

FLORIDA ASSOCIATION OF GOVERNMENTAL FLEET ADMINISTRATORS

TO: All FLAGFA Affiliate Members

FROM: FLAGFA Vendor Exhibition Committee

RE: 2010 Spring Conference Vendor Exhibition Sign-Up

DATE: October 12, 2009

Greetings to all! The **FLAGFA 2010 Spring Conference** is scheduled **March 10-12, 2010** at the **Plaza Resort & Spa, 600 N. Atlantic Avenue, Daytona Beach, FL.** (Phone # for reservations is 800-767-4471).

Vendor exhibition will be Thursday afternoon, March 11, 2010 3:30 - 6:30PM. Vendors, as in the past, will be responsible for making their own hotel room reservations for the conference. **Room rate will be \$115 per night.** To ensure your room at the Plaza rather than an affiliate hotel room reservations should be made at least 30 days in advance.

VENDOR REGISTRATION procedures are as follows:

- **Vendor sign up must be in writing on the form below and returned to Vicki DuVal by email, fax, or mail AND a copy to John Rencher for payment confirmation.** This allows for any change in information and allows us proper table count since we pay fees to the hotel for table set up. **Vendor form and/or email to Vicki DuVal is required IN WRITING for table confirmation.**

- **NEW CHANGE EFFECTIVE SEPT 2009 REMAINS IN 2010...Cost per vendor exhibition sign-up is \$325 IF paid by February 5, 2010. If registration is February 8, 2010 or later, the fee becomes \$350 to cover last minute administration fees.** Vendor fee does include an 8 ½ X 11 ad in FLAGFA's conference publication, the FLEETLINE (ad can be one sided or two/black & white or color but only one sheet; ad must be standard size for assembly process. *Vendor is responsible for providing 250 copies without holes; FLAGFA cannot duplicate or add to those submitted!*). **Ad MUST reach us by February 5, 2010 to be entered in FLEETLINE in order to allow adequate assembly time !! Send your ads to Vicki DuVal c/o City of Coral Springs, 4181 NW 121 Avenue, Coral Springs, FL 33065.**

- **Table Assignment:** Seventy-five (75) tables are available for vendor use. **Please note that, due to limited electrical outlets and wall space availability, it is imperative that Vendors stipulate the need for electricity or wall space on the vendor registration form. Vendors requiring electricity should bring their own extension cords and tape to cover cords as needed.**

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Table assignments will be made by FLAGFA staff according to expressed needs once hotel table set-up is completed at the conference. **While FLAGFA will make every effort to accommodate vendor requests, please realize there is limited wall and electrical space. Vendors must agree to accept table assignments made by FLAGFA personnel and NOT make changes without FLAGFA staff approval.**

Payments: The \$325 Vendor fee covers exhibit fee only (\$350 if February 8, 2010 or later).

Checks for Vendor Exhibition registration in amount of \$325 (or \$350 depending on date) should be made payable to FLAGFA and forwarded to:

**JOHN RENCHER, FLAGFA TREASURER
CITY OF FORT LAUDERDALE
1350 W. BROWARD BLVD.
FORT LAUDERDALE, FL 33312**

Phone: 954-828-5765 Fax: 954-828-5783

Email: jrencher@fortlauderdale.gov

CONFERENCE REGISTRATION: Fee is \$50 per person (due each conference) and membership dues \$80 per person (due at time of sign up; thereafter, dues are due spring only. Note also: Registration is due even if attending just vendor show as hotel expenses for show are covered by this fee). Checks for registration and membership dues should be sent to FLAGFA Treasurer JOHN RENCHER at the address shown above.

If vendor exhibition registration, member registration and/or dues are combined in one check, please provide participating members names on the check for identification purposes. NOTE: At least one current Affiliate Member from each organization is required to participate in the Vendor Exhibition. A current Affiliate Member may bring guests to the conference. If, however, guests participate in any meals, the Affiliate Member must pay a \$50 conference registration fee for those guests to help cover meal costs. Refunds are not available for last minute cancellation as fees are based on head count given to hotel.

Vendor Sign-Up Information for FLAGFA 2010 SPRING Conference

Please email your sign up information (form below) to Vicki DuVal at vbd@coralsprings.org or fax to 954-345-2144. *This written information is MANDATORY as your 'letter of intent'; without written notification, a table will NOT be reserved for you.* **If written notification is not provided by vendor staff as noted, FLAGFA can attempt to arrange last minute table space IF AVAILABLE but cannot promise to meet preferred location.**

For payment tracking, please provide a copy of the Vendor Registration form to FLAGFA Treasurer John Rencher at jrencher@fortlauderdale.gov . **Payment in the amount of \$325 (or \$350 depending on registration date if after 2/5/10) confirms vendor exhibit registration . Dues may be paid at the time of Exhibition sign-up as they are due for everyone in Spring. Payments can be made by check or credit card (contact John Rencher, Treasurer, for credit card details).**

**FLAGFA VENDOR EXHIBITION SHOW
March 11, 2010**

VENDOR SIGN UP FORM

Name of Company you represent:

Name of Current FLAGFA Member:

Address:

Point of Contact:

Phone #:

Email address:

_____ **Electricity required? (yes or no)**

_____ **Wall space required? (yes or no)**

NOTE: Wall and electrical space is limited. Please provide extension cords if you need electric (and tape to cover cord). FLAGFA will attempt to accommodate wall space but cannot promise if requests exceed availability. Requests will be marked by date received.

Any questions, please contact Vicki DuVal at 954-345-2215.

We appreciate your participation and look forward to seeing each of you in March!

Vicki DuVal **E-mail: vbd@coralsprings.org**
Fax: 954-345-2144

John Rencher **E-mail: jrencher@fortlauderdale.gov**
Fax: 954 828-5783