

DISCOVER *Innovation and Ingenuity* IN ADULT EDUCATION

2019 ACE of Florida Conference EXHIBITOR'S PACKET

October 2-4, 2019
Hilton West Palm Beach and the Palm Beach County Convention Center

IMPORTANT DATES

ACE Conference: October 2-4, 2019
Exhibit Dates: October 2-3, 2019

DEADLINES

**Exhibitor –
“Call for Presenter”:** August 23, 2019
**Exhibit Booth
Application:** August 30, 2019
Payment: August 30, 2019 to be
included in Conference
Program Book
Cancellation: September 20, 2019
**Hilton West Palm Beach
Reservation:** August 23, 2019

EXHIBITOR DEADLINES, DATES, TIMES & FEES

Exhibitor Booth Applications are due on
August 30, 2019. Please complete the application
form in this packet and return the original, along with
payment, to:

**ACE of Florida.
912 S. Martin Luther King, Jr. Blvd.
Tallahassee, FL 32301**

**Make checks payable to:
ACE of Florida Foundation**

Exhibit Check in and Set-up:
Tuesday, October 1, 2:00 – 5:00 p.m.

Grand Opening of Exhibits:
Wednesday, October 2, 8:00 – 8:45 a.m.

Exhibit Hall Hours during the Conference:
Wednesday, October 2, 8:00 a.m. – 4:00 p.m.

Thursday, October 3, 8:00 a.m. – 4:00 p.m.

Exhibit Dismantling:
Thursday, October 3, 4:00 – 5:00 p.m.

One of the highlights of the ACE Conference is the exhibits. Where else can you showcase your products and services to 400-500 of Florida's adult and community educators, administrators, business partners, state education officials and volunteers in the field but at the ACE Conference. Our conferees look forward to talking with you about the products you offer that will help their students achieve success.

Our exhibitors are invited to submit one presentation proposal as one of the Conference breakout sessions. To be a presenter, you must purchase an exhibit booth. Presentations by exhibitors will be labeled as such in the conference program book. **ACE Conference sessions are determined by the conference committee and are not guaranteed.** Registering for an exhibit booth does not guarantee a session during the conference. Special consideration is given to Conference sponsors.

Tabletop Rental Fee:

ACE Member Exhibit Fee	\$500.00
(For Company/Representative that is an ACE Member)	
Non-member Exhibit Fee.....	\$750.00
(For company/representative that is not an ACE Member)	
Additional Table	\$295.00
Additional Company Representative (each).....	\$225.00
Exhibit Fee includes one 6' draped table, 2 chairs, company I.D. sign and full conference registration for one representative.	

CONFERENCE HOTEL INFORMATION

Hilton West Palm Beach, 600 Okeechobee Blvd., West Palm Beach, Florida

Hotel Reservations: Make your reservations online by going to the ACE Foundation website, www.aceoffloridafoundation.org, and clicking on the hotel link located on the 2019 ACE Conference page. It's quick and easy!!
1-800-HILTONS & reference group code ZACE.

Hotel Rates:

Single..... \$159.00 Double..... \$159.00

Reservation Deadline: August 23, 2019



912 S. Martin Luther King, Jr. Blvd.
Tallahassee, FL 32301
ATTN: Ashley Olevitch
Phone: (850) 222-2233
Fax: (850) 222-0133
Email: ashley@aceofflorida.org



Exhibitor Information

TABLE ASSIGNMENTS

This year, ACE will have tabletop exhibits set up by the Palm Beach County Convention Center. Table assignments will be made by ACE of Florida, Inc. based upon conference sponsorships and the date that contracts are paid. The Exhibit Application deadline is August 30, 2019. All exhibit and sponsorship payments should be received by ACE no later than August 30, 2019 to be included in the Conference Program Book.

SHIPPING GUIDELINES AND INFORMATION

All boxes and packages are received through the Palm Beach County Convention Center.

Packages should arrive at the convention center no more than 3 days prior to the event.

All boxes need to include the name of the event, (2019 ACE Conf.) name of event manager (Andrea Maldonado), guest name and exhibit booth number.

If shipping back out from the Palm Beach County Convention Center, the shipper is responsible for all packaging, labeling and arranging of pick-up with desired company (FedEx or UPS).

Convention Center Shipping Address

Please have any and all shipments addressed as follows:

Palm Beach County Convention Center
Attn: Andrea Maldonado and ACE of Florida Conference
Guest Name and Booth Number
650 Okeechobee Blvd
West Palm Beach, FL 33401

EXHIBIT BOOTH

Each tabletop rental will include one 6' draped table, two chairs, company I.D. sign and full conference registration for one representative.

ELECTRICAL HOOK-UP

Electric services will be purchased through PSAV Production Services and billed directly to the exhibitor. Please refer to the "Electric" order form included in your exhibitor packet or visit <https://www.pbconventioncenter.com/order-services> for additional information. All service forms can be faxed directly to 561-366-3023 or emailed to exhibitorservices@pbconventioncenter.com.

CANCELLATION/REFUNDS

To cancel your exhibit reservation, ACE must receive a written notice by September 13, 2019. After this date, all cancellations are non-refundable.

INTERNET SERVICES

Free wireless internet service will be available to exhibitors in the exhibit hallway. Please note that service may be slow. ACE recommends using YOUR COMPANY air card for wireless internet service in demonstrating your products or streaming video. If you would like hard wired internet connection at your booth, please use the "Data and Telecom Services" order form in your exhibitor packet or visit <https://www.pbconventioncenter.com/order-services> for additional information. All service forms can be faxed directly to 561-366-3023 or emailed to exhibitorservices@pbconventioncenter.com.

EXHIBITOR ELIGIBILITY

ACE of Florida, Inc. reserves the right to determine the eligibility of any company for inclusion in the conference and reserves the right to reject, affect or prohibit any exhibit in whole or in part, or any exhibitor or his/her representative. No refund will be made as a result of the removal.

EXHIBITOR RELOCATION

No exhibitor will be allowed to assign, sublet or share the space assigned without the prior written consent of ACE of Florida, Inc.

EXHIBIT CONTRACT

The exhibitor agrees to indemnify and hold harmless ACE of Florida, Inc., the ACE Exhibits Committee, the ACE Conference and official conference service contractors for any claim arising out of acts of negligence of exhibitors, their agents or employees. Each exhibitor must keep at least one representative in his/her booth during all show hours.

SECURITY

ACE of Florida, Inc. will provide security in the exhibit area after the scheduled exhibit hours. Security during the published show hours is the responsibility of the exhibitor.

LIABILITY

The exhibitor agrees to make no claim for any reason against ACE of Florida, Inc., the ACE Exhibits Committee, the ACE Conference and any contractors for loss, theft, damage or destruction of goods, nor for any damage to his/her business by reason of the exhibit; nor for any injury to himself/herself or employees; nor for any action of any nature of the Conference, or its' members, officers, committee, agents or employees.



Exhibitor Application

Exhibit fee includes one 6' draped table, two chairs, company I.D. sign and full conference registration for ONE representative. Additional representatives pay a \$225 registration fee.

PLEASE PRINT CLEARLY

Company Name _____

(Please print name exactly as you want it listed in the conference book and on the exhibit booth I.D. sign.)

Company address _____

(This address will be printed in the conference book)

Company name that appears on check for invoicing (if different from above) _____

Company Conference Contact _____

Billing Address: _____ City/State/Zip _____

Telephone Number: _____ Email: _____

OFFICIAL Representative Attending / Title: _____

Telephone Number: _____ Email: _____

Billing Address: _____ City/State/Zip _____

DO YOU PLAN TO ATTEND?

Tuesday's Welcome Reception	(7:00-9:00PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday's Reception	(5:00-6:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday's Luncheon	(12:30-1:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Thursday's President's Reception	(7:00-11:00PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Friday's Awards Luncheon	(12:00-1:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is this your first ACE Conference?		<input type="checkbox"/> YES	<input type="checkbox"/> NO

☐ *Vegetarian

☐ *Vegetarian

*There will be an additional charge for any special meal request other than vegetarian. Please contact the ACE Office for more information, (850) 222-2233.

_____ Tabletop ACE Member Exhibit Fee @ \$500.00 each (for Company/Representative that is an ACE Member)	=	\$ _____
_____ Tabletop Non-Member Exhibit Fee @ \$750.00 each (for Company/Representative that is not an ACE Member)	=	\$ _____
_____ Additional Company Representatives @ \$225.00 each	=	\$ _____
_____ Additional Table @ \$295.00 each	=	\$ _____
Sponsorship Item _____	=	\$ _____
Program Advertising: Size Ad: _____ Price _____	=	\$ _____
GRAND TOTAL	=	\$ _____

PLEASE ATTACH A BRIEF DESCRIPTION OF EXHIBIT

(LIMIT TO 50 WORDS)

We agree to abide by the exhibit rules outlined by ACE of Florida, Inc. and to all conditions under which the exhibit space is leased to the association. Said exhibit rules and conditions become a part of this contract.

Authorized Signature _____ Date: _____

Please Print or Type Name as it appears on the credit card: _____

Email Address (where confirmation will be sent): _____

Credit Card Billing Address: _____

Credit Card Billing City/State/Zip Code: _____

Method of payment: ☐ Check ☐ Credit Card

Credit Card # _____ Exp Date: _____ Security Code: _____

YOU MAY CALL IN PAYMENT INFORMATION TO LEIGH ANN, 850.222.2233

Retain a copy of this contract and return the original via email, fax or mail. Make checks payable to: ACE of Florida Foundation, Inc., 912 S. Martin Luther King, Jr. Blvd., Tallahassee, FL 32301 ATTN: Ashley Olevitch email: ashley@aceofflorida.org Phone: (850) 222-2233 Fax: (850) 222-0133.

Exhibitor Application



1 Additional Representative (additional \$225 registration fee) Name: _____

Title: _____ Email: _____

DO YOU PLAN TO ATTEND?

Tuesday's Welcome Reception	(7:00-9:00PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> *Vegetarian
Wednesday's Reception	(5:00-6:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Thursday's Luncheon	(12:30-1:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Thursday's President's Reception	(7:00-11:00PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Friday's Awards Luncheon	(12:00-1:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is this your first ACE Conference?		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> *Vegetarian

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2 Additional Representative (additional \$225 registration fee) Name: _____

Title: _____ Email: _____

DO YOU PLAN TO ATTEND?

Tuesday's Welcome Reception	(7:00-9:00PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> *Vegetarian
Wednesday's Reception	(5:00-6:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Thursday's Luncheon	(12:30-1:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Thursday's President's Reception	(7:00-11:00PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Friday's Awards Luncheon	(12:00-1:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
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3 Additional Representative (additional \$225 registration fee) Name: _____

Title: _____ Email: _____

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Wednesday's Reception	(5:00-6:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Thursday's Luncheon	(12:30-1:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Thursday's President's Reception	(7:00-11:00PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Friday's Awards Luncheon	(12:00-1:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is this your first ACE Conference?		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> *Vegetarian

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4 Additional Representative (additional \$225 registration fee) Name: _____

Title: _____ Email: _____

DO YOU PLAN TO ATTEND?

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Wednesday's Reception	(5:00-6:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
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Is this your first ACE Conference?		<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> *Vegetarian

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Check below if you require these services: ☐ Interpreter for hearing impaired ☐ Reader for vision impaired

Conference Sponsorship Package Options

All sponsors will receive recognition during the Opening General Session, end of conference appreciation at the ACE Awards Luncheon, company name on conference signage at sponsored event, an opportunity to speak at sponsored event and recognition in the ACE Conference Program Book.

Sponsorship levels are listed below:

LEVEL	SPONSOR CONTRIBUTION
PLATINUM	\$10,000+
GOLD	\$4,000 - \$9,999
SILVER	\$2,001 - \$3,999
BRONZE	\$1,000 - \$2,000

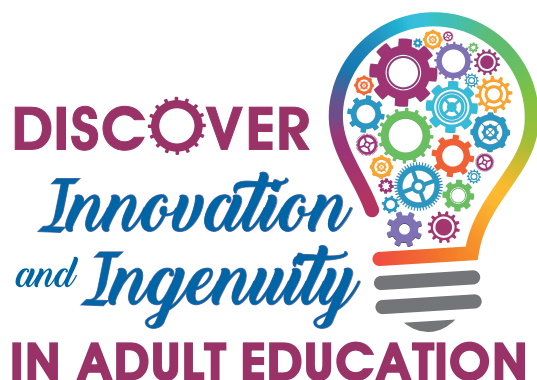
Additional benefits for selected sponsorship levels are listed below.

PLATINUM SPONSOR

Receive "Official Sponsor" status on all ACE Conference correspondence, company logo on all conference advertising, complimentary six month advertising page link on the ACE website, V.I.P. booth location in the exhibitor's hall, one breakout session at the conference, two complimentary ACE Conference registrations, one complimentary half-page, full color ad in the ACE Report Conference Issue, one complimentary full-page ad in the Conference Program Book, an official "Thank You" on the Conference Program Book back cover and an ACE Alert announcing them as "Official Sponsor" of the Conference.

GOLD SPONSOR

V.I.P. booth location in the exhibitor's hall, one complimentary ACE Conference registration, one breakout session at the conference and one complimentary ¼ page color ad in the ACE Report Conference Issue.



EVENT Sponsorship Contribution

TUESDAY, OCTOBER 1, 2019

Welcome Reception	\$3,000
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WEDNESDAY, OCTOBER 2, 2019

Exhibit Grand Opening	\$2,500
Afternoon Refreshment Break	\$2,000
Drop-In Reception	\$2,500

THURSDAY, OCTOBER 3, 2019

Morning Refreshment Break (8:00-8:30 am)	\$2,000
Mid Morning Refreshment Break	\$2,000
Afternoon Refreshment Break	\$2,000
Luncheon	Call for details
President's Reception	\$4,000

FRIDAY, OCTOBER 4, 2019

ACE Awards Luncheon	Call for details
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OTHER SPONSORSHIP OPPORTUNITIES:

• Official Conference Bags	\$2,500
• Hotel Room Keys	\$2,500

Conference Sponsorship Package Options

ADVERTISE IN THE ACE CONFERENCE PROGRAM BOOK!

Show your support of Florida's adult and community educators and drive traffic to your booth! There are several affordable options available for advertising your company in the ACE Conference Program Book.

AD SPECIFICATIONS:

Size	Color	Bleeds	Dimensions	Rate
Inside Back Cover	Yes	Yes*	8-5/8" x 11 1/4"	\$475
Inside Back Cover	Yes	No	7 1/2" x 10"	\$450
Full Page	No	No	7 1/2" x 10"	\$300
Half Page	No	No	7 1/2" X 4-7/8"	\$175

*Artwork should allow for 1/8" bleed off the top, bottom and outside.

ACCEPTABLE FORMATS:

TIF: Photoshop CS3; Resolution: 300dpi

JPG: Photoshop CS3; Resolution: 300dpi

AI: Illustrator CS3; All fonts converted to outlines; Links embedded

EPS: Illustrator CS3; All fonts converted to outlines; Links embedded

PDF: Saved as "Press Quality"

Ad Space Reservation/Artwork/Payment Deadline: August 30, 2019

Email artwork to Ashley Olevitch
ashley@aceofflorida.org

TENTATIVE EXHIBITOR CONFERENCE TIMELINE

Exhibit Check-in and Set-up	Tuesday, Oct. 1	2:00 – 5:00 pm
Grand Opening of Exhibits	Wednesday, Oct. 2	8:00 – 8:45 am
Exhibit Hall Hours (during conference)	Wednesday, Oct. 2	8:00 am – 4:00 pm
	Thursday, Oct. 3	8:00 am – 4:00 pm
Exhibit Dismantling	Thursday, Oct. 3	4:00 – 5:00 pm

