



2023 Southeast Regional ACE Conference

EXHIBITOR'S PACKET

OCTOBER 9-11, 2023
Signia by Hilton, Orlando, Florida

IMPORTANT DATES

ACE Conference: October 9-11, 2023
Exhibit Dates: October 9-10, 2023

DEADLINES

Exhibitor – “Call for Presenter”: September 1, 2023
Exhibit Booth Application: September 1, 2023
Payment: September 8, 2023 to be included in Conference Program Book
Cancellation: September 22, 2023
Signia by Hilton Reservation: September 6, 2023

EXHIBITOR DEADLINES, DATES, TIMES & FEES

Exhibitor Booth Applications are due on **September 1, 2023**. Please complete the application form and return to: Dave@aceofflorida.org

Make checks payable to:
ACE of Florida Foundation
912 S. Martin Luther King, Jr. Blvd.
Tallahassee, FL 32301

Exhibit Check in and Set-up:
Sunday, October 8, 2:00 – 5:00 p.m.

Grand Opening of Exhibits:
Monday, October 9, 8:00 – 8:45 a.m.

Exhibit Hall Hours during the Conference:
Monday, October 9, 8:00 a.m. – 4:00 p.m.
Tuesday, October 10, 8:00 a.m. – 4:00 p.m.

Exhibit Dismantling:
Tuesday, October 10, 4:00 – 5:00 p.m.

One of the highlights of the ACE Conference has always been the exhibits. This year, the conference exhibit hall will provide more of an exciting opportunity for our exhibitors as we **expand the scope of the ACE Conference by inviting states from all over the southeast to participate and present.** The Southeast Regional ACE Conference promises to be one of the best professional development opportunities ever and will give you a chance for even greater exposure to 400+ adult and community educators, administrators and state education officials not only from Florida but from neighboring states as well.

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. Because all Conference session selections are determined by the conference committee based on content and available space, registering for an exhibit booth does not guarantee a session presentation during the conference. However, special consideration is given to Conference sponsors. **Please note that the Tabletop Rental Fee does not apply toward event sponsorship costs.**

Tabletop Rental Fee:

ACE Member Exhibit Fee	\$650.00
(For Company/Representative that is an ACE Member)	
Non-member Exhibit Fee.....	\$900.00
(For company/representative that is not an ACE Member)	
Exhibit Fee includes one 6' draped table, 2 chairs, company I.D. sign and full conference registration for one representative.	
Additional Table	\$300.00
Additional Company Representative (each).....	\$300.00

CONFERENCE HOTEL INFORMATION

Signia by Hilton, 14100 Bonnet Creek Resort Lane, Orlando, 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 2023 ACE Conference page. It's quick and easy!!

Hotel Rates:
Single/Double \$199.00 Resort Fee: \$10.00 per day

Parking: Valet Parking - \$45.00 per day
Self Parking for Daily Drive-in attendees + overnight - \$15/day

Reservation Deadline: September 6, 2023

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



Exhibitor Information

TABLE ASSIGNMENTS

This year, ACE will have tabletop exhibits set up by the Signia. 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 September 1, 2023. All exhibit and sponsorship payments should be received by ACE no later than September 8, 2023 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 22, 2023. 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 Encore Global with the Signia by Hilton. Please see "Encore Exhibitor Kit" 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 Signia by Hilton FedEx Office.

Please refer to the FedEx shipping instructions document. Packages are accepted (4) days prior to arrival.

Each item should be clearly marked with the following:

(Guest name) (Guest Cell Number)
c/o FedEx Office at Signia by Hilton
14100 Bonnet Creek Resort Lane
Orlando, Florida 32821
2023 Southeast Regional ACE Conference
Box ____ of ____

Boxes and handling fees should be charged to exhibitors room.

Please contact the FedEx Office (407.787.0276) with any special arrangements or requirements concerning your materials. The Hotel is not responsible for perishable items. A labor charge will be assessed if the FedEx Office's assistance is required in unloading vehicles and/or moving items to storage areas.

ELECTRICAL HOOK-UP

Electric services will be purchased through Encore Global and billed directly to the exhibitor. Please refer to the "Encore Exhibitor Kit" included in your exhibitor packet.



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 \$300 registration fee.

PLEASE PRINT CLEARLY

Company Name _____
 (Please print name exactly as you want it listed in the conference book.)

Company address _____

Company website (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 | (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 @ \$650.00 each (for Company/Representative that is an ACE Member)	=	\$ _____
_____ Tabletop Non-Member Exhibit Fee @ \$900.00 each (for Company/Representative that is not an ACE Member)	=	\$ _____
_____ Additional Company Representatives @ \$300.00 each	=	\$ _____
_____ Additional Table @ \$300.00 each	=	\$ _____
*Sponsorship Item _____	=	\$ _____
Program Advertising: Size Ad: _____ Price _____	=	\$ _____
*Sponsorship does not include Tabletop Exhibit Fee. 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 send a copy via email to Dave@aceofflorida.org. Make checks payable to: ACE of Florida Foundation, Inc., 912 S. Martin Luther King, Jr. Blvd., Tallahassee, FL 32301 ATTN: Dave Barnes
 Phone: (850) 222-2233 Fax: (850) 222-0133.

Exhibitor Application

1 Additional Representative (additional \$300 registration fee) Name: _____

Title: _____ Email: _____

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Is this your first ACE Conference?		<input type="checkbox"/> YES	<input type="checkbox"/> NO	

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2 Additional Representative (additional \$300 registration fee) Name: _____

Title: _____ Email: _____

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Is this your first ACE Conference?		<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	

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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 does not include Tabletop Exhibit Fee.**

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.

SILVER SPONSOR

V.I.P. booth location in the exhibitor's hall, one breakout session at the conference and company logo on the sponsor page.

BRONZE SPONSOR

One breakout session at the conference and company logo on the sponsor page.

EVENT Sponsorship Contribution

SUNDAY, OCTOBER 8, 2023

Welcome Reception \$4,000

MONDAY, OCTOBER 9, 2023

Exhibit Grand Opening \$3,500

Afternoon Refreshment Break \$2,500

TUESDAY, OCTOBER 10, 2023

Continental Breakfast \$3,000

Mid Morning Refreshment Break \$2,500

Luncheon Call for details

Afternoon Refreshment Break \$2,500

President's Reception \$5,000

WEDNESDAY, OCTOBER 11, 2023

ACE Awards Luncheon Call for details

OTHER SPONSORSHIP OPPORTUNITIES:

• Conference App \$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
Outside Back Cover	Yes	Yes*	8.625" x 11.25"	\$650
Inside Back Cover	Yes	Yes*	8.625" x 11.25"	\$450
Full Page	Yes	Yes*	7.5" x 10"	\$400
Half Page	Yes	No	7.5" X 4.625"	\$225
Quarter Page	Yes	No	3.75" X 4.625"	\$175

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

ACCEPTABLE FORMATS:

TIFF: 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: September 18, 2023

Email artwork to Dave Barnes
Dave@aceofflorida.org

TENTATIVE EXHIBITOR CONFERENCE TIMELINE

Exhibit Check-in and Set-up	Sunday, Oct. 8	2:00 – 5:00 pm
Grand Opening of Exhibits	Monday, Oct. 9	8:00 – 8:45 am
Exhibit Hall Hours (during conference)	Monday, Oct. 9 Tuesday, Oct. 10	8:00 am – 4:00 pm 8:00 am – 4:00 pm
Exhibit Dismantling	Tuesday, Oct. 10	4:00 – 5:00 pm

