



2009 HR Florida Conference & Exposition Frequently Asked Questions (FAQ)

What is included in my Exhibitor package and what does it cost?

Exhibitor packages include:

- 8' X 10' booth
- Two lunch tickets for Monday and Tuesday.

Booth locations will be assigned in the order in which applications and accompanying payment are received. If your choice of exhibit space has been selected prior to your assignment, the committee will assign the next best location remaining.

The Exhibitor booth rental fee is \$995 until March 1, 2009. After March 1st all booths will be \$1,300.

What is the cost for the post conference attendee list?

As an Exhibitor, you have the opportunity to purchase a post-conference attendee list for a cost of \$1,500. The list will include contact name, address, phone, and e-mail address (as provided by the attendees). Sponsors will receive both the pre- and post-conference attendee list as part of their sponsorship.

When will the pre-conference list be provided to us?

The pre conference list will be provided around July 13th, after the discount registration rate expires.

Can I register online?

Yes. Visit the HR Florida website at www.hrflorida.org. Click on the link titled For Sponsors and Exhibitors in the navigational box on the right.

Where do I send payment if I choose to pay by check?

All checks should be made payable to **HR FLORIDA STATE CONFERENCE**

- **Sponsors** must submit checks to: C/O Roger Lear, OrlandoJobs.com, 43 East Pine Street Orlando, FL 32801
- **Exhibitors** must submit checks to: HR Florida C/O Roger Lear, OrlandoJobs.com, 43 East Pine Street Orlando, FL 32801

What are the Sponsorship opportunities this year and the corresponding pricing?

Sponsorship packages can be found online at www.hrflorida.org within the "Sponsorship Packages" link.

What are the advantages to upgrading to a Sponsor?

Depending upon the package selected, there are many advantages to upgrading to a Sponsor. All Sponsors are provided with the pre- and post-conference attendee list. The list alone retails at \$1500.00. In addition, Sponsors are given first choice of all booth locations and included in advertising materials and the buyers guide. Please contact Amy Vaughn at sponsors@hrflorida.org.

What are the registration bag insert specifications?

- Diamond Sponsorship Level - 2 Paper & 1 Item
- Platinum Sponsorship Level - 2 Paper & 1 Item
- Gold Sponsorship Level - 1 Paper & 1 Item
- Silver Sponsorship Level - 1 Paper or 1 Item

To participate in this opportunity, you will need to provide 1,500 pieces of each insert. All materials must be received on or before August 11, 2009 at 5:00 P.M. EST and should be sent to the following address:

Donna Coldwell (HR Florida Conference)
Suddath Relocation Systems
4850 L.B. McLeod Road
Orlando, FL 32811

If you have any questions, please call or email Amy Vaughn at sponsors@HRFlorida.com or 772-223-4720.

Where do I send my logo for Sponsor advertising materials and Program Guide?

All company logos must be submitted after confirmation of sponsorship agreements in the following formats: EPS, Illustrator or PDF for all printed materials and jpg or gif for sponsorship levels that offer logo placement on the HR Florida website. Please email printed materials and logos to Amy Vaughn sponsors@hrflorida.org and Web logos to webmaster@hrflorida.org.

Where is the conference being held this year?

The conference is being held at the Rosen Shingle Creek Resort in Orlando, Florida.

What is the HR Florida discounted room rate and how do I make my reservation?

The HR Florida discounted rate is \$130 per night, including parking, and July 15th, 2009.

For **RESERVATIONS at the Rosen Shingle Creek call (407) 996-9939** and indicate you are with the HR Florida State Conference. Additional information and links to the conference hotels are available on the web site within the "[Hotel Info](#)" link.

Where can I find the Expo Hall Diagram?

The Exhibitor diagram can be accessed at anytime online within the "[Expo Diagram](#)" link.

When will booth numbers be assigned?

Booth numbers will be assigned once the expo hall has reached 85% capacity or July 29, 2009 whichever comes sooner. You may access the complete list of booth assignments online at www.hrflorida.org.

Who is the Conference Decorator and how do I contact them?

The 2009 Conference Decorator is Shepard Exposition Services. Their contact information is detailed on our website within the "[Decorator](#)" link.

How do I order carpet, lighting, internet services, phone lines etc.?

Shepard Exposition Services will be the 2009 HR Florida Conference decorators as well as your contact for purchasing electricity, Internet connection, phone line hook-up, additional furniture, carpet etc. You will be receiving information about their services via e-mail. If you do not receive this packet by June 30th, please e-mail Heather Deyrieux at Heather@OrlandoJobs.com and she will coordinate the delivery of another packet. You may also visit our website within the "[Decorator](#)" link. *Please note: All booths are in the Expo Hall and are 8' x 10'.*

How do I give you information for the exhibitor directory section of the Program Guide?

The information you supplied on your Exhibitor or Sponsor application will be used for the Exhibitor Directory, which will be distributed to attendees.

What are the Expo Hours and when does the Expo Hall close?

The Expo Hall will open **August 17th for lunch at 11:45 a.m.** and remain open throughout the afternoon concluding with the **Grand Opening Reception from 5:45 p.m. – 7:00 p.m.** The Expo Hall will reopen **August 18th from 8:00 a.m. to 4:00 p.m.** Once the hall is closed, you will have from 4:00 p.m. – 7:00 p.m. to break down your exhibit space. **Please note: You are not permitted to breakdown your booth until 4:00 p.m.**

When can I set up my booth?

Exhibitor Registration Desk Open:

Sunday 4:00 p.m. – 7:00 p.m.
Monday 7:00 a.m. – 5:00 p.m.
Tuesday 7:00 a.m. – 5:30 p.m.

Exhibitor Move-in:

Sunday 4:00 p.m. – 7:00 p.m.
Monday 7:00 a.m. – 11:00 a.m.

Exhibitor Move-out:

Tuesday 4:00 p.m. – 7:00 p.m.

Where and when can I register at the Rosen Shingle Creek Resort?

Exhibitors and Sponsors may register at the Registration desk on Sunday, August 16 from 4:00 p.m. to 7:00 p.m. or Monday, August 17 from 7:00 a.m. – 5:00 p.m. The Expo Hall will be open for booth set up on Sunday, August 16 from 4 p.m. – 7 p.m. and Monday, August 17 from 7 a.m. – 11 a.m.

When will I receive my name badge?

You will receive your name badges at Sponsor/Exhibitor Registration. If you haven't provided us with the names of your booth representatives, please do so as soon as possible. You will be responsible to distribute the badges to your colleagues.

How do I obtain meal and event tickets?

Information will be provided online within the "[Event/Meal Tix](#)" link.

How do I obtain Expo Only Passes for my clients?

Information will be provided online within the "[Expo Only Pass](#)" link. Please note this is a free option for Sponsors only and the site is password protected.

Can I offer door prizes?

Exhibitors are encouraged to offer door prizes to attendees as a way to gain contacts and attract activity at their booth location. Time will be allocated during Expo hours on **Tuesday, August 18, 2009 from 2:15 p.m. - 3:00 p.m.** Please note all prize announcements will be facilitated by the Exhibitor Chair, Roger Lear. Announcements will be scheduled on a first-come, first-serve basis. Intention to offer door prizes should be directed to Roger Lear (roger@orlandojobs.com) by August 7, 2009.

How can I get the most up-to-date information on the Conference?

To stay in touch with Conference updates, check out our website at www.hrflorida.org. If your question has not been addressed in this document you may contact Roger Lear at 407-645-4224, exhibitors@hrflorida.org or Amy Vaughn at sponsors@hrflorida.org. See you in August!

<p>Amy Vaughn Sponsorship Chair Scripps Treasure Coast Newspapers 1742 SE Mariana Rd. Port St. Lucie, FL 34952 PH: 772-223-4720 Sponsors@hrflorida.org</p>	<p>Roger Lear Exhibitor Chair OrlandoJobs.com 43 East Pine Street Orlando, FL 32801 407-645-4224 Exhibitors@hrflorida.org</p>
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