



Florida Irrigation Society

Managing Every Drop™

2014

FLORIDA
WATER SUMMIT

*EXHIBITOR
INFORMATION*



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.

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Exhibitor Order Form

Company: _____
 Exhibit Contact: _____ Email: _____
 Address: _____
 City: _____
 State: _____ Zip: _____ Phone: _____ Fax: _____

Booth Options

- | | | | |
|--|---------|--|---------|
| <input type="checkbox"/> Premium Double Tabletop | \$1,200 | <input type="checkbox"/> With Presentation | \$1,600 |
| <input type="checkbox"/> Tabletop | \$ 750 | <input type="checkbox"/> With Presentation | \$1,000 |

Please provide the two names for the staff members.

Expo Staff 1 _____ Expo Staff 2 _____

Sponsorship Opportunities

- | | | | |
|---|---------|---|---------|
| <input type="checkbox"/> Title Sponsor | \$3,000 | <input type="checkbox"/> Lanyards | \$1,000 |
| <input type="checkbox"/> Management Track | \$1,500 | <input type="checkbox"/> Breakfast 1 | \$1,000 |
| <input type="checkbox"/> Technical Track | \$1,500 | <input type="checkbox"/> Breakfast 2 | \$1,000 |
| <input type="checkbox"/> WaterStar AP Certification Track | \$1,500 | <input type="checkbox"/> Exhibit Lunch | \$1,500 |
| <input type="checkbox"/> Keynote Speaker | \$1,500 | <input type="checkbox"/> Annual Meeting Lunch | \$1,500 |
| <input type="checkbox"/> Welcome Bag | \$1,500 | <input type="checkbox"/> Vendor Reception | \$1,500 |
| <input type="checkbox"/> Mini-Golf Tournament | \$ 750 | <input type="checkbox"/> 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: 1 king bed or 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 Hotel room guarantee only: Visa MasterCard Discover 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) Please charge my credit card for my Sponsor/Exhibitor Fees:

Credit card Visa MasterCard Discover AMEX



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

Official Use Only
Date Received: _____
Date in System: _____
Date Charged: _____