37TH NATIONAL FETC FUTURE of EDUCATION TECHNOLOGY Conference

2017 Exhibitor Planning Checklist

EXPO: JAN. 25 - 27, 2017 | ORANGE COUNTY CONVENTION CENTER | ORLANDO, FLA.

Upon Receipt of Exhibitor Service Kit

- ❑ Make hotel reservations (page 7)
- ❑ Booth payment is due in full
- ❑ Reserve advertising space in the *2017 Show Guide* (page 8)
- ❑ Develop "show specials" such as discounts for attendees and product giveaways to attract traffic to your booth
- ❑ Have your sales people visit top accounts and remind them of your company's participation in the Expo
- ❑ Confirm that you have all pamphlets and materials needed for your booth

November

- ❑ Order pre-show attendee list for a promotional mailing to potential customers who will be at the Expo (page 9)
- ❑ **Nov. 30 -** Deadline to reserve ad space in the *2017 Show Guide*

December

- ❑ **Dec. 20 -** Deadline to submit ad materials (artwork) for the *2017 Show Guide*
- ❑ **Dec. 22 -** Deadline to order pre-show attendee list (page 9)

January

- ❑ **Jan. 2 -** Order decorator services from Freeman to secure discounts
- ❑ **Jan. 2 -** Last day to order services from Orange County Convention Center to secure discounts
- ❑ **Jan. 20 -** Advance registration deadline for Booth Personnel (pages 11 - 14) and complimentary basic and discounted basic conference registration(s) (pages 10 & 15)

At the Show

- ❑ Select booth space for the **38th National Future of Education Technology Conference**

After the Show

- ❑ Prepare post-show mailing using list provided by LRP (page 8)
- ❑ Follow up on all the leads secured at the show!

Expo Dates

Exhibits will be open Wednesday, Jan. 25, Thursday, Jan. 26 and Friday, Jan. 27. For a complete schedule, see the Expo Hall Hours & Access (page 3).

Location

Orange County Convention Center
North/South Concourse
9899 International Drive
Orlando, FL 32819
Toll-free: 800-345-9845
Local: 407-685-5963

Show Management – Sales

Stephanie Chiavaras
Companies #s, A - K
Phone: 617-784-3577
Email: schiavaras@lrp.com

Fred Kurst
Companies L - Z
Phone: 703-393-8304
Email: fkurst@lrp.com

Show Management – Logistics

Amanda Kyle, *Meeting Planner*
Phone: 561-622-6520, ext. 8735
Fax: 561-622-2876
Email: akyle@lrp.com

Official Show Vendors

Service Contractor – Freeman; Audio Visual – Freeman Audio Visual Solutions; Lead Retrieval – American Tradeshow Services. Some exhibitor service and audio visual companies are actively contacting exhibitors. Please be aware that LRP is not supplying these companies with any of your information and they are not affiliated with LRP in any way. Unofficial show vendors may be denied access to the Expo Hall.

Booth Payment Policy

No exhibitor will be allowed to set up until all fees are paid in full. For more information, see Rules & Regulations (pages 4 - 6).

Arrangement Of Exhibits

The space provided will be as shown on the floor plan insofar as possible, but LRP reserves the right to change the location if this is in the best interest of the exhibition.

Exhibits may not project beyond the space allotted or interfere with traffic to the exhibits of others. Any exhibit not meeting these requirements must be dismantled or altered upon request.

In-line exhibits must not exceed 8' in height. Any construction over 42" in height must be kept within 4' from the back of the booth. Hanging signs are not permitted over in-line booths, or booths smaller than 20' x 20'.

Island/Open Areas measuring at least 20' x 20' – Exhibits, hanging signs, banners and displays must not exceed 22' in height. Two-storied booths must be approved by the Exhibit Facility, Fire Marshal and Show Management. No hanging signs may block the view of other exhibit aisles or booths.

For booth structures that are taller than 42" in height, care must be taken to maintain sufficient sight lines to surrounding booths, as determined by show management.

Floor Covering

Booth spaces are not carpeted; aisles are. All booths require carpet or floor covering and it must be ordered or provided by the Exhibitor, at the Exhibitor's expense. If a floor covering is not in place by one hour prior to show opening, Show Management will order the service and charges will appear on the exhibitor's invoice.

Booth Space

Each 10' x 10' booth will be set with 8' high Black and White back drape, 3' high Black side dividers and a 7" x 44" one-line identification sign. **Nothing may be attached to these drapes by order of the fire marshal.**

Exhibitor Lounge

An exhibitor lounge with complimentary coffee and soda will be available to booth personnel during set up and show hours.

No Smoking Policy

Orange County Convention Center is a non-smoking facility. Smoking in the Expo Hall is strictly prohibited.

Exhibitor Registration/Hours

Exhibitor registration will be open during the following hours:

Monday, January 23: 3 - 7 p.m.

Tuesday, January 24: 7 a.m. - 5 p.m.

Wednesday, January 25: 7 a.m. - 6 p.m.

Thursday, January 26: 7 a.m. - 5 p.m.

Friday, January 27: 7 a.m. - 2 p.m.

Each company will receive 4 booth personnel registrations and one basic conference exhibitor pass for every 10' x 10' booth rental. **Additional Booth Only registrations may be purchased for $25 each.** We request that all employees/representatives of exhibiting companies pre-register for the show by January 20. Pre-register online at **http://fetc.org/exhibit_resource.html** or use the forms on pages 10 - 15.

Business Services

For your convenience, the Orange County Convention Center offers three FedEx Office locations in the North, South and West Buildings.

Please contact the FedEx Office at 407-363-2832 for a full listing of products and services or for further assistance.

2017 Expo Hall Hours & Access

EXPO: JAN. 25 - 27, 2017 | ORANGE COUNTY CONVENTION CENTER | ORLANDO, FLA.

Monday, January 23

Exhibitor Move-In	8 a.m. - 5 p.m.

Tuesday, January 24

Exhibitor Move-In	8 a.m. - 5 p.m.

Wednesday, January 25

Exhibitor Move-In *(All exhibits must be set up and ready to view by 12 p.m.)*	8 a.m. - 12 p.m.
Expo Hall Open	1 - 6 p.m.
Opening Night Reception	4 - 6 p.m.

Thursday, January 26

Expo Hall Open	8:30 a.m. - 5 p.m.
Coffee Break	9:45 - 10:15 a.m.
Beverage Break	2:40 - 3:20 p.m.

Friday, January 27

Expo Hall Open	8:30 a.m. - 2 p.m.
Coffee Break	9:30 - 10 a.m.
Exhibitor Move-Out	2 - 10 p.m.

Saturday, January 28

Exhibitor Move-Out	8 a.m. - 12 p.m.

*Schedule subject to change

Important Notes!

Exhibits not set up by 12 p.m. on Wednesday, January 25, may be set up by the official contractor and the work must be paid for by the exhibiting company. All exhibits must be set up and ready to view by 12 p.m. on Wednesday, January 25.

Please read carefully the Decorator Service Kit provided by Freeman. **The dock will be under Freeman's control at all times.**

Registered exhibitors may enter the Expo Hall upon showing their conference badge to security personnel.

Exhibitors may enter the Expo Hall at 7 a.m. Thursday and Friday and may stay no later than 7 p.m. on Wednesday and 6 p.m. on Thursday.

For access to the Expo Hall before and after the hours above, requests must be made to trade show management in advance. Security will not let anyone on the show floor without prior approval from show management.

"LRP" shall refer to LRP Conferences, LLC and "Exhibit Facility" shall refer to Orange County Convention Center.

Eligibility

LRP shall have the sole right to determine the eligibility of exhibits, including, but not limited to: companies, products, systems, services, booth graphics, printed matter distributed at the conference, souvenirs and giveaways, costumes and booth personnel attire, and all other exposition features and activities.

Use Of Music

Due to ASCAP and BMI regulations, any exhibitor who uses copyrighted music as part of, or in conjunction with, any function connected with this Conference & Expo, may be subject to a music license fee.

Video and Photography

The taking of photography and videos inside the Event's general sessions and breakout sessions is strictly prohibited without prior written approval of LRP.

The taking of videos within the Event's Expo Hall by exhibitors is permitted, only as long as the video is shot from, and contains only footage within, the confines of the exhibitor's booth area. All other video is strictly prohibited. The taking of photography of the exhibitor's booth area is permitted.

Promotional Material

Sample articles, premiums, novelties, publications, souvenirs, and printed educational and promotional materials **may be distributed from the confines of the exhibitor's booth only**. All such materials must be made available to all exhibition attendees so long as the materials are offered. Exhibitors may not solicit attendees or distribute promotional materials in public space. Placement of promotional materials in locations such as food and beverage areas or meeting rooms is strictly prohibited without prior approval from LRP. Prizes, contests or drawings are permitted with the permission of LRP. Samples of hand-out materials other than literature pertaining to exhibitor's products and services must be approved in advance. LRP may withdraw permission to distribute any material it considers objectionable. Any food or beverage distribution must be approved in advance.

Conflicting Events

In the interest of the success of the entire conference and exposition, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees or exhibitors from the conference or exhibit hall during the official posted hours of the conference and exposition except as approved by LRP. All sponsor or exhibitor events, parties, gatherings or dinners of 25 or more people within a 5-mile radius of Orange County Convention Center or official conference hotels during the conference dates of January 24 - 27, 2017, must be approved in advance by LRP conference staff.

Competitive Events

The Exhibitor shall not, during the Event and a two-day period before the first day and post the last day, conduct, sponsor or affiliate with, within 25 miles of the Event, any functions, classes, seminars, exhibits, or similar activities (hereinafter "functions") for more than 20 people which are similar to, competitive with or complementary to, any functions, classes, seminars, exhibits or other activities at the Event, other than (i) the exhibit provided by in this contract, or (ii) those functions approved by LRP in writing and held at a location specifically authorized by LRP.

Room Blocks, Hospitality Suites & Meeting Rooms

All room blocks, hospitality suites and meeting rooms must be approved by LRP and arranged through the Exhibit Facility or Conference Hotels. Only confirmed, fully paid exhibitors will be allowed to use hospitality suites and meeting rooms. Approved use of hospitality suites and meeting rooms is limited to your company's staff meetings and one-on-one meetings with attendees. All other uses of meeting rooms must be approved in advance by show management. Demos and sales presentations are prohibited in hospitality suites and meeting rooms. Cancellation of exhibit space will result in automatic cancellation of any and all hospitality suites and/or meeting rooms. If cancellation occurs within 60 days of event, all rental fees paid to LRP will be non-refundable.

Conduct & Restrictions

LRP reserves the right to restrict exhibits which because of noise, odors, methods of operation or any other reason become objectionable or otherwise detract from or are out of keeping with the character of the exposition as a whole. This reservation includes persons, things, conduct or printed material. LRP reserves the right to alter or close any exhibit which does not conform to the provisions of this contract. No refund shall be due under such circumstances. LRP also reserves the right to exclude any nonconforming party from exhibiting at any future LRP program or to give lowest priority for future exhibit space. These actions do not constitute exclusive remedies, and LRP may avail itself of any remedy in laws or equity in addition to these actions.

Booth Staffing

Exhibit booths must be staffed during all posted Expo Hall hours. No exhibit or portion thereof may be removed from the exhibit hall during Expo Hall hours without the written consent of LRP. Any infraction may result in the exhibitor being prohibited from exhibiting at future expositions.

Admission

LRP shall have sole control over admissions policies at all times. Any person visiting the exhibits is required to wear an appropriate badge while in attendance. All exhibitor personnel must wear an exhibitor's badge or appropriate conference registration badge at all times.

Sub-leasing

Exhibitor shall not allow any other corporation or firm or its representatives to use the space allotted to the exhibitor, nor shall the exhibitor display articles not manufactured or normally sold by the exhibitor. Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be authorized by written permission from LRP.

Cancellation Policy

Written notice of cancellation must be received by LRP at least 120 days in advance of the scheduled exhibition date or exhibitor will be held liable for total booth rental irrespective of the reason for the cancellation, including cancellation due to failure of an exhibit to arrive. Exhibitors who have paid in full and who notify LRP of cancellation prior to the 120-day deadline will receive a refund of rental fees equal to 50% of the total booth rental. LRP shall not be held responsible for shipping charges, construction costs, labor charges, expenses for preparation of exhibits or any other expenses or indemnity in the event that the materials fail to arrive. Exhibitor shall not be entitled to a refund of the booth rental if the exhibition is cancelled by LRP as a result of strike, riot, civil disorder, act of terrorism, act of war, act of God or any other reason whatsoever not within the control of LRP. Any refunds due by LRP will be paid no later than 60 days after the close of the conference.

Default

Any exhibitor failing to occupy space contracted for but not cancelled by 7 a.m. on the first show day, is not entitled to any rebate. Management shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor without any rebate of allowance to the defaulting exhibitor and without incurring any obligation of any kind to said prospective exhibitor.

Shipping

The exhibitor agrees to ship, at its own risk and expense, all articles to be exhibited and agrees to conform to the rules for shipping as contained in Freeman's Decorator Services Kit. The Exhibit Facility has no facilities for receiving and storing materials prior to the set-up day of the exposition. DO NOT ship equipment or displays directly to the Exhibit Facility, or to the hotel in which exhibit personnel are housed.

Labor

Skilled and unskilled labor for unpacking, setting up and re-packing of exhibits will be supplied by the decorating contractor. Rates for this service will be quoted in the Decorator Services Kit. Extra or unusual labor for any action affecting the Exhibit Facility will be charged directly to the exhibitor based upon time and materials factors. Exhibitors must make arrangements for this type of activity as specified in Freeman's Decorator Services Kit.

Utilities

The Orange County Convention Center is the exclusive service provider of electricity, aerial rigging labor and lighting, water, plumbing, compressed air, natural and LP gas, and cable TV services to exhibitors. Smart City is the exclusive provider of internet and telecom services. All other utility services must be ordered through the exhibit facility. Rates will be quoted in the Decorator Services Kit.

Audio Visual

Computer, printer, video and audio equipment rental services are available from the official audio visual vendor, Freeman Audio Visual Solutions. All audio visual requirements needed or anticipated by the exhibitor must be ordered through Freeman Audio Visual Solutions. Rates are quoted in Freeman's Decorator Services Kit.

Installation & Dismantling

Move-in and move-out times are listed on the Expo Hall Hours & Access sheet (page 3). All exhibit materials must be removed from the Exhibit Facility promptly at the close of the exhibit and Freeman reserves the right to re-ship the display materials via carrier which it deems expedient if the carrier designated by the exhibitor does not promptly remove the merchandise from the facility or if the area is needed by the facility. Children under the age of 18 are specifically prohibited from being on the Expo floor during move-in and move-out hours. Children under the age of 18 are only permitted on the Expo floor during posted hours and must be with an adult at all times.

Fire Regulations

All booth decorations and construction must conform to the regulations of the host city Fire Marshal. Cloth or other flammable materials must be flame-proof. Packing containers, excelsior, wrapping and similar material must be removed from the exhibit area and not stored under tables or behind displays.

Protection Of Property

Nothing shall be pasted, tacked, nailed, screwed or otherwise affixed to columns, walls, floors or other parts of the building or furniture. Gasoline driven vehicles must be drained of gasoline prior to moving into the premises. A drip pan must be placed under each vehicle. Gasoline driven motors must not be operated in the exhibit area. Batteries must be disconnected and gas caps locked. If the premises are defaced or damaged by an act of negligence by any exhibitor, its agent/s or guest/s, the exhibitor will pay for any and all expenses incurred by damages to physical property, caused by exhibitors, riggers, haulers or other contractors engaged for the purpose of moving exhibits and equipment into and out of the building.

Liability

Exhibitor agrees to protect, save and keep LRP and the Exhibit Facility forever harmless for any damages or charges imposed for violation of any law or ordinance whether occasioned by the negligence of exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms contained in the agreement between LRP and the Exhibit Facility regarding the exhibition premises; and further, exhibitor shall at all times protect, indemnify, save and keep harmless LRP and the Exhibit Facility against and from any and all loss, cost, damage, liability, injury or expense (including attorney's fees) arising from, out of, or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees and business invitees, which arise from or by reason of said exhibitor's occupancy and use of the exhibition premises or part thereof. The exhibitor understands that neither LRP nor the Exhibit Facility maintains insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain coverage at their expense against personal injury, property damage, fire and theft in such an amount as the Exhibit Facility requires.

Interpretation

These regulations become a part of the contract between exhibitor and LRP. Exhibitors or their representatives who fail to observe the conditions of the contract or who, in the opinion of LRP, conduct themselves unethically may be dismissed from the exhibition without refund.

General

All matters and questions not covered by the Rules & Regulations are subject to the discretion of LRP. The Rules & Regulations may be amended or supplemented at any time by LRP, and all such amendments or additions shall, upon reasonable notice, be as equally binding on all parties affected as the original Rules & Regulations.

The Future of Education Technology Conference, in cooperation with Connections Housing — the official housing provider — specially contracts the lowest room rates during the event, guarantees your room and offers free shuttle service to and from the Orange County Convention Center for all hotels that are not within walking distance.

Official FETC hotels will not honor direct reservations. You must book through FETC's official housing provider to enjoy these special rates and features. For online booking, please visit www.FETC.org/travel.html or call toll-free 844-730-2514/local 404-842-0000 to secure your hotel reservations.

Don't wait to book your hotel room! Due to the size and popularity of FETC, every room in Orlando will be occupied.

Housing Questions?

Email:
FETC@ConnectionsHousing.com

Call:
Toll-free: 844-730-2514
Local: 404-842-0000

BEWARE OF FALSE AND FRAUDULENT HOUSING CLAIMS

FETC has designated Connections Housing as the only housing provider for the event. Please be aware of unethical housing poachers that have been contacting FETC attendees about booking potentially bogus hotel rooms for this conference. Reservations made through an agency other than Connections Housing will be at your own risk. If you provide your credit card information to any of these unauthorized vendors, your card may be charged but you may NOT have a reservation when you arrive in Orlando. If you are contacted by another housing company trying to sell hotel rooms, please notify Show Management at amarsh@lrp.com.

Complimentary shuttle service is available to and from most of the conference hotels and the Orange County Convention Center during regular conference hours. The Hilton Orlando, Hyatt Regency Orlando and Rosen Centre Hotel will not have shuttle service due to their close proximity to the convention center.

To make the most of the **37th National Future of Education Technology Conference**, it's important for your company to keep its name on the minds of our attendees. This means making a serious effort to put your name in front of them before, during and after the show. LRP's advertising and promotional programs help you do just that!

Before the Show

List Rental

Did you know that conference attendees really do like to receive pre-show mailings? It's true. So be smart – use our pre-show mailing list to invite attendees to your booth and target those people who will be most interested in what you have to offer. To order, use the form on page 9.

Show Guide Advertising

At the conference, the *Show Guide* is attendees' one-stop source of information. This translates into a high-visibility means of promotion for exhibiting companies. Your ad in the *Show Guide* will be seen again and again – not only at the show, but also for many months to follow. Our attendees turn to this valuable reference guide throughout the year and share it with their colleagues who did not attend. Visit www.FETC.org/advertise.html or contact your trade show manager for details.

Sponsorships

There are still sponsorships available that will leave your company in attendees' minds long after the show ends. For a complete list, visit www.FETC.org/sponsorship.html, then contact your trade show manager for availability and more details.

After the Show

Complimentary Post-Show Mailing List

Get the people you missed at the show by mailing them a special promotion with this complete list! At the show we will provide you with information about receiving your complimentary attendee list. Lists will be released only to exhibitors who submit a signed List Usage Agreement to LRP.

37TH NATIONAL FETC FUTURE of EDUCATION TECHNOLOGY Conference

Due: Thursday, Dec. 22, 2016

2017 Pre-Show Mailing List Rental Agreement

EXPO: JAN. 25 - 27, 2017 | ORANGE COUNTY CONVENTION CENTER | ORLANDO, FLA.

CONTACT INFORMATION:		
EXHIBITOR:		
CONTACT NAME:		
STREET ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
PHONE: ( )	FAX: ( )	

❑ **List Rental Price: $500**

Sponsors who are entitled to a complimentary pre-conference mailing list may return this agreement without payment.

To order after Dec. 22, please contact your trade show manager.

PAYMENT INFORMATION:	
CHARGE MY CREDIT CARD: ☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER	
CARD #:	EXP. DATE:
SECURITY CODE: (**3-digit** code on back of Visa, MasterCard, Discover or **4-digit** code on front of AmEx)	
NAME: (as it appears on card)	
CREDIT CARD BILLING ADDRESS: (If different from above)	STREET:
CITY:	STATE: ZIP:
CARDHOLDER'S PHONE:	CARDHOLDER'S SIGNATURE:

LRP Conferences, LLC will email the list to you approximately 4 weeks prior to the show from **conferences@lrp.com**. No updates will be provided. The list will include name, title, company and mailing address fields. No email addresses or phone numbers will be supplied.

BY SIGNING THIS AGREEMENT, YOU:

- Agree the list is for one-time postal mailing use only in conjunction with this event.
- **Agree to refrain from compiling phone numbers and emails of the attendees on the list to be used for solicitation.**
- Agree that all names and addresses furnished by LRP remain the property of LRP.
- Guarantee that the names and addresses will not be copied or retained in any way, or reused, resold, disclosed to, or used by anyone other than you.
- Agree that the names may be merged and purged with other lists only for the purpose of eliminating duplicate names and will not be enhanced or tagged without the written permission of LRP.
- Understand that the list is monitored by decoy names and agree not to employ any method to detect and eliminate decoy names.
- Understand that any violation of these restrictions will result in additional billing, suspension of privileges and possibly litigation.

Signature: _____

Date: _____

Fax List Rental Agreement to:

37th National Future of Education Technology Conference
Attn: Customer Service
Fax: 561-622-2423

37TH NATIONAL FETC FUTURE of EDUCATION TECHNOLOGY Conference

Due: Friday, Jan. 20, 2017

2017 Complimentary Basic Pass Exhibitor Registration Form

EXPO: JAN. 25 - 27, 2017 | ORANGE COUNTY CONVENTION CENTER | ORLANDO, FLA.

As an **FETC** Exhibitor, your company is entitled to ONE FREE Basic Pass Exhibitor registration for one of your company's employees for each 10' x 10' booth rental. The designated complimentary registrant for your booth is eligible to attend **keynotes; concurrent, featured, poster and skill builders sessions; coffee and networking breaks; receptions and special events; plus unlimited entry to the FETC 2017 Expo Hall (excludes Workshops)**. See page 15 for information on purchasing discounted basic conference passes for additional employees.

2 Easy Ways to Register

Access the Exhibitor Portal at: www.FETC.org/exhibit_resource.html	Fax completed form to: 561-622-2423

Registration Policies and Procedures

- Do NOT register as a Basic Pass Exhibitor any representatives from your company who are lead presenters at this conference.
- Your Complimentary Basic Pass Exhibitor Badge(s) may be picked up on-site at the registration counter.
- Each request for substitutions, additions or changes after Friday, Jan. 20, 2017, will incur a $25 nonrefundable administrative fee.
- A $25 nonrefundable administrative fee may be charged to replace any lost badge.

Questions? Please call 1-800-727-1227 or email conferences@lrp.com.

If you have rented more than one 10' x 10' booth space, please photocopy this form for your additional complimentary registrant(s).

Please type or print clearly all requested information.

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Submitted by: _____ Date: _____

Telephone: _____ - _____ - _____ Booth #: _____

CD1609-25J

37TH NATIONAL FETC FUTURE of EDUCATION TECHNOLOGY Conference

Due: Friday, Jan. 20, 2017

2017 Booth Personnel Registration Form

EXPO: JAN. 25 - 27, 2017 | ORANGE COUNTY CONVENTION CENTER | ORLANDO, FLA.

Each 10' x 10' booth rental entitles your company to register up to 4 employees to staff your booth. Booth Personnel Badges permit entrance to the Expo Hall only, **not to keynotes, workshops, or concurrent or featured sessions**.

2 Easy Ways to Register

Access the Exhibitor Portal at: www.FETC.org/exhibit_resource.html	Fax completed form to: 561-622-2423

Registration Policies and Procedures

- Do NOT register any representatives from your company who are lead presenters at the conference or who you are registering for a Complimentary or Discounted Exhibitor Basic Registration Pass.
- Booth personnel may pick up their badges on-site at the registration counter.
- Each request for substitutions, additions or changes after Friday, Jan. 20, 2017, will be subject to a $25 nonrefundable administrative fee.
- A $25 nonrefundable administrative fee may be charged to replace any lost badge.

Questions? Please call 1-800-727-1227 or email conferences@lrp.com.

Please type or print clearly all requested information.

Name: _____
Title: _____
Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____

Name: _____
Title: _____
Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____

Submitted by: _____ Date: _____

Telephone: _____ - _____ - _____ Booth #: _____

CD1609-25K

Page 2

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Submitted by: _____ Date: _____

Telephone: _____ - _____ - _____ Booth #: _____

37TH NATIONAL FETC FUTURE of EDUCATION TECHNOLOGY Conference

Due: Friday, Jan. 20, 2017

2017 Additional Booth Personnel Registration Form

EXPO: JAN. 25 - 27, 2017 | ORANGE COUNTY CONVENTION CENTER | ORLANDO, FLA.

If more than 4 Booth Personnel per 10' x 10' booth will be staffing your space, you will need to purchase additional Booth Personnel Badges ($25 each) for those employees. These badges permit entrance to the Expo Hall only, **not to keynotes, workshops, or concurrent or featured sessions**.

2 Easy Ways to Register

Access the Exhibitor Portal at: www.FETC.org/exhibit_resource.html	Fax completed 2-page form (Pages 13 & 14) to: 561-622-2423

Registration Policies and Procedures

- Do NOT register any representatives from your company who are lead presenters at the conference or who you are registering for a Complimentary or Discounted Exhibitor Basic Registration Pass.
- Booth personnel may pick up their badges on-site at the registration counter.
- Each request for substitutions, additions or changes after Friday, Jan. 20, 2017, will be subject to a $25 nonrefundable administrative fee.
- A $25 nonrefundable administrative fee may be charged to replace any lost badge.

Questions? Please call 1-800-727-1227 or email conferences@lrp.com.

Please type or print clearly all requested information. Please photocopy this form for any additional booth personnel.

Name: _____
Title: _____
Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____

Name: _____
Title: _____
Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____

Booth #: _____

37TH NATIONAL FETC FUTURE of EDUCATION TECHNOLOGY Conference

Due: Friday, Jan. 20, 2017

2017 Additional Booth Personnel Registration Form (cont'd)

EXPO: JAN. 25 - 27, 2017 | ORANGE COUNTY CONVENTION CENTER | ORLANDO, FLA.

Page 2

Name: _____
Title: _____
Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____

Name: _____
Title: _____
Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____

Name: _____
Title: _____
Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____

Additional Booth Personnel

Rate	#	Total Due
$25 each		

CHARGE MY CREDIT CARD: ☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

CARD #: | EXP. DATE:

SECURITY CODE: (**3-digit** code on back of Visa, MasterCard, Discover or **4-digit** code on front of AmEx)

NAME: (as it appears on card)

CREDIT CARD BILLING ADDRESS: / STREET:

CITY: STATE: ZIP:

CARDHOLDER'S PHONE: | CARDHOLDER'S SIGNATURE:

Credit Card Processing Policy:

Credit card payments are processed upon receipt. ANY CREDIT CARD PAYMENT CHANGES will result in an administrative fee.

Submitted by: _____ Date: _____

Telephone: _____ - _____ - _____ Booth #: _____

37TH NATIONAL FETC FUTURE of EDUCATION TECHNOLOGY Conference

Due: Friday, Jan. 20, 2017

2017 Exhibitor Basic Pass Discount Registration Form

EXPO: JAN. 25 - 27, 2017 | ORANGE COUNTY CONVENTION CENTER | ORLANDO, FLA.

As an FETC Exhibitor, your company is entitled to the lowest available conference registration rates for your staff to attend sessions. A basic conference registration gives you access to keynotes; concurrent, featured, poster and skill builders sessions;coffee and networking breaks; receptions and special events; plus unlimited entry to the FETC 2017 Expo Hall (excludes Workshops). ***Discounted registrations can be used for your employees only***.

2 Easy Ways to Register

Access the Exhibitor Portal at:
www.FETC.org/exhibit_resource.html

Fax completed form to: 561-622-2423

Questions? Please call 1-800-727-1227 or email conferences@lrp.com.

Please type or print clearly all requested information. Please photocopy this form for any additional registrants.

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Discounted Exhibitor Registration Fee: $299

CHARGE MY CREDIT CARD: ☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

CARD #: | EXP. DATE:

SECURITY CODE: (**3-digit** code on back of Visa, MasterCard, Discover or **4-digit** code on front of AmEx)

NAME: (as it appears on card)

CREDIT CARD BILLING ADDRESS: / STREET:

CITY: STATE: ZIP:

CARDHOLDER'S PHONE: | CARDHOLDER'S SIGNATURE:

Credit Card Processing Policy:

Credit card payments are processed upon receipt. ANY CREDIT CARD PAYMENT CHANGES will result in an administrative fee.

Cancellation Policy:

Substitutions may be made at any time with no penalty. Cancellations received in writing on or before Dec. 23, 2016, will receive a refund minus an administrative fee of $150. Refunds will be processed following the conference. Cancellations received after this date will not be refunded. No-show registrations will not be refunded. Please email any requests for refunds or substitutions to conferences@lrp.com. LRP reserves the right to cancel the conference due to lack of registrations. In case of conference cancellation, LRP's liability is limited to the refund of the conference or expo registration fee only. LRP reserves the right to alter this program without prior notice. Unpaid cancellations for the conference will be billed for the appropriate fee.

Submitted by: _____ Date: _____

Telephone: _____ - _____ - _____ Booth #: _____

37TH NATIONAL FETC FUTURE of EDUCATION TECHNOLOGY Conference

Notification of Intent to Use Exhibitor Appointed Contractor

EXPO: JAN. 25 - 27, 2017 | ORANGE COUNTY CONVENTION CENTER | ORLANDO, FLA.

Please return form to:
LRP Conferences, LLC
Attention: Amanda Kyle

Email: akyle@lrp.com
Fax: 561-622-2876
Phone: 561-622-6520, ext. 8735

DEADLINE
January 6, 2017

If your company plans to utilize the services of any independent contractors other than Freeman, the official general service contractor designated by LRP Conferences, LLC, please complete this form and return it to the email address or fax number listed above.

Exhibiting Company: _____ Booth #: _____
Submitted by: _____ Date: _____
Signature: _____
Telephone: ( )_____–_____ Ext. _____ Email: _____

Exhibitor Appointed Contractor: _____
Address of Contractor: _____
City: _____ State: _____ Zip: _____
Contractor Supervisor On-site: _____
Telephone: ( )_____–_____ Email: _____

Inform all independent contractors that they must send a current Certificate of Insurance no later than Friday, January 6, 2017, or they will not be permitted to service your exhibit.

All Exhibitor Appointed Contractors (including production companies) must show proof of insurance for General Liability, Workers' Compensation Liability and Business Automobile Liability and must provide LRP Conferences, LLC $1,000,000 General Liability, $100,000 Workers' Compensation, and $1,000,000 Business Automobile Liability.

LRP Conferences, LLC, Orange County Convention Center and Freeman must be named as additional insureds on all policies.

The Certificate of Insurance must cover Monday, January 23, 2017 through Saturday, January 28, 2017 and must be received no later than January 6, 2017. Failure to do so will prevent said EAC from gaining access to the show floor.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official Rules & Regulations of this event.