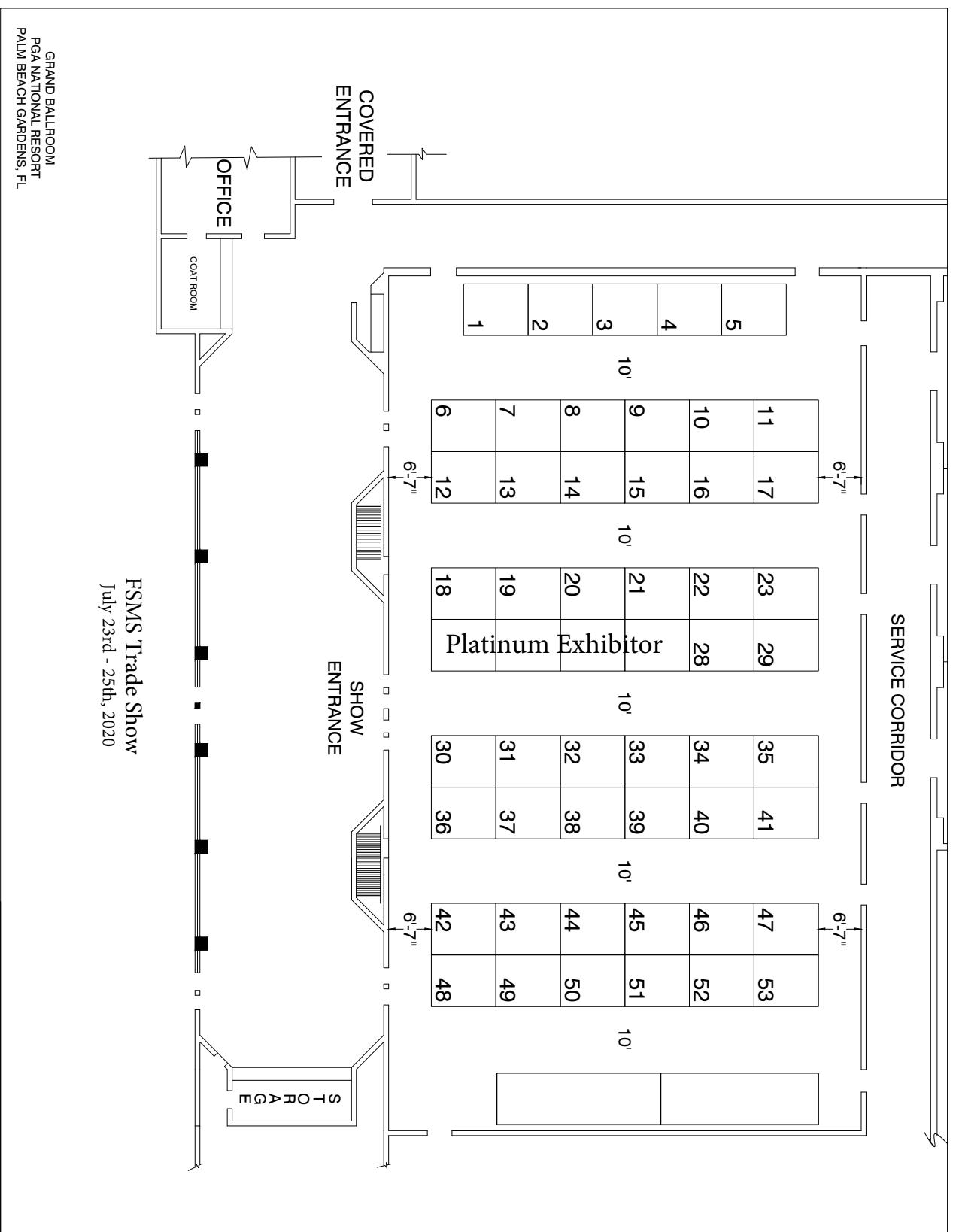
Payment Information:

Check Enclosed _____ AE/Visa/Mastercard _____

Card Number _____ Card Expiration Date _____

3-Digit Security Code _____ Billing Zip Code _____

Signature _____





PGA National Resort
 400 Avenue of Champions, Palm Beach Gardens, FL 33418
 Phone: 561-622-7404 Fax: 866-814-2705 E-mail: PGANational@PSAV.com
Exhibitor and Vendor Service Order Form



NAME OF CONFERENCE (REQUIRED FOR PROCESSING):				BOOTH #:	
COMPANY NAME:		CONTACT NAME:		PHONE:	
E-MAIL:		ADDRESS:		CITY:	
STATE:		ZIP:			
SETUP DATE:		TIME:		* THIS IS AN AUTO-CALCULATING FORM. ENTER QTY OF EACH ITEM AND TOTALS WILL POPULATE AUTOMATICALLY * IF YOU DO NOT HAVE THE AUTO-CALCULATING EXCEL VERSION OF THIS FORM, THEN PLEASE FEEL FREE TO REQUEST ONE VIA EMAIL TO PGANATIONAL@PSAV.COM * THERE IS A \$105 LABOR FEE AND 24% RESORT SERVICE CHARGE ON ALL ORDERS * ADVANCED RATE APPLIES TO ALL ORDERS RECEIVED WITH PAYMENT MORE THAN 7 DAYS BEFORE THE SETUP	
STRIKE DATE:		TIME:			

ELECTRICAL SERVICES						GENERAL AUDIO VISUAL					
120V	ADVANCED RATE	QTY	STANDARD RATE	QTY	SUBTOTAL		ADVANCED RATE	QTY	STANDARD RATE	QTY	SUBTOTAL
20 AMP	\$255		\$325		\$ -	32" MONITOR	\$265		\$295		\$ -
PWR STRIP/EXT	\$50		\$65		\$ -	46" MONITOR	\$525		\$595		\$ -
FOR ADDITIONAL POWER REQUIREMENTS PLEASE CONTACT PSAV DIRECTLY						55" MONITOR	\$725		\$825		\$ -
HIGH SPEED INTERNET ACCESS						70" MONITOR	\$1,140		\$1,400		\$ -
PER CONNECTION	ADVANCED RATE	QTY	STANDARD RATE	QTY	SUBTOTAL	90" MONITOR	\$1,750		\$1,995		\$ -
WIRELESS	\$160		\$250		\$ -	LAPTOP	\$250		\$300		\$ -
WIRED	\$600		\$800		\$ -	PWR STRIP/EXT	\$50		\$65		\$ -
						TABLETOP PWR	\$50		\$65		\$ -
						HDMI CBL/ADPT	\$30		\$40		\$ -
						TV STAND	\$80		\$65		\$ -

TERMS AND CONDITIONS	
1)	Pricing is per show and is subject to 24% Resort Service Charge and 7% Sales Tax
2)	Cancellation Policy: All cancellations must be submitted in writing. Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% charge of the order total. Cancellations received less than 24 hours or the day of scheduled delivery are subject to full charge.
3)	Electrical Services listed include bringing the services to one location at the rear of the booth.
4)	Standard wall and other permanent building utility outlets or sockets are not part of the booth space and may not be used by exhibitors unless electrical services have been ordered.
5)	All equipment, regardless of the source of power, must comply with Federal, State, and Local codes. The Hotel reserves the right to inspect all electrical devices and connections to ensure compliance with all codes.
6)	Payment in full must be received prior to the start of the event. Services may be interrupted if payment is not received.
7)	The Hotel is not responsible for any and all losses of power beyond the Hotel's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, or faulty exhibit equipment.
8)	By signing this form the exhibitor agrees to all terms and conditions outlined above.

**ALL PRICING IS FOR THE LENGTH OF THE SHOW **
 ** SEND FL STATE SALES TAX EXEMPTION, IF APPLICABLE **

SUMMARY OF CHARGES	
ELECTRICAL SERVICES	\$ -
HIGH SPEED INTERNET	\$ -
AUDIO VISUAL	\$ -
24% RESORT SERVICE CHARGE & LABOUR FEE	\$ 105.00
7% SALES TAX	\$ 7.35
TOTAL (Incl. \$95 Labour + Tax)	\$ 112.35

CLIENT SIGNATURE

DATE



CREDIT CARD AUTHORIZATION FORM

The undersigned hereby authorizes this credit card to be charged for services rendered, which includes the rental of equipment, labor charges, resale items, delivery, resort service charge, and appropriate sales tax.

CREDIT CARD INFORMATION: MasterCard [] Visa [] American Express []

Cardholder Name (Please Print) _____ Telephone # _____

Cardholder Billing Address _____

City _____ State _____ Zip Code/Post Code _____

Credit Card Number _____ Exp Date _____ CVV2/CID _____
REQUIRED

SHOW INFORMATION:

Group/Show Name _____

Order # (If Available) _____ Location: PGA National Resort

Rental Dates _____

Total Amount \$ _____

APPLICABLE LABOR CHARGE, 24% RESORT SERVICE CHARGE, AND 7% SALES TAX APPLY TO ALL ORDERS. THE CALCULATION OF THESE ITEMS CAN AFFECT THE TOTAL AMOUNT CHARGED.

An itemized order that details all calculated amounts can be provided if the total charge differs from the above amount. This authorization will still apply if these calculated amounts cause such a difference.

IF YOUR ORDER IS TAX EXEMPT, THEN PLEASE PROVIDE A COPY OF YOUR "CONSUMER'S CERTIFICATE OF EXEMPTION" ISSUED BY THE STATE OF FLORIDA.

Cardholder Signature _____ Date _____

PGA National Resort & Spa
400 Avenue of the Champions | Palm Beach Gardens, FL 33418 | pgaresort.com

