

FFEDA

Annual Conference & Trade Show



FIELD OF DREAMS

July 29 - 31 • Renaissance Orlando at SeaWorld

WELCOME

You are invited to participate in the 2022 FFEDA Annual Conference and Trade Show being held July 29 - 31 at the Renaissance Orlando at SeaWorld in Orlando, Florida!

FFEDA offers one of the largest and most comprehensive fire equipment trade shows in the Southeast. All Florida fire equipment license holders and permittees and south Georgia fire equipment dealers are invited to attend this important show. We also invite leaders from other state fire equipment associations, Florida fire safety associations and associated industries. Don't miss out on this opportunity to showcase your products to fire protection professionals from throughout the Southeast!

Exhibitor and Sponsorship information is enclosed. Sponsorships will help ensure your company is featured in pre-conference materials, onsite and post conference. Become a FFEDA sponsor today to receive these valuable benefits!

To participate in the 2022 FFEDA Annual Conference and Trade Show, please complete the enclosed forms and return to FFEDA by email at lauren@executiveoffice.org, fax 850/222-3019 or by mail to FFEDA, 325 John Knox Rd #L103, Tallahassee, FL 32303.

We look forward to seeing you in July!

Amy E. Bean Napier
FFEDA Executive Director

2022 FFEDA Charity Golf Tournament

Friday, July 29 - 8:00 a.m.

Hawk's Landing Golf Club

\$110.00 per person

(Rate includes greens fees, cart fees, range balls and bag handling)

The FFEDA Annual Golf Tournament offers suppliers the opportunity to network with fire equipment dealers from throughout the state of Florida. Again this year, FFEDA has teamed up with The Children's Burn Foundation of Florida to help raise funds for burn victims. Don't miss out on this opportunity to show off your golf skills, have fun with colleagues and potential clients and support an important charity!

A percentage of proceeds from the FFEDA 2022 Golf Tournament, muligan sales and other donations will benefit The Children's Burn Foundation of Florida, Inc.

INFORMATION

2022 Schedule of Events

Friday, July 29

8:00 a.m. - 1:00 p.m.

FFEDA Charity Golf Tournament
Hawk's Landing Golf Club
*Supporting The Children's Burn
Foundation of Florida, Inc.*

1:30 p.m. - 6:00 p.m.

Breakout Educational Seminars

6:30 p.m. - 8:00 p.m.

Welcome Reception

Saturday, July 30

9:00 a.m. - 11:30 a.m.

FFEDA Trade Show and
Continental Breakfast

11:30 a.m. - 1:30 p.m.

Luncheon

1:30 p.m. - 2:30 p.m.

Educational Seminar

2:45 p.m. - 3:45 p.m.

Breakout Educational Seminars

3:45 p.m. - 4:15 p.m.

Break

4:15 p.m. - 5:15 p.m.

Educational Seminar

5:15 p.m. - 6:00 p.m.

FFEDA Annual Membership
Meeting

EXHIBIT BOOTH FEES:

Member: \$375

Non-Member: \$675

2022 EXHIBIT BOOTH PACKAGE INCLUDES:

- One (1) 6 ft. draped table for tabletop Exhibit
- One (1) Full Meeting Registration (Additional exhibitor representative registrations will be available at a discounted fee of \$100.00, which will also include lunch on Saturday)
- Recognition in onsite conference program
- Recognition in post conference edition of the Fire Line
*(*If you would like to bring a larger exhibit than will fit on a tabletop, please notify the FFEDA office and we may be able to reserve a larger exhibit space for you)*

NAME BADGES:

The exhibitor confirmation packets will contain an onsite Exhibitor Representative Registration Form for exhibitors to use to register all on-site representatives. All individuals on the show floor will be required to have a name badge (both exhibitors and convention registrants). Therefore, it is extremely important to return the form to the FFEDA office by the indicated deadline.

EXHIBITOR SETUP:

Friday, July 29

4:00 p.m. - 6:00 p.m.

Saturday, July 30

7:30 a.m. - 8:45 a.m.

(Trade Show opens at 9:00 a.m.)

TRADE SHOW HALL HOURS:

Saturday, July 30

9:00 a.m. - 11:30 a.m.

Continental Breakfast served in Trade Show Hall

(For more information on sponsoring this or another FFEDA event, please contact the FFEDA office at (850) 224-0711.)

EXHIBITOR BREAKDOWN:

Saturday, July 30

12:00 p.m. - 2:00 p.m.



HOTEL RESERVATIONS

Renaissance Orlando at SeaWorld
6677 Sea Harbor Drive
Orlando, Florida 32821

Make your hotel reservations directly with the Renaissance Orlando at SeaWorld by calling **800.380.7917**. Be sure to mention you are with the Florida Fire Equipment Dealers Association to receive the special reduced room rate of **\$169.00**, plus **\$25.00** Resort Fee. Make your reservations now because after **July 11, 2022**, the Renaissance Orlando at SeaWorld will no longer offer rooms to FFEDA at this reduced rate.

Please note: The association can only reserve a certain number rooms at the discounted rate. Once the room block is sold out, even if that day is prior to the cutoff date, a higher prevailing room rate will apply. ***Make your reservations today!***



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SPONSORSHIP OPPORTUNITIES

Thank you for your support of the 2022 FFEDA Annual Conference & Trade Show! Please select the level and event (if applicable) you would like to sponsor.

All sponsorships will receive the following benefits, in addition to the items listed under the individual sponsorships:

- Recognition in promotional materials*
- Recognition on signage at the conference
- Recognition in-person at the conference
- Recognition on website
- Recognition in post-conference newsletter
- Excel List of all FFEDA members to promote your show specials

☐ **HOME RUN SPONSOR - \$5,000 (3 Platinum Sponsorships Available)**

- Sole sponsorship of ONE of the following (*please choose one*):
 - ☐ FFEDA Annual Conference Luncheon on Saturday, July 30
 - ☐ Friday Night Reception for Attendees on Friday, July 29
 - ☐ General Platinum Sponsorship – customized to sponsor
- One full-page ad in the onsite program given out to all attendees***

☐ **TRIPLE SPONSOR - \$3,000 (3 Gold Sponsorships Available)**

- Sole sponsorship of ONE of the following (*please choose one*):
 - ☐ FFEDA Annual Golf Tournament on Friday, July 29
 - ☐ Attendee trade show bags (*includes both Sponsor and FFEDA logos*)
 - ☐ General Gold Sponsorship – customized to sponsor
- ½ page ad in the onsite program given out to all attendees***

☐ **DOUBLE SPONSOR - \$2,000 (3 Silver Sponsorships Available)**

- Sole sponsorship of ONE of the following (*please choose one*):
 - ☐ Continental Breakfast in Trade Show Hall for all attendees on Saturday, July 30
 - ☐ Afternoon Break for all attendees on Saturday, July 30
 - ☐ General Silver Sponsorship – customized to sponsor
- ¼ page ad in the onsite program given out to all attendees***

☐ **SINGLE SPONSOR - \$1,000 (3 Bronze Sponsorships Available)**

- Sole sponsorship of ONE of the following (*please choose one*):
 - ☐ Attendee Lanyards (*Company Name will be printed on the lanyard*)
 - ☐ Attendee Notepads
 - ☐ General Bronze Sponsorship – customized to sponsor

☐ **BASE HIT SPONSOR - \$500 (Unlimited Supporting Sponsorships Available)**

If you have an idea for another sponsorship opportunity, please contact Lauren Asbell, CMP at (850) 224-0711 or by email at lauren@executiveoffice.org.

* Signed Sponsorship Agreement and Sponsor logo in EPS, JPG or TIFF 300 dpi format must be returned by **June 21, 2022** to be recognized in onsite and post-conference materials.

***Sponsor to supply PDF version of advertisement by **June 21, 2022**.



2022 FFEDA ANNUAL CONFERENCE & TRADE SHOW – EXHIBITOR/SPONSORSHIP AGREEMENT

July 29 - 31, 2022 • Renaissance Orlando at SeaWorld - Orlando, Florida

REGISTRATION INFORMATION

PLEASE COMPLETE THIS INFORMATION AS IT SHOULD APPEAR IN THE ONSITE PRINTED PROGRAM:

Company: _____

Exhibit Contact Person: _____ Title: _____

Address: _____
(address listing for onsite program)

City/State/Zip: _____

Telephone: () _____ Fax: () _____

Email: _____ Website: _____

Description of Products/Services for Printed Program (25 words or less): _____

Note: The person listed above will appear in the printed conference program. If this person is not the person who should receive the exhibitor kit and other show materials, please list below the name and address of the pre-show contact:

Name: _____

Address: _____

City/State/Zip: _____

Phone/Fax/Email: _____

SPONSORSHIP SELECTION:

Sponsorship(s): _____

BOOTH FEES:

_____ Tabletop Display(s) @ \$375 for FFEDA Members (additional tables available for \$100 each)	\$ _____
_____ Tabletop Display(s) @ \$675 for Non-Members	\$ _____
_____ Sponsorship(s) (listed above)	\$ _____
Grand Total	\$ _____

PAYMENT TYPE:

☐ Check Enclosed (made payable to FFEDA) Check #: _____ Check Amount: \$ _____

Credit Card: ☐MC ☐Visa ☐AMEX Charge Amount: \$ _____

Card Number: _____ Exp. Date: _____ Sec. Code*: _____

Signature of Cardholder: _____ Print Name of Cardholder: _____

Billing Address & Zip Code: _____

*This is the 3 digit number found next to the signature area on the back of your card. AMEX: This is the 4 digit number found on the front of your card.

CONTRACT AGREEMENT

I understand that this application becomes a contract when signed below and accepted by the FFEDA Exhibits Manager. I agree to abide by the conditions of this contract. Contract will not be accepted without a signature.

Signature of Authorized Representative: _____

Title: _____ Date: _____

Payment along with signed agreement may be mailed to: FFEDA Exhibit Manager, 325 John Knox Rd, Ste L103, Tallahassee, FL 32303. Credit card orders may be faxed or emailed, along with signed agreement to (850) 222-3019 or lauren@executiveoffice.org. Payment must accompany signed agreement in order to reserve exhibit space and ensure acknowledgement in printed materials.

2022 FFEDA TERMS OF EXHIBITOR/SPONSORSHIP AGREEMENT

1. AGREEMENT

The following terms shall become binding upon acceptance of this agreement between the applicant and his/her employees and the Florida Fire Equipment Dealers Association (FFEDA), the meeting and exhibit host.

2. SETUP

4:00 p.m. – 6:00 p.m.	Friday, July 29
7:30 a.m. – 8:45 a.m.	Saturday, July 30

TRADE SHOW HALL HOURS

9:00 a.m. – 11:30 a.m.	Saturday, July 30
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BREAKDOWN

12:00 p.m. – 2:00 p.m.	Saturday, July 30
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3. PUBLIC POLICY

Exhibitors are charged with knowledge of all ordinances and regulations pertaining to taxes, health prevention, customs and public safety while participating in this event. Compliance with such laws is mandatory for exhibitors and the responsibility of the exhibitor.

4. USE OF EXHIBIT SPACE

Exhibitors shall reflect their company's highest standards of professionalism while maintaining exhibit space during trade show hall hours. No exhibitor shall assign, sublet or share the space without the written permission of FFEDA.

5. DAMAGE TO PROPERTY

Exhibitors are liable for any damage caused to building, floors, walls, columns, or to standard exhibit equipment or to other exhibitor's property. Exhibitors must not apply paint, lacquer, adhesive or any other coating to building, columns, floors, or to standard exhibit equipment.

6. FOOD SERVICE

FFEDA reserves the right to provide food and beverage service in the trade show hall.

7. CANCELLATION

No cancellation shall be acknowledged unless received by FFEDA's Tallahassee office in writing. Should an exhibitor wish to cancel 30 days before the set-up date, a 50% refund will be made by FFEDA; no refunds will be made for cancellations with less than 30 day's notice. Sponsors who wish to cancel must submit a written cancellation request to the FFEDA office 30 days prior to the conference to receive a full refund less a \$50 administrative fee. All sponsorship cancellation requests received with less than 30 day's notice will receive a 50% refund of the fees paid.

8. FIRE AND SAFETY REGULATIONS

All local regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such regulations. Fire hose cabinets and fire exits must be left accessible and in full view at all times. All disposable materials and decorations must be flameproof and subject to inspections.

9. LIABILITY AND INSURANCE

The hotel management and FFEDA will take all reasonable precautions to avoid the loss of exhibitor's property by theft or fire, but under no circumstances shall the hotel management or FFEDA be responsible for such losses, and it is recommended that exhibitors cover their property with suitable insurance.

10. ELIGIBLE EXHIBITS

FFEDA reserves the right to determine the eligibility of any company or products for inclusion in the meeting and reserves the right to reject, evict or prohibit any exhibit in whole or in part, or any exhibitor, or his representatives, with or without giving cause.

11. NOISY AND OBNOXIOUS EQUIPMENT

The operation of whistles or any objectionable device will not be allowed. After the trade show hall opens, noisy and unsightly work will not be permitted.

12. EXHIBITOR SALES TAX

Per Florida tax laws, this agreement prohibits the exhibitor from making or offering to make sales of taxable goods or services without obtaining an Annual Resale Certificate (Form DR-13) from the purchaser. For more information, contact the Florida Department of Revenue or visit www.myflorida.com/dor/taxes/trade_sut.html.



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ADDITIONAL ONSITE REPRESENTATIVE FORM

Each exhibit booth registration includes one (1) full registration for an onsite company representative. Any additional representative who would like to attend the 2022 FFEDA Annual Conference & Trade Show must complete this registration form and return along with payment information to the FFEDA office.

Exhibiting Organization: _____

<u>Representative Name(s)</u>	<u>Registration Fee</u>	<u>Events Attending</u>	
		<u>Fri. Reception</u>	<u>Sat. Lunch</u>
(1) _____ (Print name exactly as it is to appear on name badge)	COMP	<input type="checkbox"/>	<input type="checkbox"/>
(2) _____ (Print name exactly as it is to appear on name badge)	\$100.00	<input type="checkbox"/>	<input type="checkbox"/>
(3) _____ (Print name exactly as it is to appear on name badge)	\$100.00	<input type="checkbox"/>	<input type="checkbox"/>
(4) _____ (Print name exactly as it is to appear on name badge)	\$100.00	<input type="checkbox"/>	<input type="checkbox"/>

The \$100.00 fee includes entry into the Trade Show Hall as well as Friday Night Reception, Saturday continental breakfast, Saturday lunch and Saturday afternoon seminars.

Total: _____

CANCELLATIONS: Written notification is required for all refunds. Refund requests received by **June 30, 2022** will receive a refund less a \$25 administrative fee. **No refunds will be paid after June 30, 2022.** Registrations are transferable.

Payment Information

☐ Check Enclosed (*made payable to FFEDA*) Check Number: _____ Amount Enclosed: _____

Credit Card: ☐ Visa ☐ MC ☐ AMEX Amount to Charge: _____

Card Number: _____ Exp. Date: _____ Sec. Code*: _____

(*3 digit number on back of card. AMEX users: 4 digit number on front of card)

Name on Card: _____

Signature of Cardholder: _____

Billing Address: _____

Payment along with signed agreement may be mailed to: FFEDA Exhibits Manager, 325 John Knox Rd, Ste L103, Tallahassee, FL 32303. Credit card orders may be faxed, along with signed agreement to (850) 222-3019, or emailed to lauren@executiveoffice.org.



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DOOR PRIZE DONATION FORM

This year, door prizes will be awarded following the Trade Show on Saturday, July 30, 2022. If you would like to make donations please return this completed form to the FFEDA office prior to July 18, 2022.

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Item(s) to be donated*:

<u>Item Description</u>	<u>Estimated Value</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Please bring your donations to the FFEDA Registration Desk prior to the Trade Show.*

Return form to FFEDA by fax at (850) 222-3019, email at lauren@executiveoffice.org, or by mail to FFEDA, 325 John Knox Rd, Ste L103, Tallahassee, FL 32303.



2022 FFEDA CHARITY GOLF TOURNAMENT

Friday, July 29 • Hawk's Landing Golf Club • Orlando, Florida • 8:00 a.m.

The FFEDA Annual Golf Tournament offers suppliers the opportunity to network with fire equipment dealers from throughout the state of Florida. Again this year, FFEDA has teamed up with The Children's Burn Foundation of Florida to help raise funds for burn victims. Don't miss out on this opportunity to show off your golf skills, have fun with colleagues and potential clients and support an important charity!

A great way to thank your clients for their support is to sign them up to play in your FFEDA foursome. Sign them up now and FFEDA will guarantee that you will play together on the same team(s). Sponsorship opportunities are also available. There will also be many opportunities onsite during the tournament to make donations to the charity. Team Up with the Children's Burn Foundation of Florida and FFEDA to play golf and help children!

Charity: The Children's Burn Foundation of Florida, Inc.: CBFF is a non-profit organization dedicated to addressing the needs of children who have suffered severe burn injuries. The charity provides special programs and services which focus on assisting children and their families in rehabilitation, social adjustment, and motivation to facilitate main-streaming them back into society as productive people.

\$110.00 per person (Rate includes greens fees, cart fees, range balls and bag handling)

Name of Golfer: _____ Handicap: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone/Fax/Email: _____

Requested Foursome: _____

☐ I would like to sign up one or more of my colleagues/clients to play in my foursome! (Please copy form and attach for each additional player.)

PAYMENT TYPE:

☐ Check Enclosed (made payable to FFEDA) Check #: _____ Check Amount: \$ _____

Credit Card: ☐ MC ☐ Visa ☐ AMEX Charge Amount: \$ _____

Card Number: _____ Exp. Date: _____ Sec. Code*: _____

Signature of Cardholder: _____ Print Name of Cardholder: _____

Billing Address & Zip Code: _____

*This is the 3 digit number found next to the signature area on the back of your card. AMEX: This is the 4 digit number found on the front of your card.

**Return Registrations to FFEDA at fax: 850-222-3019, by email: lauren@executiveoffice.org
or by mail to FFEDA, 325 John Knox Rd #L103, Tallahassee, FL 32303**



FLORIDA FIRE EQUIPMENT DEALERS ASSOCIATION, INC.

325 John Knox Rd, Ste L103, Tallahassee, FL 32303 Phone: 850/224-0711 Fax: 850/222-3019

APPLICATION FOR ASSOCIATE MEMBERSHIP

COMPANY NAME: _____

LEGAL NAME OF BUSINESS: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

YEARS IN BUSINESS: _____ # OF EMPLOYEES: _____ LEGAL STRUCTURE: ☐ Sole Proprietorship ☐ Other
☐ Corporations ☐ Partnership

PHONE: _____ FAX: _____ E-MAIL: _____

COMPANY OWNER(S) AND OFFICERS: _____

AUTHORIZED MEMBER: _____ ☐ Owner ☐ President
☐ Manager ☐ Qualifier

PLEASE LIST MEMBERSHIP(S) IN OTHER ASSOCIATIONS AND POSITIONS HELD: _____

INITIATION FEE: \$ 50.00

ANNUAL MEMBERSHIP DUES: \$ 295.00

(FOR THE FISCAL YEAR BEGINNING MAY 1 AND ENDING APRIL 30 – DUES WILL BE PRORATED FOR 2ND YEAR)

SIGNATURE OF APPLICANT: _____ DATE: _____

☒ **YES – To the best of my knowledge, all information provided is accurate. Furthermore, my organization meets all the requirements of membership.**

PAYMENT:

☐ Check Enclosed ☐ American Express ☐ Mastercard ☐ Visa

Account #: _____ Expiration Date: _____

Name on Card _____ Security Code: _____

Signature of Cardholder _____

PLEASE FORWARD THIS APPLICATION ALONG WITH PAYMENT TO: FFEDA, 325 JOHN KNOX RD, STE L103, TALLAHASSEE, FL 32303
OR FAX TO 850/222-3019