



2024 CONFERENCE SPONSORSHIP FORM

Company / Contact Details:

Company Name: _____

Contact Name: _____

Title: _____

Phone #: _____

Billing Address: _____

Email: _____

City: _____ State: _____ Zip: _____

Website: _____

Breakfast / Lunch / Reception Sponsorship

- Potential opportunity to address attendees (*depends upon conference*)
- Company name/logo acknowledgement / promotion on-site at conference
- Company name/logo on conference webpage
- Exhibit Package: (*depends on conference*)
 - Attendee list sent once before event (name, company)
 - Attendee lead generation through the FICPA Event App
 - Meals/Breaks/Reception for two exhibitors

Lanyard Sponsorship **exclusive**

- Company logo included on attendee lanyard **FICPA co-branded**
- Company logo prominently displayed at registration
- Company representative to greet attendees at registration
- Company name/logo acknowledgement / promotion on-site at conference
- Company name/logo on conference webpage
- Meals/Breaks/Reception for one company representative

Event App Sponsorship **exclusive**

- Company logo prominently displayed at registration
- Company name/logo acknowledgement / promotion on-site at conference
- Company name/logo on conference webpage
- Company Logo/ad placement in the Event App
 - specs: 1200x1200 px, under 400kB, PNG or JPG, click-through URL, animated GIFs not supported
- Meals/Breaks for one company representative

Exhibit Packages

- Company name on conference webpage
- Company name acknowledgement and promotion on-site at conference
- Attendee list sent once before event (name, company)
- Attendee lead generation capture through the FICPA Event App
- Meals/Breaks/Reception for two exhibitors

Sponsored CPE Webinars

- 1-hour Sponsored CPE Webinar **Free to FICPA members**
 - Opportunity to provide survey or polling questions to facilitate lead capture and receive attendee contact information through an opt-in feature.
- Attendee listing once webinar concludes. (name, company)
Please allow for 5 business days to receive this listing.
- Marketing and Promotion in/on the following:
 - NewsFlash Newsletter banner advertisement (*audience of over 10,000*)
 - Premier CPE Email Dedicated Feature with presentation title and description (*audience of over 11,000*)
 - Social Media Channels: Post to include speaker headshot, presentation title, short description, and webinar registration link

MEGA Platinum Sponsorship

- 50-min CPE Breakout Session AND 15-min CPE Learning Lab
- Social Media video promotion and email marketing **sponsor provides**
- Company/Speaker logo/name/description on conference webpage
- Company/Speaker logo/name acknowledgement / promotion on-site at conference
- Meals/Breaks/Reception/CPE Sessions for speaker representative (entire conference)
- Two tickets to the Chair Celebration
- 30-second video advertisement played at the conference
- Promotional app notifications during the conference **sponsor provides**
- Exhibit Package with Premier Placement:
 - Attendee list sent once before event (name, company)
 - Attendee lead generation through the FICPA Event App
 - Meals/Breaks/Reception for two exhibitors

IIC Presenting / MEGA Gold / SFAC Presenting Sponsorship

- 50-min CPE Breakout Session AND 15-min CPE Learning Lab
- Social Media video promotion and email marketing **sponsor provides**
- Company/Speaker logo/name/description on conference webpage
- Company/Speaker logo/name/ acknowledgement / promotion on-site at conference
- Meals/Breaks/Reception/CPE Sessions for speaker (day of presentation)
- Exhibit Package:
 - Attendee list sent once before event (name, company)
 - Attendee lead generation through the FICPA Event App
 - Meals/Breaks/Reception for two exhibitors

WLS Notebook Sponsorship **exclusive**

- Company name/logo acknowledgement / promotion on-site at conference
- Company name/logo on conference webpage
- Company Logo on front cover of the WLS Notebook **FICPA co-branded**
- Full page color ad in WLS Notebook.
- Meals/Breaks for one company representative

WLS Tote Sponsorship **exclusive**

- Company name/logo acknowledgement / promotion on-site at conference
- Company name/logo on conference webpage
- Company Logo featured on tote bag **FICPA co-branded**
- Include promotional items to the tote bag and/or session seat drops
- Meals/Breaks for one company representative

WLS Promo Sponsorship

- Company name on conference webpage
- Company listing in WLS Notebook
- Include promotional items to the tote bag and/or session seat drops

Sponsorship: *(please check all that apply)*

IIC

- ☐ Presenting Sponsor: \$5,000
- ☐ Breakfast Sponsor: \$5,000
- ☐ Lunch Sponsor: \$8,000
- ☐ Break Sponsor: \$1,500 per / \$5,000 all
- ☐ Reception Sponsor: starting at \$2,500
- ☐ Lanyard Sponsor: \$1,200
- ☐ Event App Sponsor: \$1,000
- ☐ _____: \$ _____
- ☐ _____: \$ _____

MEGA

- ☐ Platinum Sponsor: \$11,500
- ☐ Gold Sponsor: \$8,000
- ☐ Breakfast Sponsor: \$6,000
- ☐ Lunch Sponsor: \$9,000
- ☐ Break Sponsor: \$1,600 per / \$5,550 all
- ☐ Lanyard Sponsor: \$2,000
- ☐ Event App Sponsor: \$1,500
- ☐ _____: \$ _____
- ☐ _____: \$ _____

SFAC

- ☐ Presenting Sponsor: \$5,500
- ☐ Breakfast Sponsor: \$5,000
- ☐ Lunch Sponsor: \$8,000
- ☐ Break Sponsor: \$1,500 per / \$5,000 all
- ☐ Reception Sponsor: starting at \$2,500
- ☐ Lanyard Sponsor: \$1,200
- ☐ Event App Sponsor: \$1,000
- ☐ _____: \$ _____
- ☐ _____: \$ _____

Sponsorship: *(please check all that apply)***CIRA / OTHER**

- ☐ Breakfast Sponsor: \$5,000
- ☐ Lunch Sponsor: \$8,000
- ☐ Break Sponsor: \$1,500 per / \$5,000 all
- ☐ Reception Sponsor: starting at \$2,500
- ☐ Lanyard Sponsor: \$1,200
- ☐ Event App Sponsor: \$1,000
- ☐ Presenting Sponsor: \$ _____
Varies based upon conference
- ☐ _____: \$ _____
- ☐ _____: \$ _____

WLS

- ☐ Panel Sponsor: \$1,500
- ☐ Notebook Sponsor: \$1,250
- ☐ Tote Sponsor: \$1,000
- ☐ Lanyard Sponsor: \$1,000
- ☐ Event App Sponsor: \$800
- ☐ Promo Sponsor: \$250
- ☐ _____: \$ _____

SPONSORED CPE WEBINAR

- ☐ 1-hour Webinar: \$2,000

EXHIBIT: *(please check all that apply –only for exhibit package only, if you selected a sponsorship that comes with a package, no need to select)*

- | | |
|---|---|
| <input type="checkbox"/> IIC Exhibit Package \$1,500 | <input type="checkbox"/> SFAC Exhibit Package \$1,250 |
| <input type="checkbox"/> MEGA Exhibit Package \$1,750 | <input type="checkbox"/> CIRA Exhibit Package \$1,200 |

Payment:

Amount Due:

☐ Credit Card

☐ Check*

☐ ACH**

Credit Card #:

Expiration Date:

CVV:

Name on Card:

Billing Zip:

Signature:

Date:

Forms cannot be submitted without signature. By signing, you are indicating that you understand and agree to the terms of this form.

*If paying with check, make payable to "FICPA" and include Invoice Number / Conference Name in memo.
**If paying with ACH, include Invoice Number / Conference Name in notes/reference.

Florida Institute of Certified Public Accountants
Park Building | 250 S Orange Ave, Ste 300P | Orlando, FL 32801

FICPA Conference Sponsor and Exhibitor Terms and Conditions

Payment

1. 50% or full payment must accompany contract. The balance must be paid 2 weeks prior to the event date start. Exhibitors will not be allowed access to the event until all fees are paid in full.

Content and/or Promotions

2. FICPA management reserves the right to approve the character of any sponsor or exhibit, any goods therein and the attendant advertising and sales promotion and to prohibit anything which in its judgment because of noise or other objectionable features may detract from the show in general.
3. The use of promotions, premiums, lotteries, or giveaway contests must be approved by FICPA management. Such approval may be granted or withheld with or without cause at the discretion of FICPA management. Any announcements in relation to the above, once approved, are not made during a webinar or through FICPA management. Sponsors and exhibitors should contact the winner individually.
4. Speakers agree to present content that is educational and informational and will not include overt sales pitches or product demos.
5. Presentation slides, outlines and additional written materials needed for attendees to receive CPE credit will be provided by sponsored company no later than 14 business days prior to presentation. We cannot edit slides the week of the presentation.

Exhibit Space

6. Exhibitors are required to have an attendant at their exhibit during designated hours. Items left unattended are not FICPA or the venue's responsibility.
7. Move-in and move-out times vary dependent upon the specific conference. You will be informed prior to the event, with ample time to plan.
8. All sound equipment must be regulated so it does not disturb neighboring exhibits. The FICPA reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Due to regulations by the music industry regarding music at public meetings, conventions and shows, exhibitors may not play music during the trade show, either live or recorded.
9. Exhibitors will not be permitted to assign, sublet, or share with others any part of the space allotted to them.
10. FICPA management reserves the right to require any exhibitor to move his exhibit to another location if it is in the best interest of the event.
11. Any exhibitor dismantling within designated hours will forfeit his company's right to exhibit at future meetings of the FICPA, unless prior permission has been granted.
12. Advertising materials cannot be distributed outside of the exhibitor's space.
13. Space must be kept clean. The floor and display areas must be clear of debris. Exhibitors will be liable for any extra clean-up costs incurred due to displays, food machines, and other means.
14. Use of electrical current is confined to lighting or the operation of such equipment that is harmless, noiseless, and does not release undesirable odors.
15. All contractors hired by the exhibitor, other than those official suppliers listed in the exhibitor's kit, must submit proof of liability insurance to the FICPA and to the service company. Outside contractors must have a badge to gain access to the event. Outside contractors or their employees who are not on the pre-registration badge list must pick up their badges at the exhibitor check-in. A letter of authorization or other proof of affiliation with the exhibitor's company must be shown to receive a badge.

16. Objectionable practices by exhibitors or official suppliers should be reported immediately and not after the event is completed.
17. No children under 16 years of age will be allowed in the exhibit area at any time.
18. It is agreed that the FICPA and the host facilities shall not be liable for any damage to, or destruction of, any exhibit from any cause or for the theft or disappearance of any exhibit or any property contained in or about the exhibit area.
19. The exhibitor agrees to indemnify and hold harmless the FICPA and the host facilities or their employees or their representatives against all liabilities for damage, injury or loss to all persons and any and all claims arising out of acts or omissions of exhibitors, their employees or their representatives.
20. The FICPA will not be held responsible or liable for charges or damages for any failure of performance due to acts of nature, labor disputes, shortage of materials, governmental authority, or other circumstances beyond reasonable control of either party.
21. Insurance, if desired by the exhibitors, must be obtained at their own expense.
22. Exhibitors will not offer educational/training or other programs within the show facility simultaneous to FICPA show-related programs.
23. All electrical work and electrical wiring must be approved and installed in accordance with regulations established by the officials of the Fire Marshall's Office.
24. No construction will be allowed at the sides or above the space, which may obscure the view of any adjacent space.
25. All materials used for decorating must be flameproof.
26. Construction and signs that are above 8 feet in height are to be approved by FICPA management.
27. All applicable city, county and state codes and ordinances must be complied with, as well as those of the host facilities.
28. Nothing shall be posted on, tacked, nailed, or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture, or equipment.
29. Space will be assigned on a sponsorship level as well as a first come, first-served basis pending payment. FICPA will do its best to not place you near a competitor. The FICPA is not responsible for monitoring the proximity of competitors' booths.
30. In accordance with ADA requirements, if you are disabled and require special services, please contact our office at (800) 342-3197 or (850) 224-2727.
31. In accordance with Florida Statutes Section 212.18(3)(b)3, the FICPA authorizes exhibitors to make retail sales of tangible personal property or service subject to sales tax. The exhibitor shall be solely responsible for any local, state, or federal tax liability resulting from this contract or other tax implication arising from activities while an exhibitor at any FICPA event.

Attending Sessions

32. This agreement does not include course materials. Sponsors and Exhibitors may attend the program only if they formally register as a participant by paying the registration fee in addition to the exhibit fee or are a speaker sponsor for that day. However, you will not receive CPE credit for any session unless you have formally registered through the event webpage.

Attendee Lists

33. If attendee lists are provided, they will not include email or phone numbers.