****

**Fire Investigators of Florida**

**SPONSOR AND EXHIBITOR**

**PACKET**

Annual Training Conference & General Mtg

November 6 – 9, 2023

Hard Rock Hotel

Daytona Beach, Florida

**Contact Amelia Hitchcock at 386-547-3317 or** **Amelia.hitchcock@myfloridacfo.com**

**Support the mission of the IAAI in providing active support to fire, arson, and explosion investigation professionals through leadership in education, training, professional development, certification, networking, advocacy, and the provision of resources**

Greetings,

The Fire Investigators of Florida, Inc. is seeking sponsors and vendors for an upcoming **Annual Training Conference (ATC) November 6-9, 2023**. Our association relocated to the **Hard Rock Hotel Daytona Beach**. We strive to locate venues to enhance the experience and the number of attendees.

Our association consists of over **300 members** working in some aspect of fire investigation. We consist of both public service first responders and private fire investigators, attorneys, and engineers. We are the 9th Chapter of the **International Association of Arson Investigators**, comprised of over 70 chapters from around the world.

Every year the association holds an annual training conference to allow our membership to attend and learn from the most experienced professionals in our field. Your donation assists us in providing this high-level training.

At this time, we need no money, only a commitment, as there is plenty of time to make payment. Our association knows from planning these events that your schedule and available advertising dollars fill and go quick.

Along with this letter asking for your donation, you will also receive an application for your sponsorship or commitment to be a vendor. Best of all, the association is also a **501 (c) (3)**, which makes your donation tax deductible.

The application provides all the necessary information, you choose the level of support you wish. If choosing to be a vendor, the quicker you can advise us, the better chance you will have to secure a spot, as vendor space/spots are limited.

Should you have any questions, please contact me (813)323-5645 so I can provide the answer. I thank you ahead of time as you consider a donation for our ATC.

Respectfully,

David Tucker

**Individual Sponsor/Vendor Opportunities**

The sponsor opportunities are available on a “first submittal basis”. The first submittal is a completed Sponsorship Registration Form with your deposit, as outline in Paragraph 3. Submittal will be time-stamped on the date and time received. Please keep in mind that some of these opportunities may be part of the “Conference Sponsorship” below; therefore, they may not be available if taken. This is the only fair way of providing everyone with the same opportunity.

**Requested File Formats for Logo’s and Sponsorships**

* Editorial: Microsoft Word format
* Ads and Images:
* Photoshop EPS, jpg or tiff
* Must be 300 dpi,
* CMYK PDF FORMAT ACCEPTED IN CMYK HI-RES/HI PRINT-QUALITY ONLY

**Attendee Bag Insertion Item $100**

This sponsorship allows a business to place a single insertion item (non-perishable/non-consumable) into the attendee welcome bag. This item could be a promotional item, flyer, or company brochure. This is an excellent way to advertise your business without attending as an exhibitor.

**Break Sponsor $250**

This sponsorship allows the business to have their business name and logo on signage (provided by the association) placed in the area that breaks will be given. Breaks are given multiple times each day. Signage is rotated based on the number of break sponsors.

* Insertion item (non-perishable/non-consumable) in attendee welcome bag
* 1/2-page color (if available) ad in the conference program
* Break Sponsor Sign

**Vendor $500 (10 total)**

* This sponsorship allows the business to exhibit during the 3.5 days of the training conference. The vendor area is located near the training classroom. Attendees can visit the area before, during, and after training. Several breaks are provided during the day allowing attendees to visit. **\*\*\*Optional** – for additional $500 you will receive twelve months of “clickable” advertising on the chapter’s website [www.flaiaai.com](http://www.flaiaai.com) . The timeframe will be from Annual Training Conference to Annual Training Conference dates.
* Insertion item (non-perishable/non-consumable) in attendee welcome bag
* 2 x 4 Banner hung in classroom(s)
* Single exhibitor booth (draped table w/2 chairs and trash can)
* Lead list of conference attendees
* Full-page color (if available) ad in the conference program
* Lunch for two each day vending
* 25% off on conference registration (up to 2)

**Website Sponsor only $1000**

* Twelve months of “clickable” advertising on the chapter’s website [www.flaiaai.com](http://www.flaiaai.com)
* The timeframe will be from Annual Training Conference to Annual Training Conference dates

**Lunch Sponsor $1500**

* 3 x 8 Banner hung in the dining area
* Full-page color (if available) ad in the conference program
* Twelve months of “clickable” advertising on the chapter’s website [www.flaiaai.com](http://www.flaiaai.com) The timeframe will be from Annual Training Conference to Annual Training Conference dates
* Lunch for two on the day of sponsorship
* 50% off on conference registration (up to 2)
* Insertion item (non-perishable/non-consumable) in attendee welcome bag
* Single exhibitor booth (draped table w/2 chairs and trash can)
* Lead list of conference attendees

**Hospitality Night Sponsor $2500**

This is a location at the hotel that allows the conference attendees and sponsor/vendors to relax after a long day of training and a chance to network and socialize getting to know other attendees. Sponsorship helps provide four nights starting on Sunday before the training conference opens in which snacks and alcohol are provided. Bartending service is also provided.

* 3 x 8 Banner hung in the dining area
* Full-page color (if available) ad in conference program
* Twelve months of “clickable” advertising on the chapter’s website [www.flaiaai.com](http://www.flaiaai.com) The timeframe will be from Annual Training Conference to Annual Training Conference dates
* Free registration for conference (up to 2)
* Insertion item (non-perishable/non-consumable) in attendee welcome bag
* Single exhibitor booth (draped table w/2 chairs and trash can)
* Lead list of conference attendees

**Conference Sponsor $7500**

This sponsorship is the conference host. After the deposit is received, all media that goes out to the membership will have a sponsor’s name. Example: Fire Investigators of Florida Annual Training Conference presented by “vendors name”.

* A 3 x 8 Banner (or similar) will be displayed near hotel registration and near the classroom indicating the conference sponsor.
* Lunch for up to four attendees each day
* Full-page color (if available) ad in the conference program
* Twelve months of “clickable” advertising on the chapter’s website [www.flaiaai.com](http://www.flaiaai.com) The timeframe will be from Annual Training Conference to Annual Training Conference dates
* Business logo and/or name on “give away” item Chapter provides to attendees (if applicable)
* Free registration for the conference (up to 2)
* (3) Insertion items (non-perishable/non-consumable) in attendee welcome bag
* Single exhibitor booth (draped table w/2 chairs and trash can)
* Lead list of conference attendees

**Sponsorship Registration Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **QTY** |  **SPONSORSHIP** |  **COST**  |  **TOTAL** |
|  | Conference Sponsor  | $7500  |  |
|  | Hospitality Sponsor | $2500 |  |
|  | Lunch Sponsor | $1500 |  |
|  | Webpage (only) Sponsor | $1000 |  |
|  | Vendor | $500 |  |
|  | Break Sponsor | $250 |  |
|  | Insertion Item | $100 |  |

**\*\* A $100 or 10% (whichever is greater) total is required for a deposit if not paying in full**

 **TOTAL \_\_\_\_\_\_\_\_\_\_\_**

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booth Representative(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days Attending: Mon:\_\_\_\_\_ Tues:\_\_\_\_\_\_ Wed:\_\_\_\_\_\_ Thur:\_\_\_\_\_\_

Insertion Item Supplied (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name on Credit Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credit Card #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date on Credit Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorization Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Deposit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*An invoice may be sent to the address and email noted on this form. Therefore, ensure all is legible.**

**DEADLINE is October 14th, 2023**

**EXHIBITOR & SPONSOR GUIDELINES**

**Terms and Conditions**

**1. Introduction**

Please read these terms and conditions carefully. All exhibitors/sponsors shall adhere to the following terms and conditions, all of which are incorporated by reference as part of the Sponsorship Registration Form. The exhibitor’s responsibility is to see that all booth staff are aware of and adheres to these rules. Fire Investigators of Florida reserves the right to interpret and make final decisions regarding all rules & regulations, including these terms and conditions. Exhibitors agree to abide by the terms and conditions.

**2. Inclusions:**

Exhibitor fees include the setup of your booth space and what is noted under the sponsor categories exhibitor selects. WIFI will be provided in the exhibitor space and an access code will be provided based on the number of actual exhibit spaces filled. The exhibitor may choose to exhibit any number of days of the event; however, that shall be indicated on the Vendor Application. The exhibitor room is open from 7:30 am to 5:00 pm. Exhibitor fees also include lunch (each day while vending) for two (2) booth representatives Please get in touch with the Fire Investigators of Florida representative if you would like to discuss the possibilities of sponsorship opportunities not detailed in the materials you received.

**3. Deposits, Final Payment, and Refunds:**

A deposit of $100 or 10% of the total (whichever is greater) is due with the application. The final payment is due thirty (30) days before the start of the conference.

Exhibit and advertising space cannot be guaranteed without receipt of payment. The sponsor’s signature on the registration form signifies the sponsor has read, understands, and agrees to all terms and conditions in this document and in the registration packet. Any matter not covered by the registration packet or in these terms and conditions shall be subject to the final judgement and decision of the Fire Investigators of Florida.

**4. Cancellation:**

In the event the Exhibitor wishes to cancel its allotted exhibit space, the exhibitor must: (a) request cancellation, and (b) the cancellation request must be received by the Fire Investigators of Florida no later than forty-five days before the conference. Cancellation requests are evaluated on a case by-case basis and in the Fire Investigators of Florida’s sole and exclusive direction. As stated above, the initial deposit is non-refundable, except as stated in Paragraph 13.

**5. Failure to Occupy Space**

Exhibitors are brought in for the benefit of both attendees and the exhibitors themselves. By completing and submitting the registration form, the exhibitor acknowledges that if they have not occupied booth space by noon on the expo’s opening day, the exhibitor will forfeit booth space without refund. The space may be resold or used at the sole discretion of the Fire Investigators of Florida.

**6. Leaving Before End of Expo**

Exhibitors are brought in for the benefit of both attendees and the exhibitors themselves. By completing and submitting the registration form, the exhibitor agrees to stay through the time frame indicated on the vendor application. Failure to stay to the designated time frame without approval from the Fire Investigators of Florida will result in a penalty of $100 and the credit card on file shall be charged.

**7. Insertion Items for Attendee Welcome Bag:**

If your sponsorship includes an insertion item, your business can provide a single item to place into the attendee welcome bag. Fire Investigators of Florida will provide you with the number of insertions Exhibitors must contact the Fire Investigators of Florida to obtain approval of the insertion item. Exhibitors will be notified of the shipping address at a later date.

**8. Solicitation:**

Exhibitor is prohibited from distributing any media, souvenirs, or other items outside the boundaries of the exhibitor’s booth unless the exhibitor has obtained approval from the Fire Investigators of Florida. This applies before, after, or during exhibitor hours. Canvassing in exhibit area or distribution of advertising materials, souvenirs, or other items whatsoever by anyone who is not a paid exhibitor, is strictly forbidden.

**9. Giveaways & Contests**

Exhibitors may collect entries for drawings or giveaways (raffle) throughout the conference with the approval of the Fire Investigators of Florida. The drawing will be done on the final morning of the conference and the exhibitor shall clearly have their raffle labeled as to when the drawing will be made.

**10. Conduct**

The Fire Investigators of Florida monitors all exhibits. Exhibitors must staff their exhibit booth during the scheduled Exhibition hours. Exhibitors who leave the booth unsupervised for long periods or vacate their booth before official closing time may lose consideration from exhibiting at future Annual Seminars. Your organization’s staff agrees to follow IAAI’s Code of Conduct by registering as an exhibitor.

**11. Conference Attire**

The attire of all exhibit personnel should be consistent with the business casual atmosphere of the Fire Investigators Annual Training Conference.

**12. Indemnification and Insurance**

The exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend, save, and hold harmless Fire Investigators of Florida, the conference hotel, and their employees and agents harmless against all claims, losses, and damages to persons or property, government charges or fines, and attorney’s fees arising out of, connected with, or caused by exhibitor’s installation, removal, maintenance, occupancy, or use of the Expo premises or part thereof, excluding any such liability caused directly by willful or wanton conduct of Fire Investigators of Florida, the conference hotel, and their employees or agents. In addition, the exhibitor acknowledges that neither Fire Investigators of Florida nor the conference hotel maintains insurance covering the exhibitor’s property. It is the responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

 Exhibitor agrees to hold harmless the Fire Investigators of Florida, the conference hotel, and their employees or agent, from any and all damages or loss to exhibitor’s property, except when caused by willful and wanton conduct of Fire Investigators of Florida, the conference hotel, and their employees or agents.

Exhibitors wishing to insure their exhibit materials and goods against theft or damage by fire, accident or loss of any kind must do so at their own expense. Every exhibitor is responsible for obtaining insurance (liability, fire and theft) in such amounts deemed appropriate to comply with its obligations hereunder.

**13. Force Majeure**

In case the exhibition area is damaged or destroyed by fire, the elements, or any other cause, or if circumstances make it unreasonably difficult for the Fire Investigators of Florida to permit the Exhibitor to occupy the assigned space (or comparable space) during any part or the whole of the exhibition, then during such circumstances, the Fire Investigators of Florida, the building management, and their respective privies will be released and discharged from the obligation to supply space, and the Exhibitor will be reimbursed for amounts paid in proportion to the time of the force majeure event (i.e. if fifty percent of the exhibitor’s time is lost, a fifty percent refund would result); provided, however, the Fire Investigators of Florida reserves the right to cancel, re-name, or relocate the Exhibition or change dates on which it is held. If the Fire Investigators of Florida changes the name or relocates to another facility within the same city or changes the dates for the Exhibition to dates that are not more than thirty (30) days earlier or later than the dates originally scheduled, no refund will be due.

**14. Damages Limitation**

Except in instances directly resulting from Fire Investigators of Florida’s willful or wanton misconduct, the exhibitor agrees that Fire Investigators of Florida’s total, the maximum liability for any and all claims, causes of action, and damages of any nature shall be the total amount that exhibitor paid to Fire Investigators of Florida in connection with the conference at issue. In no event shall Fire Investigators of Florida be liable for any special, consequential, or punitive damages of any nature.