

# **Florida Fire Conference 2024**

## **EXHIBIT SPACE TERMS AND CONDITIONS**

These terms and conditions form an agreement by and among the Florida Fire Chief's Association, Inc. (FFCA) and its affiliates, including the Florida Fire Chiefs' Foundation, Inc. (collectively sometimes referred to herein as "Management"), and the exhibitor identified on the exhibitor space application (hereafter, "Exhibitor"), regarding exhibit space at the Florida Fire Conference (FFC).

**PAYMENT** - A deposit of 25% of booth space fee is due upon registration. Final payment is due by September 30, 2023, or booth will be released. If contract is submitted after September 30, 2023, full payment is due at time of registration.

**ELIGIBLE EXHIBITS** - Management reserves the right to determine the eligibility of any company or product to exhibit at the FFC and further reserves the right to reject any application and/or limit space assigned to any one company. Management also has the right, and sole discretion, to stop Exhibitor or any exhibiting companies from the showing of, or sale of, questionable products which could negatively impact or reflect upon the event or Management's reputation.

**LIMITATION OF EXHIBITS** - Management reserves the right to stop or remove from the FFC any Exhibitor, or its representative, performing an act or practice which in the opinion of Management is objectionable or detracts from the dignity of the FFC or is unethical to the business purpose of the FFC. Management reserves the right to refuse admittance of exhibits or materials to the FFC until all dues and fees owed are paid in full. No Exhibitor shall hold any social event to which buyers are invited or entice buyers off the FFC tradeshow floor during official exhibit hours.

**LIMITATION OF LIABILITY** - Exhibitor agrees to make no claim for any reason whatsoever against Management and/or the venue, city, or state wherein the show is held for loss, theft, damage, or destruction of goods, nor for any injury to exhibitor, its employees, agents, or invitees, whether such injury occurs while the FFC is in progress, being set up or taken down. Exhibitor agrees that Exhibitor's participation in the FFC is at Exhibitor's own risk, and that Exhibitor should therefore take steps to safeguard Exhibitor's products and display at all times. Exhibitor agrees to indemnify and hold harmless Management, the venue, and the city wherein the FFC is held, and their employees (collectively, the "indemnified parties"), against any and all claims of any person, any losses, damages or expenses (including reasonable attorneys' fees) incurred by any of the indemnified parties arising out of Exhibitor's participation in the FFC, the acts, omissions or negligence of Exhibitor, its agents or employees, or any breach by Exhibitor of the terms and conditions set forth herein.

**CANCELLATION OR WITHDRAWAL** - Cancellation of space and refund is subject to the following conditions: Exhibitor shall give written notice of cancellation. If written notice is received prior to or on September 30, 2023, total money paid, less a cancellation fee of 25% of the TOTAL BOOTH CONTRACTED or \$200 minimum will be refunded to exhibitor. **No refunds will be allowed for any cancellation after September 30, 2023.** Space that becomes available due to cancellation may only be reassigned by Management. Space may not be sublet by cancelling company.

**EXHIBIT RESTRICTIONS** - No Exhibitor or part of an exhibit will be admitted to any space until rental of that space has been paid in full. No Exhibitor may dismantle their exhibit until after the closing hour of the FFC tradeshow. Exhibitor shall properly staff the exhibit during tradeshow hours. Exhibitors are liable for any damage caused to building walls, floors or columns or other exhibitors' property. Exhibitors for whom Management makes exhibit space available are those who have products/services that are of interest and use to fire and emergency services. The acceptance of an exhibiting firm does not constitute an endorsement or approval by Management of the quality or value of claims made by the firm. If Exhibitor's display is not set up by the time required by Management, space may be reallocated at Management's discretion. Exhibitor presence in exhibit space is limited to the show hours. **No social events may be held in the exhibit hall by anyone without advance approval from Management.**

**BOUNDARIES** - All parts of all exhibits must be within Exhibitor's assigned space boundaries. Aisle space is under the control of Management. Standard booths are limited to 8-ft. background drapes and 33-inch high side drapes. Maximum height of standard exhibit is 8 ft. and may extend only one-half of the booth depth from the back wall. Height in the front half of the exhibit space cannot exceed 33" high, except for product height, which may exceed the 33" height limitation.

**GENERAL SHOW POLICIES** - Noisy or offensive exhibits are prohibited. Distribution of literature or samples must be related to exhibit and distribution limited to within Exhibitor's space. **No food or beverages may be distributed from Exhibitor's space without the approval of Management.** Assignment or subletting of assigned space by Exhibitor is not permitted without approval of Management for any reason. Exhibitor must comply with all local laws, rules, regulations, and ordinances in force. Exhibitor may not display signs that are not professionally prepared or in the opinion of Management detracts from the appearance of the FFC in any manner whatsoever. Management shall have sole control over all admission policies at all times. Please note Exhibitor will also be subject to and expected to comply with any guidelines, limitations and restrictions set forth by the host venue and/or its jurisdiction and should make the effort to become informed on these matters by accessing the resources that will be provided.

**TERMINATION OF SHOW** - If Management determines that the premises where the FFC is to be held have become unfit for occupancy, or if the premises are materially interfered with by reason of strike, embargo, injunction, act of war, act of God, any other emergency, or any act or event not within the control of Management, this agreement may be terminated by Management. In the event of such termination, the Exhibitor waives and releases any and all claims for damages against Management.

**RELOCATION OF EXHIBITS** - Management reserves the right to alter the official floor plan, and/or re-assign any Exhibitor's location as deemed advisable. Management further reserves the right to make such changes, amendments and additions to these rules and such further regulations as it considers necessary for the good of the FFC. Exhibitor shall be given reasonable notice of any changes in the FFC rules, regulations, and policies; provided, however, Management shall not be required to give advance notice of any changes to the rules and regulations necessitated by events or occurrences affecting the health, safety, and welfare of Management, Exhibitors, their employees, agents, and invitees.

**SHOW SERVICES** - Booth decorations, furniture, signs, carpet, wi-fi, internet and electricity are not included in the booth registration price. These enhancements are available to the Exhibitor through independent contractors who will bill the Exhibitor directly. Exhibitor is solely responsible for all costs and fees payable to contractors utilized by Exhibitor; Management is not responsible for mediating disputes relating to the delivery of these services. Management is not responsible for any service provided by independent contractors. Management reserves the right to finish and decorate any unfinished partitions, walls or backs of signs that are visible to the public and to charge the cost to the Exhibitor.

**COLLECTION POLICY** - Exhibitor agrees to pay any-and-all costs incurred by Management to collect all or any portion of fees and dues owed to Management which have not been paid in full prior to the opening of the FFC or to collect any amounts which may be due and owed pursuant to the terms and conditions set forth herein.

**INSURANCE – VALID CERTIFICATE OF INSURANCE (COI) MUST BE PROVIDED TO MANAGEMENT NO LATER THAN 30 DAYS PRIOR TO START OF SHOW**

Exhibitor shall maintain adequate limits of insurance during the FFC according to the following parameters.

- Minimum general liability coverage of one-million dollars.
- The Certificate Holder is the Florida Fire Chiefs' Association, located at 221 Pinewood Dr, Tallahassee, FL 32303.
- The Florida Fire Chiefs' Association should be added as an additional insured.
- The event should be listed as the Florida Fire Conference, being held at the Orange County Convention Center, located at 9860 Universal Blvd, Orlando, FL 32819.

**PHOTOGRAPHY** - Exhibitor agrees that Management may utilize all photographic images of the FFC, including images of Exhibitor's booth, products, and employees, as Management deems fit, and Exhibitor hereby waives any claims related to publication of the FFC photographs, including without limitation, claims related to infringement, publication of name or likeness, or invasion of privacy. In addition, Exhibitor may not utilize any photographs of the FFC without the prior written consent of Management.

**MARKETING** - Exhibitor agrees to conduct itself at all times in accordance with normal standards of decorum and good taste regarding Exhibitor's association with, and appearance at, the FFC. In any communications to press, consumers, trade partners,

retailers, or vendors, (including communications by social media), Exhibitor agrees to utilize its best efforts to positively promote the conference, and not act in a manner that could weigh on the conference in a negative fashion.

**THE FFC DIRECTORY/OFFICIAL LISTINGS** - Exhibitor agrees that under no circumstances shall Management have any liability to Exhibitor in the event of any errors or omissions in the FFC listings, official directory, or other marketing materials produced at Management's expense.

**FFCA MEMBER DISCOUNTS** – As a benefit of membership, FFCA members are provided with a booth discount as designated by the most current pricing schedule. Exhibitor must be a current member of the FFCA to qualify for this discount. The discount will be removed if the membership lapses and Exhibitor will be responsible for paying the difference before the start of the FFC.

**PRIORITY POINTS** - Points are calculated on a fiscal year (October 1-September 30) and accumulate year-to-year. Points are not transferable. Points are awarded to FFCA Corporate/Business members only, points are forfeited if a membership lapses. Points are calculated at a rate of one point for each dollar spent on membership exhibit space, sponsorship of Florida Fire Chiefs' Association events, advertising in FFCA's publications, or Foundation events. Any outstanding balance must be paid before points are issued.

**SPACE SELECTION:** Priority points determine the order in which exhibiting companies select their exhibit space for the next year. Selections will begin with companies that have the highest number of points to the companies with the lowest number of points, and space will then be made available on a first come, first served basis.