



# APPLICATION AND BOOTH ASSIGNMENTS

**106<sup>th</sup> Anniversary Convention & Education Symposium**

**June 24-26, 2010**

**Orlando World Center Marriott, Orlando**

A check or credit card number for the full amount must accompany this application. Every effort will be made by FAIA to assign your first choice of space. However, because two or more exhibitors may request the same space, each must specify first, second, and third choice.

Booth assignments will be made on a first-come, first-served basis. Be sure to get your application in early to get the best booth space, in addition to receiving the discount if you meet the April 30, 2010, deadline. Refund Policy: In the event of a cancellation, FAIA will refund 50 percent of your booth fee up until May 14, 2010. After that date, booth fees are nonrefundable.

The Florida Association of Insurance Agents reserves the right to relocate booth assignments, if necessary, in order to develop a compact, well-knit show.

PLEASE FILL IN THE INFORMATION REQUESTED BELOW  
PLEASE TYPE OR PRINT LEGIBLY

BOOTH(S) CANNOT BE CONFIRMED WITHOUT PAYMENT

Please reserve the following booth(s):

1st Choice: # \_\_\_\_\_ 2nd Choice: # \_\_\_\_\_ 3rd Choice: # \_\_\_\_\_

Company Name \_\_\_\_\_

By \_\_\_\_\_ **Postmarked**

**Please prepare our booth identification sign to read:**

Name of Onsite Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address (Required for confirmation) \_\_\_\_\_

before April 30, 2010      after April 30, 2010

\_\_\_\_\_ **Member**      **\$1,450**      **\$1,650**

\_\_\_\_\_ **Non-Member**      **\$2,050**      **\$2,250**

Payment by:  Check     MasterCard     Visa

Card # \_\_\_\_\_ V-Code # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

I have reviewed this document and by my signature accept the conditions and provisions contained herein:

Signature — Authorized Company Representative \_\_\_\_\_

Date \_\_\_\_\_

**Reserve your booth online at [www.faia.com](http://www.faia.com)**

**For questions, please contact: Fred Phelps  
Director of Business Development**

**P.O. Box 12129  
Tallahassee, FL 32317-2129  
Telephone: 850-893-4155, ext. 342  
Fax: 850-668-2852/Email: [fphelps@faia.com](mailto:fphelps@faia.com)**

### Type of Business:

(check the one category that best applies)

- Insurance Company
- Insurance Wholesaler
- Automation for Agencies
- Premium Finance
- Third Party Administrator/Managing
- General Agencies
- Self-Insurance Fund
- Adjusters and Services
- Consultants and Publishers
- Office Communication Equipment
- Other (Specify): \_\_\_\_\_

**Please note:** Exhibit booth rental fee **DOES NOT** include Breakout Sessions, Saturday's Business and Awards Luncheon, or hotel accommodations.

# Exhibit Hours

Thursday, June 24

12:30 p.m. - 6:00 p.m.

Friday, June 25

11:30 a.m. - 4:00 p.m.

It is imperative that booths be properly manned during posted hours. Times are subject to modification prior to the convention to adapt to any changes on convention sessions. All exhibitors will receive adequate notice of the final schedule. Anticipated move-in time is 2:00 p.m. on Wednesday, June 23. Exhibitor registration will begin on Wednesday, June 23, at 2:00 p.m.

## Booth Specs

All booths are 10' x 10' and include: one 8-foot draped table, two chairs, one 500-watt 110-volt electrical outlet, one company identification sign, one wastebasket, and draped background. The Association retains the right to choose color schemes, and extra materials ordered by the exhibitors shall conform to this color scheme. Special furniture, rugs, drapes, signs, etc., as well as skilled or unskilled labor, may be obtained from the official decorator, Freeman Decorating Companies. Following confirmation of booth space, exhibitors will receive complete information and instructions.

Exhibits may consist of any equipment, merchandise, or service of interest to independent agents. FAIA reserves the right to decline and prohibit any exhibit or any part of an exhibit which, in its opinion, is not proper. This reservation extends to persons, conduct, printed matter, souvenirs, or anything which, at the sole discretion of management, may adversely affect the character of the exhibits.

**EXHIBITORS ONLY**  
Refreshment break on Wednesday during set-up. Two complimentary Thursday Night Party Tickets.

## Please Note

Neither the Florida Association of Insurance Agents, the booth contractor, nor the management of the Orlando World Center Marriott shall be responsible for the safety of the property of the exhibitors, nor for the loss or damage by fire, accident or theft, or other causes, but will use precautions to protect the exhibitors from such loss and will have security on duty during all periods when the exhibit is not operating. Exhibitors wishing to insure their goods must do so at their own expense. Exhibits and all equipment must be in place by 11:00 a.m., Thursday, June 24. Exhibits must be taken down beginning at, but no sooner than 4:00 p.m. on Friday, June 25.

In order for any exhibitor to have any equipment of a gambling nature or for any gambling to take place without aid of equipment, the exhibitor must furnish the Orlando World Center Marriott and the Florida Association of Insurance Agents with a letter of approval from the Florida Beverage Division describing the equipment and action that has been approved and stating that such equipment and action will in no way jeopardize the liquor license(s) of the Orlando World Center Marriott.

We welcome advertising props and innovative promotional equipment. However, we ask that you be respectful of others and not to invade or interfere with another exhibitor or their space.

In the event of a cancellation, FAIA will refund 50 percent of your booth fee up until May 14, 2010. After that date, booth fees are nonrefundable.

## Cancelling

## Maximize Your Investment

To ensure greater traffic at your booth, FAIA provides:

- Early Publicity
- Exhibit Hall Only Passes
- Entertainment
- Refreshments
- Food
- Prizes Galore

**The number of badges per exhibit booth will be limited to six.**

**Additional badges will be charged at a fee of \$150.00 to cover the cost of food, beverage, and entertainment.**