MUST READ – Notes & Policies for 2017

See General Information Sheet and General Regulations in the packet for more information.

DEADLINES – Mark your calendars & File – PENALTIES

Aug. 1 — **Product Showcase Applications – All applications are done online and there is a link on Exhibitors Information page at www.flmusiced.org.**

Oct. 15 — **Program Information Due to your online account for conference program.**

Nov. 6 — **Advertising Art Due to Val Anderson** – 402 Office Plaza, Tallahassee, FL 32301

Nov. 15 — **Contracts and final payments due to your online account. If postmarked after deadline - add $50 to your final payment.**

Nov. 15 — **Cancellations must be emailed to exhibits@fmeaexhibits.com in writing by deadline. FMEA will NOT refund deposits of $100 per booth. Not meeting the deadline obligates you to pay full price.**

On-Site — **Companies having received permission to pay on-site must pay with valid credit card or cash – No checks.**

On-Site — **Any badges requested on-site are $5 – Cash Only. ATM is available on-site.** Changes will be accepted as late as Dec. 31, entered online!

RULES AND REGULATIONS

Reserve booth space until March 1 to renew & retain your space or request a move. Return the "Intent to Reserve" to Exhibit Manager's desk to have your booth(s) placed on the floor plan. Contract online at laptops by the Exhibit Manager's desk. Log in with a user name and password, it becomes your company account. You may access it any time to pay deposits, make additional payments, enter program information and badge names. May use your own computer by accessing the link on the FMEA website: www.flmusiced.org. Bobbie & Byron are always available to discuss issues you have about your booth space.

A form for hotel reservations at the Westin Harbor Island Hotel will be in your packet on the website and you may reserve early with the FMEA rate when negotiations are complete. You should call to confirm after faxing the form to the hotel to receive a confirmation number. Questions go to Val Anderson.

One representative in the booth at all times. Please wear your own badge!

Packing up/leaving early without permission may result in a one-year suspension of the representative and/or company from the FMEA conference.

Decorator website is www.bredeallied.com. Order carpet, additional chairs, furniture, etc. as well as links for other services from their website. Password "fmea17" to access forms and shipping information. Information will be sent to you by Brede when website is available. Frank Minish or Amy Palmer at (407) 851-0621.

No displays or soliciting outside the Exhibit Hall or in hotels being used by FMEA.

Bobbie & Byron, Exhibit Managers
Phone (850) 893-3606 exhibits@fmeaexhibits.com Cell (850) 933-7766