

IMPORTANT DATES

ACE Conference: September 27-29, 2021
Exhibit Dates: September 27-28, 2021

DEADLINES

Exhibitor – “Call for Presenter”: August 13, 2021

Exhibit Booth Application: August 30, 2021

Payment: September 10, 2021 to be included in Conference Program Book

Cancellation: September 20, 2021

Hilton St. Petersburg Bayfront Reservation: August 23, 2021

EXHIBITOR DEADLINES, DATES, TIMES & FEES

Exhibitor Booth Applications are due on **August 30, 2021**. 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:
 Sunday, September 26, 2:00 – 5:00 p.m.

Grand Opening of Exhibits:
 Monday, September 27, 8:00 – 8:45 a.m.

Exhibit Hall Hours during the Conference:
 Monday, September 27, 8:00 a.m. – 4:00 p.m.
 Tuesday, September 28, 8:00 a.m. – 4:00 p.m.

Exhibit Dismantling:
 Tuesday, September 28, 4:00 – 5:00 p.m.

2021 ACE of Florida Conference EXHIBITOR'S PACKET

SEPTEMBER 27-29, 2021

Hilton St. Petersburg Bayfront, St. Petersburg, Florida

One of the highlights of the ACE Conference is the exhibits. Where else can you showcase your products and services to 300+ 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 St. Petersburg Bayfront, 333 1st Street, SE, St. Petersburg, 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 2021 ACE Conference page. It's quick and easy!!

Hotel Rates:
 Single.....\$159.00 Double.....\$159.00

Parking: Valet only @ Hilton - \$27 per day

Reservation Deadline: August 23, 2021



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 Hilton St. Petersburg Bayfront. 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 23, 2021. All exhibit and sponsorship payments should be received by ACE no later than August 23, 2021 to be included in the Conference Program Book.

EXHIBIT BOOTH

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

CANCELLATION/REFUNDS

To cancel your exhibit reservation, ACE must receive a written notice by September 20, 2021. After this date, all cancellations are non-refundable.

INTERNET SERVICES

Free wireless internet service will be available in all guest and meeting rooms. Please note that service may be slow. If you require wireless internet at your exhibit booth, ACE recommends using YOUR COMPANY air card or purchasing wireless connection from JSAV with the Hilton St. Petersburg Bayfront. Please see "Electrical Hook-up" for more information.

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.

SHIPPING GUIDELINES AND INFORMATION

All boxes and packages are received through the Hilton St. Petersburg Bayfront.

Packages will be accepted up to three days prior to your scheduled event.

Each item should be clearly marked with the following:

ACE of Florida Conference – September 27-29
Name of person who will be on-site asking for materials
Hilton St. Petersburg Bayfront
333 1st Street South
St. Petersburg, FL 33701

Please advise your hotel contact of any special arrangements or requirements concerning your materials. The Hotel is not responsible for perishable items. A labor charge will be assessed if the Hotel's assistance is required in unloading vehicles and/or moving items to storage areas.

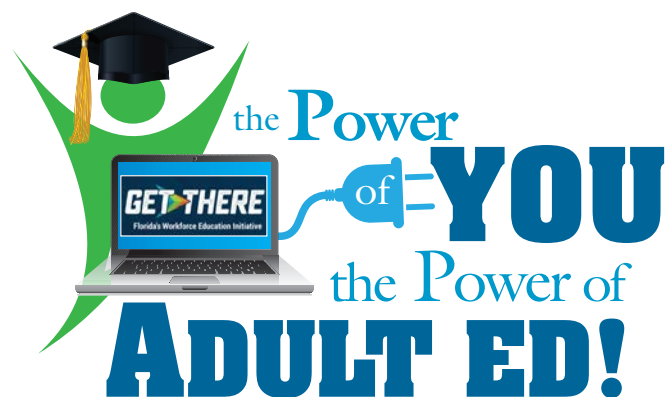
Hilton St. Petersburg Bayfront package handling fees for incoming and outgoing packages:

\$12.00 per box
\$75 per pallet / skid
No charge for letters

The Hotel will not accept C.O.D. shipments and all arrangements with regard to shipping must be prepaid.

ELECTRICAL HOOK-UP

Electric services will be purchased through JSAV Production Services and billed directly to the exhibitor. Please refer to the "St. Pete Exhibitor Order Form" included in your exhibitor packet or visit <https://www.aceoffloridafoundation.org/> for additional information. All service forms can be emailed directly to brianh@jsav.com.



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?

Sunday's Welcome Reception	(7:00-8:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Monday's Social Hour	(5:00-6:00PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday's Luncheon	(12:30-1:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tuesday's President's Reception	(7:30-11:00PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wednesday'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?

Sunday's Welcome Reception	(7:00-8:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> *Vegetarian
Monday's Social Hour	(5:00-6:00PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Tuesday's Luncheon	(12:30-1:30PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Tuesday's President's Reception	(7:30-11:00PM)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Wednesday'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: _____
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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.

* NEW SPONSORSHIP OPPORTUNITY*

Make your brand stand out and put your company name and information front and center during concurrent sessions! Take advantage of this new sponsorship and have a chance to address concurrent session attendees! Contact Ashley Olevitch at ashley@aceofflorida.org or (850) 222-2233 for more information

EVENT Sponsorship Contribution

SUNDAY, SEPTEMBER 27, 2021

Welcome Reception	\$3,000
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MONDAY, SEPTEMBER 27, 2021

Breakout Room*	\$ 450
Exhibit Grand Opening	\$2,500
Afternoon Refreshment Break	\$2,000
Drop-In Reception	\$2,500

TUESDAY, SEPTEMBER 28, 2021

Breakout Room*	\$ 750
Continental Breakfast	\$2,000
Mid Morning Refreshment Break	\$2,000
Luncheon	Call for details
Afternoon Refreshment Break	\$2,000
President's Reception	\$4,000

WEDNESDAY, SEPTEMBER 29, 2021

Breakout Room*	\$ 300
ACE Awards Luncheon	Call for details

OTHER SPONSORSHIP OPPORTUNITIES:

• Conference App	\$2,500
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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, 2021

Email artwork to Ashley Olevitch
ashley@aceofflorida.org

TENTATIVE EXHIBITOR CONFERENCE TIMELINE

Exhibit Check-in and Set-up	Sunday, Sept. 26	2:00 – 5:00 pm
Grand Opening of Exhibits	Monday, Sept. 27	8:00 – 8:45 am
Exhibit Hall Hours (during conference)	Tuesday, Sept. 28	8:00 am – 4:00 pm
	Wednesday, Sept. 29	8:00 am – 4:00 pm
Exhibit Dismantling	Wednesday, Sept. 29	4:00 – 5:00 pm

