



**FLORIDA
INSTITUTE
FOR CHILD
WELFARE**

Promoting
**WORKFORCE
RESILIENCE**



BECOME AN EXHIBITOR

Florida Institute for Child Welfare 2022 Symposium

We are pleased to offer exhibit tables at the 2022 Florida Institute for Child Welfare Annual Symposium. This year's symposium focuses on **Promoting Workforce Resilience**. Symposium attendees will include key leadership from Florida's state departments and community agencies serving at-risk families or those involved in child welfare or juvenile justice; key legislative partners will also be in attendance.

An exhibit table is included for all **Champion** and **Change-maker Sponsors** (please see the Institute's Call for Sponsors for details). For those who are not a Sponsor, exhibit tables are **\$750**. Please note, all attendees must also register for the symposium on our website.

What's Included with Your Booth:

- One 8-ft rectangular table
- Two chairs
- One waste basket
- Logo on Symposium website and program
- Complimentary guest Wi-Fi

Please Note:

- Exhibitors must provide their own backdrop or sign, if desired.
- The Institute must review and approve items and documents to be displayed after submission of this application.

EXHIBITOR SCHEDULE

MONDAY, MAY 9		TUESDAY, MAY 10	
9:00 AM	Exhibitor registration & set-up opens	8:00 AM	Exhibit area opens & breakfast
12:00 PM	Event registration opens	4:00 PM	Symposium ends
1:00 PM	Symposium begins	6:00 PM	Event breakdown complete
5:30 PM- 7:30 PM	Reception and poster presentations		



Exhibitor Agreement

Purpose:

This exhibitor agreement is a mutually agreed upon document outlining the responsibilities of both Florida State University/Florida Institute for Child Welfare (Institute) and the exhibitor for the purpose of planning, advertising, and hosting an event.

Event:

The Florida Institute for Child Welfare's 2022 Symposium

EXHIBITOR INFORMATION

ORGANIZATION NAME (as it should appear on the Institute website and in materials)	
STREET ADDRESS	
CITY, STATE, ZIP CODE	
PHONE NUMBER	
NAME OF EXHIBITOR COORDINATOR	
EXHIBITOR COORDINATOR CONTACT INFORMATION	
NAME OF ON-SITE REPRESENTATIVE	
ON-SITE REPRESENTATIVE CONTACT INFORMATION (if different from above)	

ARE YOU A SPONSOR?	Champion Level	Change-maker Level	No
IF NO, CONFIRM:	I am not a Sponsor but would like to purchase an exhibit table for \$750		
CHECK IF APPLICABLE:	I would like the Institute to provide a table linen	I will provide my own table linen	I need access to a power outlet

Responsibilities of the Florida Institute for Child Welfare

To handle all promotion for the event, registration, selection of speakers, reservation of the venue space, and vendors.

Responsibilities of the Exhibitor

To provide payment in the agreed upon amount. No additional fee is required for existing Champion and Change-maker Sponsors. Checks should be made out to the **FSU Foundation** and mailed to:

Lucy Bastidas
2139 Maryland Circle, Suite 110
Tallahassee, FL 32306

The Exhibitor must provide any logos, images, and text to the Institute to share and/or incorporate in Symposium materials (web, print, etc.) by **April 1, 2022**. They must also submit materials (hand-out items, documents, signage, etc.) that will be displayed at the exhibit booth for review and approval by the Institute no later than **April 15, 2022**.

Representations & Endorsements

The Institute's 2022 Symposium is a limited registration event. No promotional activity is allowed without consultation with and approval from the Institute.

1. Branding - must be compliant with FSU and Institute standards.
2. Media - all media requests and usage of media platforms including, but not limited to the following, must be agreed upon by both organizations: **Web, Radio, Press and Social Media**
3. This agreement does not authorize the use of any FSU logos, trademarks, or marks other than that of Florida Institute for Child Welfare as provided in this agreement.

Cancellation

This agreement may be dissolved by either party in the form of written (mail or email) communication, to be effective on notice. *The Institute will not offer a refund once funds are received.*

Deadlines

Submit exhibitor agreement form: MARCH 31, 2022
Funds must be submitted to the Institute: APRIL 10, 2022

This agreement does not create any legal partnership and each party is acting as independent exhibitor of any event. FSU and the Institute provide no insurance, including medical coverage, other than the coverage provided by law to a state entity and each party is solely responsible for obtaining any necessity insurance for its participants in the event.

Effective Date

This agreement is effective on the date of the signature below:

Florida Institute for Child Welfare Representative

Date

Exhibitor Representative

Date

Contact Marianna Tutwiler at **850.644.7203**
or **mtutwiler@fsu.edu** for more information.

Email completed forms to **kkrick@fsu.edu**.