



**FLORIDA HOUSING COALITION'S  
ANNUAL STATEWIDE AFFORDABLE HOUSING CONFERENCE and EXPO**

**EXHIBITOR RULES AND REGULATIONS**

**1. Contract**

The following rules and regulations become binding upon acceptance of this contract between the applicant and its employees, and the Florida Housing Coalition, Inc. (FHC), the event sponsor.

**2. Space Assignments**

Exhibit locations will be assigned at the sole discretion of Florida Housing Coalition and will be based on date of request with payment. Preference for the Housing Expo will be given to Partners for Better Housing at the Sponsor, Gold Sponsor, and Platinum Sponsor levels. FHC also reserves the right of exhibit space reassignment.

**3. Exhibitor Display Description**

The exhibit package includes a 6-foot skirted table in the designated Expo Hall (Two tables for Platinum Partners for Better Housing in the Housing Expo) and name badges for individuals not registered for the conference. No walls, partitions, signs or decorations may be erected which will interfere with the general view "down the aisle," or with other exhibits. Assistance in erecting display, accessing electricity, hanging banners on the front of the table(s), or breakdown must be arranged directly with the hotel staff. The exhibitor is solely responsible for all costs incurred.

**4. Set-Up, Exhibit Hours, and Break-Down**

Set-up may occur on Sunday, August 26 between the hours of 3 p.m. and 6 p.m. NOTE: No exhibitor will be allowed to break down an exhibit until 4 p.m. Tuesday, August 29. Any exhibitor that willfully dismantles its exhibit prior to that time may not be considered for future FHC conferences. The exhibitor understands that this schedule will be adhered to as a courtesy to other exhibitors and to FHC delegates.

The Expo Hall is in close proximity to FHC conference workshops and meal functions. The Expo Hall will be locked at 6 p.m. on Sunday, August 26; 5:30 p.m. on Monday, August 27; and 6 p.m. on Tuesday, August 28. Exhibit hours begin at 2:30 p.m. on Monday, August 27 and 8 a.m. on Tuesday, August 28.

**5. Shipping**

All package deliveries must be arranged by each exhibitor with the hotel. The hotel will charge Holding and Receiving fees; these fees are the sole responsibility of the exhibitor. Packages will not be accepted more than five days in advance of the event date. When shipping a package, address the package to yourself and your organization, C/O the Florida Housing Coalition Conference; Rosen Center Hotel, 9840 International Drive, Orlando, Florida, 32819. Please bring your tracking number with you as this will facilitate the hotel staff with finding your package. Exhibitors are responsible for fees associated with storing shipping containers throughout the actual conference.

**6. Electricity**

For electricity at your exhibit, contact Johnitta Wells at FHC at 850-878-4219. Depending on usage, there may be a need to contact a pre-determined outside electrician. All costs are the responsibility of the Exhibitor.

**7. Internet**

For internet connection at your exhibit, contact Keith Parker, with the Rosen Centre Hotel, at 407-996-2324. All costs are the responsibility of the Exhibitor.

**8. Unoccupied Space**

FHC reserves the right, should any space remain unoccupied after the first hour of the conference opening, to rent or occupy said space.

**9. Payment and Refunds**

The total fee for exhibit space is due upon receipt of the signed exhibit agreement. In the event an exhibitor finds it impossible to attend the conference, a letter received at the FHC office to that effect by 5 p.m., EDT, July 27, would authorize a refund of 50% of the exhibit fee. No refunds will be made after 5 p.m. EDT, August 3, 2018. Partners for Better Housing membership is non-refundable.



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### 10. Food Service

FHC reserves the right to provide food and beverage service during certain hours in the exhibit area. Due to hotel health regulations, with the exception of small packaged candies and treats, **no food or beverages may be given away** or otherwise distributed by any exhibitor, without written approval from the Rosen Centre Hotel and the FHC.

### 11. Unauthorized Personnel

Only delegates, exhibitors with FHC name badges and hotel staff will be allowed into the exhibit area.

### 12. Noisy & Obnoxious Equipment & Unsightly Exhibits

The operation of whistles, loud music, or other objectionable devices by exhibitors will not be allowed. Exhibitors are expected to maintain exhibit space free of litter and in accordance with Fire Marshall and hotel regulations.

### 13. Security and Liability

FHC will not provide security services. The exhibit space will be locked as described in the Exhibitor Rules and Regulations. Providing security for exhibits, exhibitor property and for exhibitors themselves, as well as for their employees, agents, representatives and guests, shall be the sole responsibility of the exhibitor and of the exhibitor only. The exhibitor agrees to hold FHC and the hotel harmless and to indemnify FHC and the hotel against claims or liability arising out of the actions, fault, or negligence of the exhibitor, its agents or employees, prior to, during and after the exposition. FHC and the hotel shall not be responsible for any loss, damage or injury that may happen to the exhibitor or the exhibitor's agents, patrons, guests, employees, or property from any cause whatsoever. The exhibitor hereby releases FHC and the hotel from, and agrees to indemnify them against any and all claims for such loss, damage or injury.

### 14. Damage to Property

The exhibitor, its agents, guests or patrons shall not injure, nor in any manner deface the hotel premises or equipment therein, and shall not cause or permit anything to be done whereby the hotel or its equipment shall be in any manner injured, marred, unduly soiled, defaced, lost, stolen or otherwise removed from the building, and will not drive, or permit to be driven, nails, hooks, tacks, or screws into any part of the hotel, and will not make nor allow to be made, any alterations of any kind therein. Should any of the hotel's equipment used by the exhibitor in the exhibit in the conduct or operation of the exposition be damaged, lost or stolen, the exhibitor will promptly pay for the equipment by cash or certified check.

### 15. Signs, Posters & Banners

The exhibitor agrees that it will not post or exhibit signs, advertisements, posters, or cards of any description inside, in front of or on any part of the hotel not designated as the exhibitor's exhibit in the exhibition area. The exhibitor will contract with the hotel staff to hang any banners, signs or posters that are to be affixed to the hotel. Velcro banners may be affixed to air walls only. Nothing may be affixed to the walls of the hotel itself.

### 16. Public Policy

All companies and individuals exhibiting at the conference are participating at the exclusive discretion of FHC and must abide by all local codes, rules, regulations, and ordinances, including fire regulations, and must abide by the directions and instructions presented by official FHC and hotel personnel. The exhibitor understands that any violation of these policies may result in the immediate closing and removal of the exhibitor's display.

### 17. Eligible Exhibits and Restrictions

FHC reserves the right to accept or reject, without reason, any exhibit agreement received. FHC may choose to waive exhibit fees for non-profit exhibitors with approval from the President/CEO or Conference Manager.



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### **18. Exhibit Floor Access**

FHC reserves the right to limit access to the exhibit floor to anyone during times the exhibition area is not officially open, as well as to any person not in possession of an FHC issued name badge.

### **19. Use of Exhibit Space**

Exhibitors shall reflect their company's highest standards of professionalism, while maintaining their exhibits during exhibition hours. No exhibitor shall assign, sublet or share exhibit space without the permission of FHC.

### **20. Exhibition Sales Policy**

No firm or organization is permitted to engage in direct sales activities within the exhibit area without the expressed written approval of FHC.

### **21. Hotel Information**

The Florida Housing Coalition's 31<sup>st</sup> Annual Statewide Affordable Housing Conference will be held at the Rosen Centre Hotel, 9840 International Drive, Orlando, Florida, 32819. Rooms are available for the function at the rate of \$125 per night, before August 3, 2018. To reserve your room, contact the hotel at 1-800-204-7234.

### **22. Deadlines**

- June 29, 2018 – Partner Exhibitor Registration Deadline
- July 20, 2018 – All Exhibitor Registration Deadline
- July 27, 2018 – Cancellation Deadline with 50% Refund/ Name Badge Change Deadline (After this date, there will be a \$50 charge for name badge changes or additions.)