

FSAE EDUCATION EXPO

learn. lead. connect.

OCTOBER 16, 2024 | DUNLAP CHAMPIONS CLUB, TALLAHASSEE

Showcase your property or service to association executives and meeting planners at the exclusive FSAE Education Expo

Limited to 35 Exhibitors - 4 Reps/Table

SCHEDULE:

8:00 am - 9:30 am	Move in
10:00 am - 11:30 am	Tradeshow & Refreshment Break
11:45 am - 1:15 pm	Luncheon
1:15 pm - 1:45 pm	Dessert & Drawings in Trade Show
2:00 pm	Move out begins
2:00 pm - 4:15 pm	Breakout Sessions

EXPO REPRESENTATIVE:

Name: _____

Title: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

I have read and accept the [Terms and Conditions](#) and [Cancellation Policy](#) for exhibiting at the FSAE 2024 Education Expo (page 2)

ADDITIONAL REPRESENTATIVE (FULL DAY RATE)

Name: _____

Email: _____

SPECIAL REQUESTS: (we'll do our best to accommodate)

Do you plan to bring a pop up, need electricity, etc:

Who would you like to be placed next to? _____

EXPO FEES:

6 ft tabletop displays only
Includes ONE Full Registration

Thru Aug 23 **Aug 24-Sept 27** **After Sep 28**

Member	○\$900	○\$1,000	○\$1,100
Non-Member	○\$1,100	○\$1,200	○\$1,300

Additional Representative Registration Fee

Member	○\$150	○\$175	○\$200
Non-Member	○\$175	○\$200	○\$225

Optional Bag Stuffer Ad-On ○\$200

Total Fee: _____

Fine Print: Price includes one (1) attendee full day registration per Expo Table purchase. Lunch and Expo registration fee are included in the exhibitor fees. **Registration must be accompanied by payment in full to secure exhibit table(s).** This year we only have 35 exhibit tables (6ft tabletops). You are allowed to have **up to 4** representatives at your table, but only **ONE** person will be the main contact for the table.

We will not be able to split tables or prices. All additional representatives need to register separately at the regular registration rate and indicate their participation at your table.

By registering for the FSAE Education Expo, I hereby grant permission to use any and all photographic imagery and video footage taken of me at this event and activities pertaining to this event, without payment or any other consideration. I understand that such materials may be published electronically or in print, or used in presentations or exhibitions.

Associate Members Make it Happen...

Affordable fees are possible because of our Associates' generosity and investment in FSAE.

Mail your registration form & check to FSAE, 2410 Mahan Drive, Suite 2, Tallahassee, FL 32308

Register Online: www.fsaе.org/educationExpo

Questions? Call or Text 850.222.7994 or email events@fsae.org

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Terms of Exhibit Contract

- You must agree to this contract and full payment must accompany the registration form to secure exhibit table(s). **Access to exhibit hall will not be allowed unless all fees are paid in full before the Expo.**
- You will be contacted separately to select your table location (based on first come, first served). FSAE reserves the right to reassign space or require any exhibitor to move to another location if it is in the best interest of the total show.
- **Up to 4 representatives allowed per table. Additional representatives need to register as full attendees separately and indicate their affiliation.** If exhibitor plans to have more than 4 individuals at table, an additional table top space will need to be purchased.
- **Expo Cancellation Policy:** Exhibitors must request cancellation of registration in writing to the FSAE Office no later than September 27, 2024 to receive a refund less \$75 administrative fee per table. Exhibitors who cancel after September 27 will not receive a refund.
- Move-in for the Expo begins Wednesday, October 16 at 8:00 am. Exhibitors should be set up by 9:30 am. Exhibitors must be in attendance at exhibit during show hours. Tradeshow times are 10:00 - 11:30 am and 1:15 - 1:45 pm The move-out time begins at 2:00 pm.
- Any exhibit space not occupied and set up fully by one hour prior to the opening of the show shall be forfeited by the exhibitor and no refund shall be paid. FSAE may reassign such space at its discretion without any obligation to the exhibitor.
- **Pop-up banners are allowed in designated areas only.** The maximum height of tabletop displays is limited to 6' clearance from the floor to the top of the display. Pipe and drape will not be allowed in the tabletop area. Exhibits are confined to the tabletop area only. One 6' table will be included with each purchase.
- Purchaser agrees to have exhibit set up before show is open and agrees to abide by the set up, show, and dismantle times.
- Public address, sound producing or amplifying devices that project sound beyond the exhibitor's space are prohibited. Exhibitor remains responsible for the use of copyrighted compositions, whether live or recorded.
- Exhibitors may not assign, sublet, or share with any other company any part of the space allotted to them unless arrangements are approved by FSAE prior to the event.
- Only items shown on contract application are included in space rental.
- FSAE management reserves the right to approve the character of any exhibit, good therein, attendant advertising, and sales promotion and to prohibit anything that in its sole judgment, because of noise or other objectionable features, may be deemed to detract from the show in general.
- Objectionable practices by exhibitors must be reported to management immediately and not after show is completed.
- It is agreed that neither FSAE nor host facility shall be liable for any damage to, or destruction of, any exhibit (or part of an exhibit), or disappearance of any exhibit (or part), or any property contained in and about the exhibit area.
- Exhibitor agrees to indemnify and hold harmless FSAE and host facility and their employees and representatives against any and all liabilities for damage, injury, or loss to all persons and all claims arising out of acts or omissions of exhibitors, their employees, and their representatives or guests.
- Exhibitor is responsible for their designated space and will be held liable for any damages that occur in that area.
- Interpretation of all rules and regulations is the responsibility of the FSAE Executive Committee or its designated representatives. All decisions of said group or representatives are final.

Signature of Exhibitor's Authorized Representative

Printed Name and Company

Date