

Florida Government Finance Officers Association

2025 Annual Conference



Connecting Financial Leaders, Building Powerful Networks

June 14-18, 2025 (exhibit dates June 15-16, 2025)

The Diplomat Beach Resort, Hollywood, FL

EXHIBITOR & SPONSOR INFORMATION KIT

Exhibitor online booth selection opens on March 19, 2025.

The **2025 Florida Government Finance Officers Association (FGFOA) Annual Conference** at the Diplomat Beach Resort in Hollywood, FL, is your opportunity to connect with government finance professionals.

By being a sponsor and/or exhibitor at the **2025 FGFOA Annual Conference**, you will:

- Promote your company, products, and services to 1,000-plus local, county, and state government finance officers, finance directors,

budget directors, tax collectors, treasurers, controllers, and other finance-related professionals from all over the state of Florida

- Receive pre- and post-conference attendee lists (including physical mailing addresses)
- Increase networking opportunities at refreshment breaks, the Association Night reception, and lunch held in the exhibit hall
- Receive recognition in the conference exhibitor program and the conference app
- And more (refer to sponsorship details on page 3)!



EXHIBIT FEES/DETAILS

Premium Booth: \$2,200.00

Standard Booth: \$1,900.00

The booth package includes one 10' x 10' carpeted pipe-and-drape booth, one 6' draped table, two chairs, one wastebasket, one company identification sign, four exhibitor/representative name badges (additional exhibit hall badges for exhibitors and sponsors can be purchased for **\$50.00** each), recognition in the conference at-a-glance program and the conference app, and pre- and post-conference attendee lists with physical mailing addresses. Electricity/power is not included in the booth space. Refer to the Freeman service manual for exhibitor-related services and order forms.

BOOTH/SPONSORSHIP SELECTION AND CONFIRMATION

Complete the enclosed Exhibitor/Sponsor Form (page 5) and return it to letemadi@flcities.com. The online booth selection is first-come, first served. Payment, hotel, and show decorator (Freeman) information will be sent at a later date.

EXHIBIT SCHEDULE (subject to minor change)

Move-In

Saturday, June 14, 2025: 12:00 p.m. - 6:00 p.m.

Sunday, June 15, 2025: 8:00 a.m. - 10:30 a.m.

Exhibit Hall Open

Sunday, June 15, 2025: 11:00 a.m. - 7:00 p.m. *(including the Association Night reception from 5:30 p.m. to 7:00 p.m.)*

Monday, June 16, 2025: 7:00 a.m. - 4:00 p.m.

Move-Out

Monday, June 16, 2025: 4:00 p.m. - 6:00 p.m.



SPONSOR FEES/DETAILS

(Exhibiting is not required to participate as a sponsor; the sponsorship fee is non-refundable.)

Platinum Sponsor – \$5,000.00

- Four full conference registrations
- Four tickets to Tuesday evening’s event at Pinstripes
- Four sponsor name badges (for exhibit hall access only and all food functions within the exhibit hall)
- Pre- and post-conference attendee lists with physical mailing addresses
- Signage/recognition throughout the conference, in the at-a-glance program, and on the mobile app
- Link to the sponsor’s website on the official conference mobile app
- Large logo on conference bag

Gold Sponsor – \$2,500.00

- Two full conference registrations
- Four sponsor name badges (for exhibit hall access only and all food functions within the exhibit hall)
- Pre- and post-conference attendee lists with physical mailing addresses
- Signage/recognition throughout the conference, in the at-a-glance program, and on the mobile app
- Link to the sponsor’s website on the official conference mobile app
- Logo on conference bag

Silver Sponsor – \$1,000.00

- Two sponsor name badges (for exhibit hall access only and all food functions within the exhibit hall)
- Pre- and post-conference attendee lists with physical mailing addresses
- Signage/recognition throughout the conference, in the at-a-glance program, and on the mobile app
- Link to the sponsor’s website on the official conference mobile app

EXHIBITOR/SPONSOR NAME BADGE INFORMATION

The Exhibitor/Sponsor Name Badge Order Form will be emailed to the primary contact on or around April 30, 2025, and must be completed and returned by May 19, 2025. Additional exhibitor and sponsor badges for admittance to the exhibit hall and all food functions within the exhibit hall can be purchased for \$50.00 each.

After 6:00 p.m. on Monday, June 16, 2025, any exhibitor (or sponsor exceeding the allocated badges in a specific sponsorship level) interested in attending any non-exhibit hall events/sessions must purchase a 2025 FGFOA Annual Conference registration.

Allocations:	Exhibitor:	Four badges per 10’x10’ booth
	Platinum Sponsor:	Four sponsor badges for the exhibit hall access only (in addition to the four badges per 10x10 if exhibiting)
	Gold Sponsor:	Four sponsor badges for the exhibit hall access only (in addition to the four badges per 10x10 if exhibiting)
	Silver Sponsor:	Two sponsor badges for the exhibit hall access only (in addition to the four badges per 10x10 if exhibiting)



HOTEL INFORMATION

The **2025 FGFOA Annual Conference** will be held at Diplomat Beach Resort in Hollywood, FL. Rooms are available for exhibitors at the special rate of **\$229.00** per night, single or double. The hotel will not accept telephone reservations at this time. Hotel reservation information will be sent to exhibitors and sponsors in the spring.

EXHIBIT/SPONSOR

To exhibit and/or sponsor, return, return the completed Exhibitor/Sponsor Interest Form (page 5) with your company logo to Lily Etemadi at letemadi@flcities.com.

DEADLINES

Refer to Exhibitor/Sponsor Interest Form (page 5) for deadlines.

QUESTIONS?

Contact Lily Etemadi, Director of Events and Experience, at 850.701.3605 or letemadi@flcities.com.



2025 FGFOA ANNUAL CONFERENCE EXHIBITOR/SPONSOR FORM

June 14-18, 2025 (exhibit dates June 15-16, 2025)
The Diplomat Beach Resort, Hollywood, FL

Florida Government Finance Officers Association
P.O. Box 10270, Tallahassee, FL 32302

Return this completed form with your company logo to Lily Etemadi at letemadi@flcities.com.

IMPORTANT DATES:

March 19, 2025..... Online exhibit/sponsorship selection opens

April 30, 2025..... Deadline for cancellation of exhibit space (must be submitted and received in writing by 5:00 p.m.)
A \$100.00 cancellation fee applies to all cancellation of exhibit space requests made before 5:00 p.m.
on April 30, 2025. No refunds after April 30, 2025. The sponsorship fees are non-refundable.

May 19, 2025..... Exhibitor/Sponsor Name Badge Order Forms due

EXHIBITOR/SPONSOR CONTACT INFORMATION:

(This primary contact will receive ALL exhibitor/sponsor communications regarding logistics, payment, logos, etc.)

Company/Organization: _____

Primary Contact: _____

Contact Email: _____ Phone: _____

CHECK YOUR LEVEL OF INTEREST: (Check all that apply.)

Exhibit

Exhibit and Sponsorship

Sponsor

\$5,000 Platinum

\$2,500 Gold

\$1,000 Silver

CONFERENCE AT-A-GLANCE INFORMATION: (This information will be printed in the at-a-glance program.)

Company/Organization: _____ Phone: _____

Company Contact: _____

Company Contact Email: _____ Company Website: _____

Product/Service Description (please adhere to a 15-word maximum):

CONFERENCE APP INFORMATION: Submit your company logo with this Exhibitor/Sponsor Interest Form.

Company logo must be 180 x 120 pixels, JPG or PNG.

ACKNOWLEDGMENT:

I have read and will comply with all rules and regulations on page 7 of this kit regarding the **2025 FGFOA Annual Conference**.

Authorized Signature: _____ Date: _____



RULES AND REGULATIONS FOR EXHIBITORS/SPONSORS

2025 FGFOA Annual Conference

June 14-18, 2025 (exhibit dates June 15-16, 2025)

The Diplomat Beach Resort, Hollywood, FL

1. AGREEMENT

The following rules and regulations become binding upon the purchase of exhibit space and/or sponsorships by the applicant and its employees from the Florida Government Finance Officers Association (FGFOA), the event sponsor.

2. EXHIBIT HALL FLOOR PLAN

FGFOA reserves the right to specify policies in the interest of public health. Participating companies will be notified of any requirements or changes.

3. EXHIBIT SPACE ASSIGNMENT

Booth locations will be selected by the individual companies/organizations via an online selection process. Final booth assignments are subject to the approval of show management. Show management reserves the right to adjust booth locations, should the need arise, but not without prior notification to the exhibitor.

4. BOOTH PACKAGE DESCRIPTION

The booth package includes one 10' x 10' carpeted pipe-and-drape booth, one 6' draped table, two chairs, one wastebasket, one company identification sign, four exhibitor/representative name badges, recognition in the conference at-a-glance program and the conference app, and pre- and post-conference attendee lists with physical mailing addresses. Total individual exhibit floor space is limited to 10' x 10' unless requested and approved in writing. No walls, partitions, signs, or decorations may be erected that will interfere with the general view "down the aisle" or with other exhibits. Additional booth requirements may be requested by the exhibitor from the decorating service provider (Freeman). The exhibitor is solely responsible for all costs incurred. Electricity/power is not included in the booth space. Refer to the Freeman service manual for the electrical order form.

5. EXHIBITOR MOVE-IN AND MOVE-OUT (subject to minor change)

Move-In

Saturday, June 14, 2025: 12:00 p.m. - 6:00 p.m.
Sunday, June 15, 2025: 8:00 a.m. - 10:30 a.m.

Move-Out

Monday, June 16, 2025: 4:00 p.m. - 6:00 p.m.

NOTE: Exhibitors will not be allowed to break down their booths until the show closes at 4:00 p.m. on Monday, June 16, 2025. Any company that willfully dismantles its booth before closing time will not be permitted to exhibit at future FGFOA conferences. The exhibitor understands that this schedule will be strictly adhered to as a courtesy to other exhibitors and FGFOA registrants.

6. EXHIBIT HALL HOURS (subject to minor change)

Sunday, June 15, 2025: 11:00 a.m. - 7:00 p.m.
(including Association Night Reception)
Monday, June 16, 2025: 7:00 a.m. - 4:00 p.m.

NOTE: These hours have been developed to coincide with registrants' break times to help ensure tradeshow floor traffic. In addition, refreshment breaks held during exhibit hours, Sunday's Association Night reception, and Monday's "sidewalk café" will take place in the exhibit hall.

7. UNOCCUPIED SPACE

FGFOA reserves the right to rent or occupy any rented space that remains unoccupied after the first hour of the show's opening.

8. PAYMENTS AND REFUNDS

Exhibit Space: The payment for exhibit space is due upon the reservation of space. Cancellation of exhibit space must be submitted in writing and received by 5:00 p.m. on April 30, 2025. All cancellations are subject to a \$100.00 cancellation fee. No refunds will be issued for cancellations or no-shows after 5:00 p.m. on April 30, 2025. Refunds will be processed after the conference. **Sponsorship:** The sponsorship fee is non-refundable.

9. EXHIBITOR/SPONSOR BADGE ACCESS

The exhibitor/sponsor badges will be valid for access only to the exhibit hall. This access includes move-in times, exhibit hall hours, and move-out times. These badges do not give access to sessions and other events taking place on behalf of FGFOA. After 6:00 p.m. on Monday, June 16, 2025, any exhibitor/sponsor interested in attending any non-exhibit hall events/sessions must have or purchase an FGFOA Annual Conference registration.

10. FOOD SERVICE

FGFOA reserves the right to provide food and beverage service during certain hours in the exhibit area. No free samples of food, beverage, or any product may be given away or otherwise distributed by any exhibitor without the prior written approval of FGFOA.

11. NOISY AND OBNOXIOUS EQUIPMENT

The operation of whistles or any objectionable device will not be allowed. After the show opens, noisy and unsightly work will not be permitted. The exhibitor understands that no music of any type is allowed during exhibit hall hours (this includes music in video, slides, or other presentations or features).

12. SECURITY AND LIABILITY

FGFOA will provide basic security measures from 7:30 p.m. on Sunday, June 15, 2025, through 7:00 a.m. Monday, June 16, 2025. The exhibitor agrees to hold FGFOA, the hotel, and the show decorator harmless and to indemnify FGFOA, the hotel, and the show decorator against claims or liability arising out of the actions, fault, or negligence of the exhibitor, its agents, or employees, before, during, and after the exposition. FGFOA, the hotel, and the show decorator shall not be responsible for any loss, damage, or injury that may happen to the exhibitor or the exhibitor's agents, patrons, guests, employees, or property from any cause whatsoever (unless occasioned by the sole willful or gross negligence of FGFOA, the hotel, or the show decorator) before, during, or after the exposition period. The exhibitor hereby releases FGFOA, the hotel, and the show decorator from, and agrees to indemnify them against, any and all claims for such loss, damage, or injury.

13. DAMAGE TO PROPERTY

The exhibitor, its agents, guests, or patrons shall not injure, mar, nor in any manner deface the hotel premises or equipment therein, and shall not cause or permit anything to be done whereby the hotel or its equipment shall be in any manner injured, marred, unduly soiled, defaced, lost, stolen, or otherwise removed from the building, and will not drive, or permit to be driven, nails, hooks, tacks, or screws into any part of the hotel, and will not make nor allow to be made, any alterations of any kind therein. Should any of the hotel's equipment used by the exhibitor in the conduct or operation of the exposition be damaged, lost, or stolen, the exhibitor will promptly pay for the equipment by cash or certified check.

14. SIGNS AND POSTERS

The exhibitor agrees not to post or exhibit signs, advertisements, posters, or cards of any description inside, in front of, or on any part of the hotel without written consent.

15. PUBLIC POLICY

All companies or individuals exhibiting at the annual conference are participating at the exclusive discretion of FGFOA and must abide by all local codes, rules, regulations, and ordinances, including fire regulations, and must abide by the directions and instructions presented by official FGFOA, hotel, and show decorator personnel. The exhibitor understands that any violations of these policies may result in the immediate closing and removal of the exhibitor's booth.

16. ELIGIBLE EXHIBITS AND RESTRICTIONS

FGFOA reserves the right to accept or reject without reason any exhibit booth purchased.

17. EXHIBIT FLOOR ACCESS

FGFOA reserves the right to limit access to the exhibit floor to anyone during times when the show is not officially open.

18. USE OF BOOTH SPACE

Exhibitors shall reflect their companies' highest standards of professionalism while maintaining their booths during show hours. No exhibitor shall assign, sublet, or share booth space without the permission of FGFOA.

19. EXHIBITION SALES POLICY

No firm or organization is permitted to engage in direct sales activities within the exhibit area without the expressed written approval of the FGFOA.

20. DOOR PRIZES

The FGFOA will not conduct a Door Prize Program in the exhibit hall. It is at the discretion of the exhibiting company to conduct raffles and/or provide giveaway items in the individual booth(s).

21. HOSPITALITY SUITES AND OTHER EVENTS

Any firm or organization wishing to host a hospitality suite or any other event in conjunction with the **2025 FGFOA Annual Conference** must agree to purchase a booth or sponsorship at the conference. FGFOA must be informed of the dates, times, and locations for these events in advance to ensure no conflict with other conference activities.

22. MEDIA RELATED

By registering for these events, you acknowledge that FGFOA may capture event photos or videos and will have the irrevocable right to use, reproduce, distribute, publish, and display any media featuring your image.