

**Dear FICPA Mega Conference Exhibitors:**

Thank you for participating in the FICPA Mega Conference in Orlando, FL. Below is important information regarding this event. ***If someone in your organization other than you will be attending the Mega Conference, please forward this information to them.***

**Exhibitor Check-in and Set up:** Wednesday, June 11<sup>th</sup> between 7:00am-6:00pm.

You may also set up the day of the show, Thursday, June 12<sup>th</sup> between 6:30-7:30am. *Please note* – there will be some attendees arriving early for an “early bird” CPE session that begins at 7:00 a.m. Others will arrive shortly thereafter for the Opening Remarks that begin at 8:00 a.m.

\*\*\*If you are unable to set up between 6:30 and 7:30am on Thursday, you will be asked to set up between 8:00-8:45 a.m. after attendees are in the opening general session.

***Early set up is highly encouraged as it allows exhibitors additional time each morning to interact with attendees during the Registration and Continental Breakfast Break beginning at 6:00am.***

**Event schedule, networking opportunities, and traffic times:**

\*\*\*Break times (designated Exhibitor Networking times are in red type) the other times are breaks between meetings and breakout sessions.

**Thursday**

Time	Networking and Traffic
6:30-7:30 am	Exhibitor Move In
<b>6:30 - 8:00 a.m.</b>	<b>Regs &amp; Breakfast/Exhibitor Networking</b>
8:00 - 8:15 a.m.	Opening Remarks and Awards
8:00-8:45 a.m.	Late Exhibitor Setup
<b>9:05 - 9:30 a.m.</b>	<b>Break - Networking - Change Rooms</b>
10:20 - 10:30 a.m.	Change Rooms
<b>11:20 a.m. - 11:45 a.m.</b>	<b>Change Rooms – Networking - Lunch</b>
12:35 - 1:00 p.m.	Change Rooms
1:50 - 2:00 p.m.	Change Rooms
<b>2:50 - 3:20 p.m.</b>	<b>Break - Networking - Change Rooms</b>
<b>5:00 - 6:30 p.m.</b>	<b>Mega Vendor Reception/Exclusive Networking Event or Exhibitors</b>

**Friday**

Time	Topic
<b>6:30 - 8:00 a.m.</b>	<b>Regs &amp; Breakfast/Networking</b>
8:00 - 8:15 a.m.	Opening Remarks and Awards
<b>9:30 - 9:45 a.m.</b>	<b>Break - Networking - Change Rooms</b>
10:30 - 10:40 a.m.	Change Rooms
<b>11:30 a.m. - 11:50 a.m.</b>	<b>Change Rooms – Networking - Lunch</b>
12:40 - 1:00 p.m.	Change Rooms
1:50 - 2:00 p.m.	Change Rooms
<b>2:50 - 3:20 p.m.</b>	<b>Break - Networking - Change Rooms</b>
*5 - 7 p.m.	*Exhibitor Move out

## **Parking**

**Free Self-Parking!!** Upon arriving at the Disney Contemporary Resort's Guard Station; please mention your affiliation with the FIPCA Mega Conference for entry.

## **Exhibit Areas:**

The Exhibit Area will be on the 1st Floor of the Contemporary Resort in Fantasia Ballroom G/H From the parking lot, enter through the main hotel entrance where you will reach the Fantasia Lobby and FICPA check-in area.

Contemporary's hotel layout and meeting space by floor:

<https://www.disneymeetings.com/media/dm/en-us/disneyworld/contemporary-hotel/Contemporary.pdf>

## **\*Exhibitor Move-out:**

Move out times listed in the Mega Conference's Exhibitor Prospectus are between 5-7pm.

\*Upon further review of the attendees' scheduled breaks and meeting times, members will be in a General Session between 3:20 and 5:00pm. If you so choose, you may begin your move out after 3:20pm; however, the space is yours should you choose to stay until 5pm.

## **Booth guidelines:**

\*\*\*Please review the Tabletop Guidelines and Specifications page

**SETUP:** You will be provided one (1) 6' skirted table, two chairs and a waste basket for your display. Other special requests (electricity, internet, etc.) will need to be ordered through the facility.

## **Site, Accommodations and Directions:**

\*\*\* Please visit our website at [www.ficpa.com](http://www.ficpa.com) for this information.

The link below will take you directly to the Site, Accommodations and Directions page:  
(<http://www.ficpa.org/Content/CPE/Events/MegaCPEConference/Accommodations.aspx>)

Feel free to use a non-Disney property for lodging. Parking is free at the Contemporary Resort, **based on availability**, so staying at an alternate property should not hinder your preparation and attendance at the Mega Conference.

## **Audio Visual, Electricity and Internet**

Electricity and any necessary audio visual services you may need can be ordered through the hotel. The order forms with pricing and payment information is attached. There is an advance rate discount for electrical service. This rate will end 10 day prior to the event so try to get your electric orders confirmed on or before **6/2/2013**. \*\*\*There is no advanced rate discount for audio visual rentals.

The electrical order form asks for a booth location and a power placement diagram. Since this is a unique event, I've attached the table top floor plan for you (this can also be found on our website). You can circle your booth space on the floor plan and submit that with your order.

**The hotel has gone wireless, no internet orders needed!** Signal strength cannot guarantee since this is an open network. Preloading presentation materials is highly recommended.

## **Shipping Material to Site**

\*\*\*Please see RICOH Shipping and Receiving information attachment for directions and procedures.