

FLORIDA ASSOCIATION OF GOVERNMENTAL FLEET ADMINISTRATORS

TO: All FLAGFA Affiliate Members
FROM: FLAGFA/NAFA Vendor Exhibition Committee
RE: 2010 Fall Conference Vendor Exhibition Sign-Up
DATE: July 15, 2010

Greetings to all! The FLAGFA/NAFA 2010 Fall Conference is scheduled September 15 - 17, 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, September 16, 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 20 days in advance.

THERE ARE SOME IMPORTANT VENDOR CHANGES SO PLEASE READ ALL OF THE FOLLOWING:

- **Vendor sign up must be *in writing* on the form below and returned to Vicki DuVal by email, fax, or mail (Vicki DuVal – phone: 954 345 2215, fax: 954 345 2144, email: ybd@coralsprings.org) AND a copy to Tim Calhoun, Treasurer (Phone: 561-233-0887 Fax: 561-656-7027; tcalhoun@pbcgov.org) for payment confirmation.** Submission in writing allows for any change in information and allows us proper table count since hotel fees are by table count. (*Vendors, some of you are not getting email notifications. Please go to the website (FLAGFA.org), sign in, and check to make sure the email address we have for you is correct. If not, please send us your correct email address so it can be corrected....*)

Notification in writing by vendors includes you in the table reservation process; however **YOUR REGISTRATION IS NOT CONFIRMED UNTIL PAYMENT IS RECEIVED BY THE TREASURER.** Payment can be by check or credit card and **payment prior to the conference greatly expedites the registration and meal count process for everyone.**

- **NEW CHANGES EFFECTIVE FALL 2010.** Beginning Fall 2010, all vendor fees will be increased to \$400. Those FLAGFA vendors who pay by September 1, 2010 for the Fall 2010 conference will receive the discounted rate of \$325. **Any FLAGFA vendor paying after September 1, 2010 will pay the regular \$400 fee.**

VENDORS NOTE: Table displays **MUST** fit on 3' X 8' table top!! If it exceeds table top size, you **WILL** be billed an additional \$325 – **NO EXCEPTIONS.** The large displays cannot overlap into neighboring displays so please make sure your corporate offices furnishing displays understand this...

ALSO: IMPORTANT CHANGE... Vendors will now be charged \$200 per vehicle displayed (and must be registered with Vicki prior to conference). FLAGFA will only be allotted the 14 spaces along the back wall of the building. Any vehicle displayed **MUST** be parked properly in one of those allotted parking spaces along the back wall...

it cannot be parked horizontally or diagonally and **MUST BE** along the back wall in a single space/ **NO** other parking lanes!!

Vendors can choose to 'share' a 3' X 8' space. However, in order for both vendors to be listed in the Vendor section of the **FLEETLINE**, there will be an additional \$100 advertising fee. This is only fair to those others who pay the full fee for listing... sharing a space must be specified at the time of registration in order to have proper table count for the hotel (set up fees are charged based on number of tables).

NAFA vendors who do not pay the \$80 **FLAGFA** dues are eligible to participate in the Vendor show but will be required to pay the \$400 fee per vendor show. By paying \$80 for **FLAGFA** membership dues, you will be eligible for the discounted \$325 vendor rate and save \$70 in the course of the year.

Also beginning Fall 2010, **FLAGFA** will welcome Vendor Sponsorship to help offset rising costs and give our Vendors additional publicity exposure. Sponsorship levels will be **BRONZE - \$100, SILVER - \$250, GOLD - \$500, or DIAMOND \$1000**. Signage will be posted showing all sponsors during the entire conference. All sponsorship must be paid 30 days prior to the conference date to allow for signage to be completed.

Vendor fee does include an 8 ½ X 11 ad in **FLAGFA**'s conference publication, the **FLEETLINE**. All ads must be submitted via 'hard copy'; ads can be one sided or two; they can be black & white or color but **only one sheet/ flat/no folds** and must be standard size for assembly process. Please provide 250 copies without holes!. Ad **MUST** reach us **NO LATER THAN August 25, 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. Any ads received after this date will be brought to Daytona and returned to vendor.**

Table Assignment: Seventy (70) 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 the cord!

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, wall and electric is limited; Vendors must agree to accept table assignments made by FLAGFA personnel. Changes are NOT allowed without FLAGFA staff approval. (Vendors: give away items are accepted (vendor discretion) as means of collection of business cards and holding Fleet personnel; however, vendors are not eligible for drawing of other vendor gifts. Your understanding is appreciated)**

Membership/Conference Registration/Vendor Fees: The Fall 2010 \$400 Vendor fee covers exhibit fee only (\$325 if paid BEFORE Sept 1, 2010). Membership fees (\$80 per person for vendor if not paid in Spring) and \$50 conference registration (per person and/or guest) are additional. Checks should be made payable to FLAGFA or can be by credit card by calling Tim Calhoun, Treasurer 561-2333-0887.

Payments: 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. If GUESTS (non members participating with a FLAGFA Affiliate and/or NAFA member) participate in the conference or vendor exhibition, they must pay a \$50 conference registration fee to help cover meal costs. Refunds are not available for last minute cancellation as fees are based on head count given to hotel.

Checks for Vendor Exhibition registration (amt due is determined by date of payment), membership dues, and conference registration should be made payable to FLAGFA and forwarded to:

TIM CALHOUN, FLAGFA Treasurer / phone: 561 233 0887 fax: 561 656 7027
2601 Vista Park Way email: tcalhoun@pbcgov.org
West Palm Beach, FL 33411

FLAGFA / NAFA VENDOR EXHIBITION SHOW
September 16, 2010

VENDOR SIGN UP FORM

Name of Company you represent: _____

Are you a FLAGFA member: Yes _____ No _____

Are you a NAFA member: Yes _____ No _____

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 for coverage. 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 September!

Vicki DuVal E-mail: ybd@coralsprings.org; Fax: 954-345-2144

Tim Calhoun E-mail: tcalhoun@pbcgov.org ; Fax: 561-656-7027