

Hilton Fort Lauderdale Marina

2023 Florida PRIMA State Conference

Welcome Back!

Vendor Packet

PRIMA State Conference

October 29th – November 1st, 2023

Hilton Fort Lauderdale Marina

1881 SE 17th Street

Fort Lauderdale, Florida 33316

PRIMA STATE EDUCATIONAL CONFERENCE

Hosted by

prima SOUTH FLORIDA Public Risk Management Association

Dear PRIMA Sponsors/Exhibitors:

Welcome back! On behalf of the 2023 Conference Committee, we wish to thank all of you for your continued support and interest in the Public Risk Management Association. We are rapidly approaching the 2023 Florida PRIMA State Conference (October 29 – November 1) to be held at the Hilton Fort Lauderdale Marina. The South Florida PRIMA Chapter is excited to be hosting this year's Conference. This is our first state conference since 2019 and we look forward to collaborating with our colleagues throughout the State and sharing this time with you, our sponsors/exhibitors.

This packet contains information regarding how to become a sponsor and/or exhibitor during our Conference. In addition, you'll find sponsorship levels, exhibit pricing, hotel information, and other pertinent information to ensure a seamless registration process.

All sponsors/exhibitors are required to complete a registration form for each attendee.

There are separate sections in this packet for sponsorships, exhibit space, and registration. Please review this document in its entirety.

Thank you again for your continued support and we look forward to seeing you at the conference in the beautiful City of Fort Lauderdale!

Warmest Regards,

Guy Hine

Guy Hine, Chapter President and Conference Chair

South Florida PRIMA Conference Committee

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Dear Conference Sponsors:

As you will recall, our past South Florida PRIMA Conferences have been successful and that is in part thanks to your continued support. We value being able to provide you with an avenue to connect with Risk Managers around the State and share information regarding your services with them. Sponsorship levels and the benefits you will receive are listed on the following page. All sponsorship documentation and contributions must be received by October 13th, 2023 in order to receive proper recognition.

If you choose to be an exhibitor at this year's Conference, you will receive priority as a conference sponsor. See page 4 for details on exhibiting. Your contact at the hotel is:

Shelby Suelzner, Catering Sales Manager ■ 954-527-6767 ■ shelby.suelzner@hilton.com

Please bring gifts for the Tuesday afternoon raffle (minimum $50 value).

Only registered Government Representatives are eligible for raffle drawings

To foster engagement with attendees we will be raffling off prizes. We encourage all sponsors to bring a gift to be raffled. During the raffle the announcer will acknowledge the donating sponsor. Raffle prizes will be announced on Tuesday, October 31st in the afternoon following lunch.

All sponsors are required to complete a registration form for each attendee.

If you have any questions regarding being a sponsor for the conference, please contact me at 561-434-8414 or at Nancy.Bolton@palmbeachschools.org.

Sincerely,

Nancy Bolton

Nancy Bolton, Chapter Vice President
Conference Sponsor Committee

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All Sponsors must register for the PRIMA Conference for name badges.

SPONSORSHIP LEVELS (Select One):

For Sponsorship information contact Nancy Bolton at Nancy.Bolton@palmbeachschools.org

☐ **Diamond Sponsor – Contributing $15,000 OR MORE:**
- 5 – Complimentary Conference Registrations
- 1 – Free Exhibit Space – Double Space
- Enhanced Recognition at Exhibit Space
- Enhanced Recognition in the Conference Book

☐ **Platinum Sponsor – Contributing $10,000 OR MORE:**
- 4 – Complimentary conference registrations
- 1 – Free Exhibit Space – Double Space
- Enhanced Recognition at Exhibit Space
- Enhanced Recognition in the Conference Book

☐ **Gold Sponsor – Contributing $5,000 OR MORE:**
- 3 – Complimentary Registrations
- 1 – Free Exhibit Space – Single Space
- Recognition in the Conference Book

☐ **Silver Sponsor – Contributing $3,000 OR MORE:**
- 2 – Complimentary Conference Registrations
- 1 – Free Exhibit Space – Single Space
- Recognition in the Conference Book

☐ **Bronze Sponsor – Contributing $1,500 OR MORE:**
- 1 – Complimentary Conference Registration
- 1 – Free Exhibit Space – Single Space
- Recognition in the Conference Book

Please Select One:

☐ I am an **EVENT** Sponsor & **REQUEST** an Exhibit Booth. **(Select Sponsorship Level Above)**

☐ I am an **EVENT** Sponsor & **DECLINE** an Exhibit Booth. **(Select Sponsorship Level Above)**

Two Ways to Pay:

1. Forms and checks (payable to: **"South Florida PRIMA"** (Tax ID #80-0791700)) can be **mailed** to:

   Nancy Bolton, Director Risk and Benefits Management
   The School District of Palm Beach County
   3370 Forest Hill Boulevard, Suite A-103,
   West Palm Beach, Florida 33406

2. Registration and payment can also be made **online** at southfloridaprima.org.

Contributions below these sponsorship levels are also appreciated, including any donated door prizes (minimum value of $50 please). We will announce the sponsoring company as we award these door prizes.

Promotional items your company would like to donate for each attendee's conference bag are also welcome. Approximately 200 items are needed to accommodate all attendees.

Checks and gift cards for the door prizes should be mailed to the address above. Promotional items can be dropped off or shipped to the same address.

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Dear Conference Exhibitors:

As you will recall, our past South Florida PRIMA Conferences have been successful and your participation and continued support have assisted in making our Conference the success that it is. Exhibit spaces are limited, as you know, and space location will be assigned at the discretion of the Conference Exhibit Team. All conference sponsors and paid associate members will receive first consideration. All exhibit requests must be received by October 13th, 2023.

Please bring gifts for the Tuesday afternoon raffle (minimum $50 value).

Only registered Government Representatives are eligible for raffle drawings

Any costs for **technical support** (e.g., electricity)**/special requests** shall be the sole responsibility of the exhibitor. If you need such assistance, you must contact Sam Charles for technical support or Shelby Suelzner for all other special requests. Exhibitors are directly responsible to the hotel for any extra charges and damages. Raffle Prizes will be announced on Tuesday, October 31st in the afternoon following lunch. Exhibit breakdown can commence immediately thereafter.

Sam Charles, Director, Event Technology - PSAV® ■ 954.842.0316 ■ scharles@psav.com

Shelby Suelzner, Catering Sales Manager ■ 954-527-6767 ■ shelby.suelzner@hilton.com

All exhibitors are required to complete a registration form for each attendee.

If you have any questions regarding being an exhibitor at the conference, please contact me at 954-614-3420 or at jmccarthy1423@gmail.com.

Sincerely,

John McCarthy

John McCarthy, Chapter Treasurer
Conference Exhibitor Committee

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Exhibitor Space Registration Form

All Exhibitors (Please Select One)

Exhibitors may set up tables beginning on Sunday, October 29, 2023, at 1 p.m. The exhibit hall will open for attendees at **10:00 a.m.** Monday and Tuesday. Exhibitors may begin breakdown Tuesday, October 31st in the afternoon **after** the raffle drawings. At the request of the hotel, all exhibitors must be cleared out of the exhibit hall by Wednesday, November 1, 2023, at 9:00 a.m. the latest.

☐ **Single Space – $500**
(1 Table, 2 Chairs, and 1 Conference Registration)

☐ **Double Space – $950**
(2 Tables, 4 Chairs, and 2 Conference Registrations)

☐ **Complimentary Exhibit Space** (Sponsor – See page 3)
Sponsorship Level:_____ (Diamond, Platinum, Gold, Silver, or Bronze)

COMPANY NAME: _____

All Exhibitors must register for the PRIMA Conference to attend events and for name badges. **(See page 7)**

Space does NOT include ELECTRIC and/or other extra hotel provided services

For Special Hotel Requests Contact:

Sam Charles, Director, Event Technology - PSAV® ■ 954.842.0316 ■ scharles@psav.com
Shelby Suelzner, Catering Sales Manager ■ 954-527-6767 ■ shelby.suelzner@hilton.com

Two Ways to Pay:

1. Checks (payable to: **"South Florida PRIMA"** (Tax ID #80-0791700)) and forms can be **mailed** to:
   Jim Buschman, Risk Manager
   City of Hallandale Beach
   400 S. Federal Highway
   Hallandale Beach, FL 33009
2. Payment and registration can also be made **online** at southfloridaprima.org.

Conference Registration Instructions – Please Read Carefully

1. All forms **MUST** be completed and submitted, and payment received in order to be registered for the conference.
2. If you have multiple attendees, each attendee **MUST** complete the "Exhibitor/Sponsor Conference Registration Form."
3. Conference registration includes admittance to all educational and general sessions and the PRIMA Exhibit Hall. Registration fees also cover receptions on Sunday and Monday evening, breakfast and lunch on Monday and Tuesday, and Wednesday's breakfast.
4. Name badges must be worn during all conference events. **NO EXCEPTIONS!**
5. Guest of attendees will not be issued name badges. Tickets for receptions and lunches (if space is available) will be available for purchase.
6. If you have any questions regarding registration, please contact Jim Buschman, Risk Manager at the City of Hallandale Beach at 954-457-1310 or at jbuschman@cohb.org.
7. All checks should be made payable to: **"South Florida PRIMA"** (Tax ID #80-0791700)
8. Mail completed forms and payment to:
   Jim Buschman, Risk Manager
   City of Hallandale Beach
   400 S. Federal Highway
   Hallandale Beach, FL 33009
9. Registration and payment can be completed online at: southfloridaprima.org

Hotel Reservation Information

Please use the link below to book your hotel reservation. Book your room by **September 29, 2023** in order to receive the reduced rate.

Nightly Rate: $194.00 – https://book.passkey.com/go/PRIMAConf2023

Guest Payment Arrangements: Room and tax will be paid by individuals. Incidental charges will be paid by individuals, in which case these charges must be paid in full prior to the guest's departure, with individual credit being established upon check-in.

Check-In/Out Time: Currently, the Hotel's check-in time is **4:00 PM**, and check-out time is **11:00 AM** (subject to change without notice). All guests arriving before check-in time will be accommodated as rooms become available. The Hotel can arrange to check baggage for those arriving early when rooms are unavailable and for guests attending functions on departure day.

Early Departure Fee: If a guest who has requested a room within the Room Block checks out prior to the guest's reserved checkout date, the Hotel will add an early checkout fee to that guest's individual account (currently, one night's room and tax). Guests wishing to avoid an early checkout fee should advise the Hotel at or before check-in of any change in planned length of stay.

Porterage: Any guests who request assistance with their baggage to and from their room (Porterage) will be charged $8.00 per person round trip. These charges will be added to the guest folio as an Incidental charge.

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Exhibitor/Sponsor Conference Registration Form

All attendees must complete a registration form:

Name: _____ Title: _____

Name Preferred on Badge: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Check One:

☐ Non-Member Registrant – On or Before 9/9/23 – $300 / After 9/9/23 – $350

☐ Member Registrant – On or Before 9/9/23 – $250 / After 9/9/23 – $300

☐ Exhibitor – Single Space (1 Complimentary Registration)

☐ Exhibitor – Double Space (2 Complimentary Registrations)

☐ Complimentary Registration based on:

Sponsorship Level:_____ (Diamond, Platinum, Gold, Silver, Bronze)

Two Ways to Pay:

1. Forms and checks (payable to: **"South Florida PRIMA"** (Tax ID #80-0791700)) can be **mailed** to:

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   City of Hallandale Beach
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