

40th
ANNUAL

FPC

FLORIDA PLANS &
CONSTRUCTION
SEMINAR + EXPO



EXPO EXHIBITOR RESOURCE

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EXHIBITOR CHECKLIST AND DEADLINES
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EXHIBITOR POLICIES

SEPT 29 - OCT 1, 2024

ROSEN SHINGLE CREEK | ORLANDO, FL
WWW.FPCSEMINAR.COM

Sunday, September 29, 2024

Rosen Shingle Creek • 9939 Universal Blvd, Orlando, Florida

Exhibitor Move-In Hours (Sebastian Hall)

Sunday, September 29: 2:00 PM - 5:00 PM

Monday, September 30: 8:00 AM - 3:30 PM

All exhibit setup to be completed by Monday, 3:30 PM

Exhibitor Move-Out:

Tuesday, October 1: 1:30 - 5:00 PM*

*\$500 penalty for breaking down before 1:30 PM

FPC Expo Open Hours - Sebastian Hall

Monday, September 30 Expo Hours: 4:30 - 7:00 PM

Tuesday, October 1 Expo Hours: 7:00 AM - 1:30 PM

Exhibitor Checklist and Deadlines

Keep this list handy to check off items as you complete them. A fully completed list will ensure your best experience at the FPC Seminar + Expo.

ITEM	TASK	✓	DUE DATE / DEADLINE
1.	Set up your Exhibitor Account/Dashboard on Expo Genie; Complete profile, upload logo, contacts, social media links	<input type="checkbox"/>	Now
2.	Request and submit your Certificate of Insurance (COI)	<input type="checkbox"/>	Now
3.	Make Hotel Reservations, if needed	<input type="checkbox"/>	Now
4.	Company Description within Task List on Expo Genie	<input type="checkbox"/>	Now
5.	Deadline to sign up for SCANTrivia Game/submit question/ and pay participation fee on Expo Genie Dashboard	<input type="checkbox"/>	Deadline Fri., Sept. 6
6.	Exhibitor Service Kit - Discount ordering with payment ends	<input type="checkbox"/>	Deadline Fri., Sept. 6
7.	Register for Exhibitor Rep Badges on Expo Genie Booth Staff tab	<input type="checkbox"/>	Deadline Fri., Sept. 6



Some Checklist Details

Set Up Expo Genie Account/Dashboard (takes only a few minutes)

You or the email address you designated during registration received an email invitation from Expo Genie to set up a password protected account/Dashboard at the time you paid for your booth. (Check spam if not found.) The Dashboard is where you will complete your viewable company profile, make optional purchases for lead capture, additional Exhibitor rep badges, and SCANTrivia participation, and register your Exhibitor reps for badges.

Register your Exhibitor Reps - "In The Booth" tab on your Expo Genie Dashboard

Each 10 x 10 ft booth comes with three Exhibitor representative badges, with an option to register a maximum of three additional badges for shifts for a total of six (6) rep/badges per booth. Badges must be turned in at Expo Reg Desk before shift badges can be checked out.

Additional Paid Exhibitor Reps - If three reps on the floor is not adequate for your company, you can purchase additional Exhibitor rep badges on your Dashboard at \$165 each, maximum of six additional badges per booth. No more than three reps may be on the Expo floor / in your booth at any given time unless you have Paid Additional Exhibitor Reps registered.

Access - Expo Exhibitor rep badges provide access to all FPC Seminar + Expo food events (Three per booth plus additional paid reps); badges do not provide access to educational sessions.

Info for your Exhibitor Badges - Under the "Booth Staff" tab, when you select "Add a New Person", you will complete a set of fields for each representative. The information you provide here will be used for your rep badges, so be sure to provide all the information you wish to see on the badge. Badges can include these fields:

- Name (include any designations you wish to see on badge)
- Title
- Company
- City, State

Please include email addresses. Badges will be available for pick-up at the FPC Expo Registration Desk located outside the Expo.

Exhibitors' Service Kit (from US Tradeshows)

Booths are UNFURNISHED. Arrange for your furnishings, electricity, shipping, etc. from this kit. Exhibitors may carry in their own displays and furnishings if items can be hand carried or using a two-wheeled dolly. Beginning in early July, link to the online Exhibitors' Service Kit will be provided to exhibitors that have submitted their COI.

FPC EXPO - FOOD / DINING



Each booth includes these food/beverage events for (3) Three Exhibitor Reps:

Monday

Lunch
Afternoon Break in Expo
Opening Reception in Expo (cash bar)

Tuesday

Breakfast in Expo
Morning Break in Expo
Lunch

Dining Options at Rosen Shingle Creek

All other meals are on-your-own. There are multiple food venue choices from grab-n'-go to formal dining and bars at Rosen Shingle Creek.
[Click here to view the offerings!](#)

FPC Seminar + Expo SCHEDULE

Sunday, September 29 - Tuesday, October 1, 2024

Rosen Shingle Creek • 9939 Universal Blvd, Orlando, Florida

Sunday, September 29

7:00 AM	Registration - Charity Golf Tournament at Rosen Shingle Creek GC
8:00 AM	Shotgun Start - Charity Golf Tournament at Rosen Shingle Creek GC
12:00 - 6:00 PM	FPC Seminar Registration
3:00 - 5:30 PM	FPC Seminar Educational Sessions
5:30 - 7:00 PM	FPC Seminar Meet & Greet Reception

Exhibitors: Your booth registration includes THREE complimentary tickets (per booth) to the Meet & Greet. Anyone planning to attend must pick up their badge and ticket at Sebastian Registration Desk between 2-6 PM on Sunday prior to the event.

Monday, September 30

8:45 AM - 4:30 PM	FPC Seminar Educational Sessions
11:30 AM - 12:30 PM	Lunch (limit 3)
4:30 - 7:00 PM	Expo Opening Reception

Tuesday, October 1

7:00 - 8:30 AM	Breakfast in Expo
8:30 AM - 3:30 PM	FPC Seminar Educational Sessions
9:30 - 10:00 AM	FPC Seminar Break in Expo
12:00 - 1:00 PM	Lunch (limit 3)
1:30 PM	Expo Closes; Exhibitor Move-Out until 5 PM

Exhibitors: On Monday and Tuesday, your booth registration includes the food events listed for up to three badged representatives. If you paid for additional booth reps, they also have access to these events.

FPC Expo Reg Desk Hours (Sebastian)

Sunday, September 29	2:00 - 6:00 PM
Monday, September 30	7:00 AM - 6:00 PM
Tuesday, October 1	6:30 AM - 1:30 PM



FPC Expo SCANTrivia Game

Back by popular demand! FPC Seminar is partnering with SCANTrivia, to offer an enhanced digital game that is a proven ice breaker to amp up the energy level on the Expo floor, increase attendee-exhibitor engagement, and add value to your investment.

- Increase traffic and exposure to your booth
- Using your own question, visitors will engage with you
- Easy for everyone to use - game is located within the FPC Seminar Mobile App
- Participants will be highlighted on the printed program floorplan and on mobile app

How does ScanTrivia Game Work?

As a participating exhibitor, you will receive an 8.5"x11" sign with a QR code tagged to the question you've chosen to begin the conversation. It can be a serious question about your company's history, or products and services, or a simple humorous ice breaker. Once attendees scan your code, your question will pop up on their phone, and they will talk to you to obtain information to get the correct answer. A conversation is begun! Attendees enter the right answer and score points for their visit and possibly win one of the great prizes.

Participation Fee: \$100

Fee can be submitted during exhibit space registration or you can return to your Dashboard later to select to participate. Deadline to indicate participation and submit your information and company question to appear in game is Friday, September 6.



Watch this short video of an event using SCANTrivia!

Booth Prizes



Exhibitors are still welcome to offer a prize at their booth, maximum value \$250. Eligible recipients for your prize pool can be collected via business cards or through the FPC Expo Lead Capture that is available for purchase at time of booth reservation or later on Dashboard. Download the FPC Seminar Event Mobile App (available free on-site). Use the app's Activity Feed to post your prize, promote your company and announce your winner. Exhibitors are responsible for connecting with winners to present door prizes.

FPC Seminar + Expo Contacts



FPC Expo Manager: Lani Milton

lanimilton2019@gmail.com / 904-383-9578

FPC Expo Services Contractor: Joan McKee

jmckee@ustshows.com / 407-812-8225

FPC Expo Food and Beverage: Emma Dornath

edornath@rosenshinglecreek.com / 407-996-8504

FPC Seminar: Jeff Olszewski

Jeff@LATConferenceServices.com / 407-353-8581



FAQs

How many booth rep badges per booth do I receive, and how many booth reps can be on the Expo floor or in the booth at one time?

A maximum of six booth rep badges will be printed for each 10' x 10' booth; **up to three badges may be checked out at any time** to be on the Expo floor/in the booth. The other three can be checked out for shifts/subbing when original badges are turned in at the Expo Reg Desk outside Sebastian Hall.

If you need more than three people on the floor, you have the option to purchase additional booth rep badges from your Expo Genie Dashboard, a maximum of six (6) per booth. Register all your booth reps on your Dashboard by Friday, Sept. 6 to ensure your badges are ready for pick-up at the FPC Expo Reg Desk.

When will I receive an attendee list?

A pre-meeting attendee list consisting of Name/Title/Company or Facility/UPS address, plus email address from attendees who agreed to share emails, will be emailed Sept. 13 to the Administrative contact provided for the event, or to the Public contact if an Administrative contact was not listed. A second complete post-meeting attendee list will be emailed after the meeting.

CAUTION! Both pre-meeting and post-meeting attendee lists are provided to you **at no charge** as part of your exhibit fee. **Do not respond to scam emails offering to sell you our attendee list.**

Scammers do not have our attendee data. You may also be contacted by individuals or groups purporting to be associated with the hotel or another group offering you hotel reservations. These offers are not legitimate. No one from our event or Rosen Shingle Creek will contact you with offers. The link to our FPC Seminar room block is in your booth confirmation.

You mention my Expo Genie Dashboard as the place to register booth reps and complete my profile - how do I set that up?

As soon as you completed online registration/payment for your booth you received an email invitation from Expo Genie with a link to log back into Expo Genie to set up your password protected account / dashboard. If you haven't set up your account and cannot locate that link please request the link be resent to you by emailing lanimilton2019@gmail.com.

Does booth come with table and chairs, and what about electricity?

All booths are **UNFURNISHED**. US Tradeshows will provide access to the online FPC Expo Exhibitor Kit in early July to your established contact for the event. Kit contains details for arranging for furnishings, freight, and electricity, plus order discount deadlines, dates for advance shipping and shipping direct to show site. Any further questions can be directed to US Tradeshows using the contacts on the previous page.

If you require electricity in your booth, it must be ordered through Rosen Shingle Creek using form or links in the US Tradeshows online kit.

How tall can my exhibit be?

Your exhibit cannot exceed 8 ft, and everything over 4 ft must be located in the back half of the booth to preserve line of sight. Full details with helpful illustrations are contained in the next two pages.

If you have an endcap set of booths (two booths perpendicular to the direction of the aisles), please pay attention to the design restrictions described for maintaining line of sight.

FPC Expo Exhibitor Policies

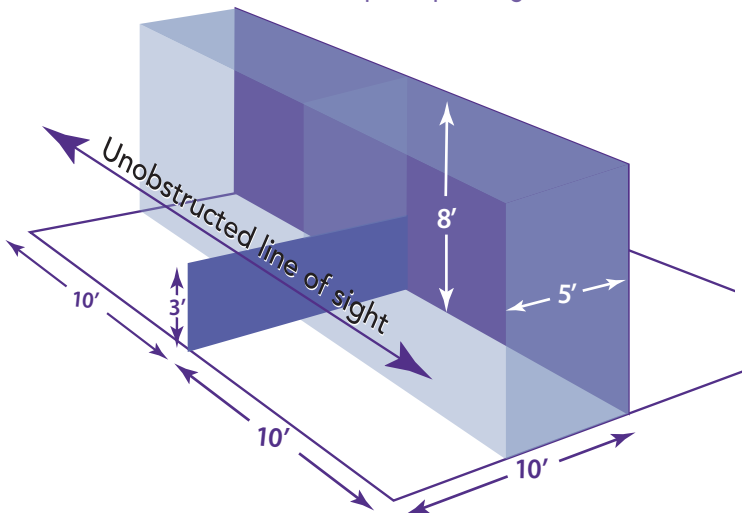
It is the responsibility of the exhibiting company's primary contact to see that all booth staff and their contractors are aware of and adhere to FPC Expo Exhibitor Policies and are also aware of the Terms and Conditions agreed to and in effect for this meeting.

Booth Installation / Tear Down Exhibitor Courtesy

1. Exhibitor move-in begins at 2:00 PM, Sunday, Sept. 29. Sunday move-in hours are 2-5 PM and then continue on Monday, Sept 30, 8:00 am - 3:30 PM. All exhibits must be completed by Monday 3:30 PM before the Expo has its opening at 4:30 PM. It is the exhibiting company's responsibility to make their staff and contractors aware of and ensure their adherence to meeting this schedule. Access during installation will be restricted to Exhibitors and independent contractors with badges only.
2. Exhibits must be staffed during all publicized FPC Expo hours when events in Expo are scheduled. Exhibitors must wear badge provided by FPC Expo at all times.
3. Sound enhancement may be used but the level must be such as to not interfere with adjacent exhibitors. FPC Expo Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued or modified.
4. Inspection: All exhibits will be inspected during move-in and any Exhibitor deviating from the Booth Design Rules must make modifications to its exhibit space at Exhibitor's expense prior to Expo opening.
5. As a courtesy and for the safety of other exhibitors and to attendees, exhibitors will not be allowed to tear down their booths until the close of the FPC Expo at 1:30 PM, Tuesday, Oct. 1.

Linear booth configuration

Illustration depicts 10' x 10' booths with 8' back drape and 3' side drapes separating the booths.



Confines of Booth / Booth Design

Exhibitor's display material shall stay within the allocated 10' x 10' space. No exhibit or lighting will be allowed to extend beyond the space assigned to the Exhibitor.

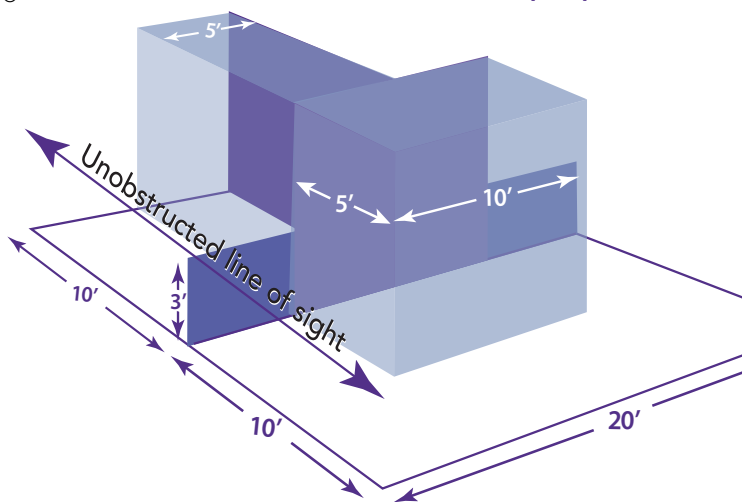
Standard display rules will be in place to address sightline. The maximum height of 8ft is allowed only on the rear half of the booth space, with a 4ft height restriction imposed on all materials in the remaining space forward to the aisle.

Endcap Use of Space In endcap booths where Exhibitor has reserved two booths for a 10' x 20' space which is oriented perpendicular to adjacent linear booths, the display along the back 20' of the booth space may only extend at the maximum 8' height including signage, for 10' in the center portion to maintain sightline for the adjacent linear booths.

Please review illustration below for linear and endcap booth sightline dimensions. Exhibitors will not be permitted to erect signs or display products in such a manner as to obstruct the view or affect the display of other Exhibitors.

Exhibits not conforming to these specifications, or which in design, operation, or otherwise, are deemed objectionable by FPC Expo Management in its sole discretion, are prohibited.

Endcap double booth configuration two 10' x 10' booths, oriented perpendicularly



Portions of exhibit taller than 4ft, depicted as translucent blue areas, are restricted to rear area of booth, and restricted to the center rear area of an endcap double booth. This allows line-of-sight down the aisles which run front to back of the hall.

Exhibit Access

FPC Expo Management reserves the right to limit access to the exhibit floor to anyone during times when the FPC Expo is not officially open.

Food & Beverage at Booth

Arrangements for serving any food and beverage at your booth must be approved by FPC Expo Management and arranged through Rosen Shingle Creek. To contact the hotel:

Rosen Shingle Creek

Emma Dornath

Convention Services Manager

Email: edornath@rosenshinglecreek.com

Phone: 407-996-8504

Damage to Property

No part of an exhibit or sign shall be posted, nailed or otherwise attached to columns, walls, floors, or other parts of the building or its furniture, in any way to deface it.

The Exhibitor, its agents, guests, or patrons shall not injure, mar, nor in any manner deface Rosen Shingle Creek premises or equipment therein, and shall not cause or permit anything to be done whereby Rosen Shingle Creek or its equipment shall be in any manner injured, marred, unduly soiled, defaced, lost, stolen, or otherwise removed from the building.

Damages arising from failure to comply shall be the sole responsibility of the exhibitor.

Photography, Video Recording, and Audio Recording

By attending and exhibiting in the FPC Seminar you give permission for images of you, captured during the conference through video, photo, and/or digital camera, to be used by FPC Seminar in promotional materials, publications, and website and waive any and all rights including, but not limited to compensation or ownership.

Exhibitors are permitted to photograph, videotape, and/or audiotape within their own booth space and may photograph, videotape, and/or audiotape FPC Expo attendees provided permission has been granted by the subject. Exhibitors may not photograph or videotape other Exhibitors' exhibits. All photography, video, and audio equipment must remain with Exhibitors' booth space and must not disrupt visitor traffic.

Unoccupied Space

Should any reserved booth remain unoccupied after 10:00 AM on Monday, Sept. 30, FPC Expo Management reserves the right to sell or occupy booth space. If Exhibitor has an emergency causing them to be delayed in setting up their exhibit, please contact Expo Management as soon as possible.

lanimilton2019@gmail.com