

**Florida Developmental Education Association
 2017 Conference
 Exhibitor Order Form**

**September 21 - 22, 2017 State College of Florida Manatee-Sarasota
 Lakewood Ranch Campus, Sarasota, Florida**

Submission Deadline: August 11, 2017

Ad deadline August 11, 2017

Thank you for your interest in becoming an exhibitor at the FDEA conference. This document explains the policies and procedures related to exhibiting at the Florida Developmental Education Association's (FDEA) annual conference. If you have questions after reading this information, please contact David DelRossi, Conference Exhibits Chair, at delrossd@tcc.fl.edu

STEP 1 (Required): Select Your Basic Level of Involvement

FDEA offers five levels of exhibitor involvement, identified as Package A, B, C, D, and E. The first step in becoming a valued FDEA exhibitor is to select your level of involvement from these five levels. Begin by reviewing the benefits afforded at each level and the fees associated with each package. Then place a checkmark in the box at the top of the column you've selected.

Check ONE selection at right:	Package A <input type="checkbox"/>	Package B <input type="checkbox"/>	Package C <input type="checkbox"/>	Package D <input type="checkbox"/>	Package E <input type="checkbox"/>
Number of tables included in package	1 table – 2 representatives	1 table – 2 representatives	3 tables – 6 representatives	1 table – 2 representatives	2 tables – 4 representatives
Exhibitor name badges (see Note 1)	2	2	6	2	4
Ad in conference program Ads are due by Sept. 30. (See additional info on ads attachment).	YES ¼ page	YES Half-page	YES Full page	YES Half-page	YES Full page
Recognition at all plenary sessions	YES	YES	YES	YES	YES
Receives list of conference participants 2 weeks prior to conference	No	YES	YES	Yes	YES
Exhibitor Fee:	\$400.00	\$600.00	\$1500.00	\$1000.00	\$1200.00

Note 1: Either an FDEA-issued exhibitor name badge or a FDEA-issued registrant name badge is required for access to the exhibit area. Badges are individual-specific. NADE-issued exhibitor name badges grant admission to all non-ticketed events. If an exhibitor wishes to send more representatives to the conference than its booth purchase permits, each extra representative must register using the conference registration form and pay standard registrant fees.

Note 2: Conference attendee list will be issued electronically according to FDEA's privacy policy to pre-paid Package B, C, & E vendors.

Note 3: All exhibitors will be listed on the FDEA Website for one year following the conference.

STEP 2: Optional Add-ons

Other

Additional tables with 2 more representatives @\$150.00 ea. Number of tables _____ Total: _____

Inserts in conference bags @ \$100 per item (brochure, pamphlet, etc.) Number: _____ Total: _____

Advertising in the Conference Program:

Full-page ad, \$400 per page Number of pages: _____ Total: _____

Half-page ad, \$200 per ad Number of ads: _____ Total: _____

Quarter-page ad, \$100 per ad Number of ads: _____ Total: _____

Exhibitor Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ ZIP: _____

Work Phone: _____ Fax Number: _____

Email Address: _____

Calculate Final Amount Due

Amount Due (Step 1) _____

Amount Due Sum of all purchases in Step2 _____

Final Amount Due..... _____

Please note that FDEA does not issue invoices or accept purchase orders.

If paying by credit card (MasterCard, Visa, American Express, or Discover only), you may mail this completed order form to the address below with the following: (Please print clearly)

- 16-digit card number: (enter here: ____ - ____ - ____ - ____)
- Expiration date: enter two-digit month and year here: ____ of ____
- Security code from the back of the card (three or four digit) _____.
- Billing Zip Code _____

If paying by check, please mail your completed form with payment (no purchase orders) to the address below.

David DelRossi
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Questions: delrossd@tcc.fl.edu or Sharisse Turner, turners@tcc.fl.edu