

## 2016 Sponsor & Exhibitor Kit

### Conference Venue

The Caribe Royale All-Suite Hotel and Convention Center  
 8101 World Center Dr.  
 Orlando, FL 32821  
 Boca Foyer

### Contact Information

For all questions regarding booth assignment, event schedule, shipping, and exhibitor questions please contact:

**Dan Samuels**  
 2016 Conference Chair  
 Phone: 561-329-4010  
[DanielSamuels@gmail.com](mailto:DanielSamuels@gmail.com)

**Gina Bianchi**  
 Conference Administration  
 Phone: 214-459-8957 x203  
[Gina@StrategicMeetingsSolutions.com](mailto:Gina@StrategicMeetingsSolutions.com)

### Show Information

Exhibitor / Sponsor Set Up	Sunday, May 22 8:00 a.m. – 4:00 p.m.	Boca Foyer	Please plan on having your booth ready no later than 4:30 p.m.
Registration	Sunday, May 22 1:00 p.m. – 6:00 p.m.	Royal Palms Registration	
Opening Reception with Planet Philanthropy Attendees	Sunday, May 22 5:30 p.m. – 7:00 p.m.	Boca Foyer	Please ensure booth personnel arrive at least 15 minutes prior to start of event
Exhibit Hours	<b>Monday, May 23</b> 7:00 a.m. – 8:00 a.m. Breakfast with Attendees 9:15 a.m. – 9:30 a.m. Break with Attendees in Boca Foyer 10:45 a.m. – 11:05 a.m. Break with Attendees in Boca Foyer 12:20 p.m. – 12:40 p.m. Break with Attendees in Boca Foyer 12:40 p.m. – 2:00 p.m. Lunch with Attendees 2:00 p.m. – 2:15 p.m. Break with Attendees in Boca Foyer 3:30 p.m. – 4:00 p.m. Break with Attendees in Boca Foyer		
	<b>Tuesday, May 24</b> 7:30 a.m. – 8:30 p.m. Breakfast with Attendees 9:45 a.m. – 10:00 a.m. Break with Attendees in Boca Foyer 11:15 a.m. – 11:30 a.m. Break with Attendees in Boca Foyer		
Exhibitor/Sponsor Tear Down	Tuesday, May 24 1:00 p.m. – 3:30 p.m.		See the link below under “ <b>Important</b> ” for information on return shipping from the hotel.

## Booth Information

Each exhibitor will receive:

- (1) 6' skirted table
- Information and/or ad specialty item inside conference bag\*
- Conference Attendee List provided in advance and final Conference Attendee List
- (1) Complimentary conference registration

### *\*Conference bags*

If you wish to participate with an ad specialty item in the conference bag, all items must be received no later than **FRIDAY, MAY 13**, to:

Dan Samuels  
Central Florida Hillel  
3925 Lockwood Blvd.  
Oviedo Florida 32765  
Main number: 561-329-4010

## Optional Sponsor / Exhibitor Guests

All sponsors/exhibitors need to register. If you would like to bring additional representatives from your organization, you may register them at the following web link: <https://www.planetphilanthropy.org>. Click on the Become a Sponsor Button which will bring you to the registration site. Click on the New Registration button on the right and select Additional Exhibitor Booth Personnel. **Additional booth personnel are \$250.00 per person (Limit of two additional personnel at this rate and inclusive of all meals).**

## Important Dates

Hotel Reservation cut-off date	Friday, April 29, 11:59 p.m. EST
Online Registration Closes	Monday, May 9, 5:00 p.m. EST

## Hotel and Registration Questions

Contact Gina Bianchi at 214-459-8957 x203 or [Gina@StrategicMeetingsSolutions.com](mailto:Gina@StrategicMeetingsSolutions.com)

## Exhibitor Services

Drayage/shipping, storage, electricity, pipe/drape are NOT included in exhibitor or sponsor rates and will require additional charges to be paid directly to the Brede Exposition Services. Internet will be available through a network specific to the conference, which is accessible by all conference sponsors, exhibitors and attendees. Dedicated internet bandwidth will be available at exhibitor cost. **See the link below for all shipping, storage, internet, A/V, electrical, information including fees and dates.**

## Important

Exhibitor Forms must be completed by the required dates to ensure requested services are provided. To access these forms and dates follow the steps below:

1. Go to <https://www.bredeallied.com>
2. Click Order Online – (If you already have an account, Click login & follow steps 4-7)
3. Click Not Registered? Sign Up Now (if new to our website), You will register and create your own unique login and password (Do not use the show password)
4. Find Association of Fundraising Professionals 2016 on list of shows (shows are listed in date order)
5. Click on Service Center
6. Enter show password: afp16 (case sensitive), click Continue
7. To begin the order process, click on Online Products & Services, (you can only place online orders for Brede/Allied services), click on the Brede/Allied products you want to order.

To print Exhibitor Manual forms, click on Download Forms & Documents and chose which forms you want to print. Vendor forms (Electric, AV, Telecom etc.) will be under the Facility and/or Vendor tabs.

After your initial registration you will only need to provide your login and password information to gain access to the exhibitor manual, automated emails will be sent to you confirming this process.

**\*\* If you have any problem navigating through the Brede site, please contact the customer service department at 407-851-0261 and ask for exhibitor services. You can also use the e-mail address [info@bredeallied.com](mailto:info@bredeallied.com)**

### **Security**

Exhibitors are responsible for safeguarding of their goods, materials, equipment and exhibits at all times. Do not leave valuables unattended.

### **Parking**

Self-Parking is complimentary and valet is optional at \$12.00 per night

**\*\*You will not have personal vehicle access to the loading dock for your exhibit\*\***