

2025 FAC EXHIBITS GENERAL INFORMATION

The following events will be held in conjunction with Exhibit Hall Space:

- Welcome Reception (Sunday)
- Two (2) Breakfasts (Monday & Tuesday)
- Two (2) Lunch (Monday & Tuesday)
- Three (3) Refreshment Breaks (Monday & Tuesday)

BOOTH ACCESSORIES INCLUDE:

- 8'x10' space; 8' back pipe and drape with 3' side pipe and drape (Exhibit Hall is carpeted)
- One 6' draped table and two chairs; waste basket; company sign
- All booths will be provided one standard 5 amp power drop

ADDITIONAL BOOTH PERSONNEL (ABP)

Additional Booth Personnel fee is \$450 per person and includes entry to all sessions and food functions, except the Sunday morning events. Companies are limited to a total of only two (2) ABP registrations. If you have any questions please contact Kristyn McCauley at kmccauley@floridaairports.org.

EXHIBIT SETUP/BREAKDOWN HOURS

Setup: Sunday, August 3 - 12:00 p.m. – 5:30 p.m.

Breakdown: Tuesday, August 5 - 2:00 p.m. - 4:00 p.m.

Silent Auction closes at 1:00 PM, please no early breakdowns.

SECURITY

Florida Airports Council will not be providing security in the Exhibit Hall. The exhibit hall doors will be locked each evening.

EXHIBITOR AGREEMENT

All paid Exhibitors will be asked to acknowledge receipt of this agreement during the online registration process.

BOOTH ASSIGNMENT

When registering online, you are able to select your booth and are guaranteed your selection with immediate payment. If you register online and choose to pay by check, your booth selection will be held for seven calendar days. **If payment has not been received in seven days, your selection(s) will be released.**

FOOD AND BEVERAGE

Any Exhibitor interested in providing food and/or beverages in their booth must contact Kristyn McCauley at kmccauley@floridaairports.org.

EXHIBIT STAFFING

Booths must be **staffed during all events** held in the Exhibit Hall:

- Sunday Welcome Reception
- Monday & Tuesday Breakfasts, Lunches, and Refreshment Breaks

While the Exhibit Hall remains open during educational sessions, Exhibitors are not required to stay at their booths during those times. Booth representatives must stay **within their assigned exhibit space** and may not obstruct aisles or neighboring booths.

Please conduct yourself professionally and courteously. Disruptive behavior or non-compliance with these terms may result in removal from the event without refund.

DOOR PRIZES

Exhibitors are encouraged to provide door prizes to be drawn at their booth during Exhibit Hall hours to increase networking opportunities.

SUNDAY MORNING EVENTS:

Exhibitors and Sponsors attending as delegates are welcome to participate in the FAC Sunday events, based on availability.

NO SUITCASING POLICY

FAC maintains a strict **no suitcasing policy**. Suitcasing refers to promoting or selling products and services at the event without being a paid Exhibitor. Anyone found doing so will be removed and may be prohibited from future events.

CODE OF CONDUCT

By acknowledging receipt of this agreement, you agree to maintain a respectful and professional environment and to follow all FAC policies. FAC reserves the right to remove any Exhibitor for disruptive conduct or violation of these rules.

PHOTO & VIDEO RELEASE

By participating as an Exhibitor, you grant FAC the right to use photos, video, and media from the event — including your booth and representatives — for promotional and educational purposes.

CANCELLATIONS AND SUBSTITUTIONS

Requests for Exhibit booth cancellation must be submitted in writing to kmcauley@floridaairports.org. Cancellation requests received by Monday, June 30, 2025 will receive a 50% refund. No refunds will be granted after Monday, June 30, 2025. In the event that the Conference is postponed/cancelled for reasons beyond our control FAC staff will notify all registrants of the refund policy at that time.

QUESTIONS?

All exhibitor-related questions should be directed to:
Kristyn McCauley, Director of Membership & Events
kmccauley@floridaairports.org

ACKNOWLEDGMENT

By checking the box and submitting the exhibitor registration form, I acknowledge that I have read and agree to the Exhibitor rules and expectations outlined above.