



**Florida Chapter CMAA
Second Annual - Vendor Showcase
PGA National Resort, Palm Beach Gardens, FL
Tuesday, August 5, 2014
8:00am - 5:00 pm
Vendor Agreement**

\$400 per table (6 ft), \$459 after July 18, 2014

Tables will be covered, but not skirted.

Vendors may supply their own booth, but are limited to 6' x 4' area.

Fee includes breakfast and lunch for 1 representative, additional fee of \$99.00 per person.

Conference collateral will include vendor name and contact information.

Samples and giveaways are acceptable, no cooking permitted.

Electric service is available through the hotel, (see attached information for details.)

Prize will be awarded to the Vendor with the most creative and attention grabbing table.

Space is limited and cannot be guaranteed. See Assignment of Display Space Below.

Booths will be located in the breakfast, lunch and break area of the Conference sessions.

Set up on Tuesday begins at 5:00am or available on Monday night after 5pm.

Company Name _____

Main Contact _____ (if the same as an attendee, please specify in both areas)

Name Badge #1 _____ Title _____ *

Name Badge #2 _____ Title _____ **

Name Badge #3 _____ Title: _____ **

*Complimentary breakfast and lunch included

**Additional Attendees will be charged \$99 per person

Address: _____

Phone: _____ Email: _____

Website: _____

Product(s) showcased _____

Important Notifications:

Technology and Engineering Needs

It is the responsibility of the vendor to arrange for and pay for technology and engineering needs directly with the PGA National Resort. Details are included with the Registration.

We will be arranging for the following with the Resort: ☐ Technology ☐ Engineering

Assignment of Display Space

FLCMAA retains the sole discretion and authority in acceptance, approval, assignment, placement, arrangement and appearance of all exhibits and displays. No application for display space is accepted or approved until official notification with FLCMAA has been granted.

Signs and banners are not allowed in the Resorts common/public areas. Items may not be attached to walls, doors, windows, or ceilings with tape, nails or staples. Exhibitors are responsible for the removal of all showcase and promotional materials at the end of the function.

FLCMAA and PGA National Resort are not responsible for any loss or damage to your property and do not maintain insurance covering it.

Payment for Display Space

Full payment must be received **prior to Friday, July 18** to guarantee space. Booths not paid in full on or before this date will be forfeited, no exceptions made.

Exhibit space cancelled prior July 18, 2013 will be refunded any payment made, minus a \$100 cancellation fee. No refunds will be given after July 18, 2014.

Deliveries of Package and Equipment

It is the responsibility of the exhibitor to coordinate the delivery of all materials and equipment. Mailing and delivery of any materials directly to the PGA National Resort must be coordinated and paid for directly to the hotel. FLCMAA makes no assertion and takes no responsibility for their delivery.

Upon signing I/We agree to abide by the Policies and Procedures as noted above.

Representative Signature _____ Date _____

Call Cherie Kennen, Chapter Coordinator at 561-691-6849 TODAY to reserve your spot or email to info@flcmaa.org.

Payment Instructions

	Before July 18, 2014	Total	After July 18, 2014	Total
Booth and 1 attendee for breakfast & Lunch	\$400	_____	\$459	_____
Additional Attendees	\$ 99 #_____	_____	\$ 99 #_____	_____
Total Payment Enclosed:	_____			

Payment should be sent to:
FLCMAA
3330 Fairchild Garden Avenue
P.O. Box 33135

West Palm Beach, FL 33420