



Sponsor and Vendor Registration Information Package

The Florida Association of Bursars and Student Accounting Administrators (FABSAA) annual conference is designed to provide professional development to employees of all higher education institutions working in the Bursars, Accounts Receivables, Collections, Perkins and Student Financial Accounting Departments.

The FABSAA Board recognizes our sponsors and vendors as important business partners to our organization. This Sponsor and Vendor Registration Information Package has been designed for our vendors to provide important information regarding:

- Sponsorship opportunities
- Conference registration
- Conference events
- Conference policies

Registration details can be found at www.fabsaa.com

For additional information, please contact one of our Director of Commercial Members:

Ed Nolan
FABSAA Director of Commercial Members
ConServe
Ph.: 803-487-9353
EM: enolan@conserve-arm.com



FABSAA 2020 Conference Dates: April 22-24, 2020
Lake Buena Vista, FL

Hotel Information

1850 Hotel Plaza Blvd
Lake Buena Vista, FL 32830

To reserve a hotel room online, visit the Annual Conference page of www.fabsaa.com and use the registration link provided.

FABSAA Room Rates – Special conference rate of \$149 standard single or double occupancy per night available until April 1, 2020.

We encourage everyone to book rooms before and after the conference at the discounted rate to enjoy local attractions. Please mention FABSAA when booking your reservation to receive the discounted rate. There is a link on the FABSAA website www.fabsaa.com.



Vendor Exhibition Information

Please note that FABSAA requires vendors to be a member of FABSAA. If you are not a member, the membership cost is \$125.00.

- Exhibitor Registration - \$1,100.00
 - Exhibitor registration fee includes one registration, exhibit space, meals, materials and access to all sessions and functions. For additional company representatives there is an additional \$300.00 per attendee. Exhibitor space will be determined by the paid vendor registration date.

Available Sponsorship Opportunities

Please note that your organization must be registered as a vendor before choosing a Sponsorship opportunity. Sponsorship choices determined by order of date payment is received.

Sponsorship Level	Item	Price
Platinum	Logo imprinted on Conference bag	\$3,850.00
Platinum	Logo imprinted on Neck Wallet	\$3,850.00
Platinum	Logo imprinted on Hotel Keycards	\$3,850.00
Gold	Disney After Dark	\$2,850.00
Gold	Welcome Reception	\$2,850.00
Silver	1 Lunch (2 opportunities available)	\$2,100.00
Silver	1 Breakfast (2 opportunities available)	\$2,100.00
Bronze	1 Break (4 opportunities available)	\$1,600.00

All sponsorships include:

- Exclusive sponsorship of the selected item. Your company name and logo will be displayed at the meal or printed on the item purchased.
- Company name and logo will appear with sponsorship level in conference materials, as well as recognized by FABSAA President during the Annual Business Meeting.
- Exhibit space (determined by the paid sponsor registration date).
- Registration for **two** company representatives, including meals, materials, and access to all sessions and functions. For additional company representatives there is an additional \$300.00 per attendee.



Company Profile

Please provide a current company logo and brief company profile which will be available to conference attendees to AJ Johnson, Vice President of Memberships by email at alvinjohnson@ufl.edu

Dress

Business casual attire is recommended for all sessions and functions.

Cancellation/Refund Policy

Refunds will be given upon written notice or email to FABSAA via Ed Nolan (enolan@conserve-arm.com) prior to March 1, 2020 of the intent to cancel your registration. Registration paid by the exhibitor less service charge of \$150.00 will be refunded. **No refunds after March 1, 2020.**

Attendance List

FABSAA will provide, upon request, a list of conference registrants approximately one week before the conference.

Schedule of Special Events

Booth Set-up: Wednesday, April 22, 2020 8:00 AM until 11:00 am (Main Conference starts at 11:30am. Pre-Conference workshop begins at 8:30am)

Wednesday, April 22, 2020 –

- Pre-conference workshop at 8:30 am
- Welcome Poolside Reception
- Free evening out

Thursday, April 23, 2019 –

- Disney After Dark (all attendees will receive a ticket for entry into Disney after 5:00pm)

Friday, April 24, 2019 –

- Conference concludes at 11:45 am

Please refer to Conference Agenda for meals, breaks and specific locations.

Vendor Exhibitor Polices

- **Setup and Registration** will occur between 8:00 am and 11:00 am on Wednesday, April 22, 2020.
 - All vendors exhibiting must sign the hold harmless agreement before you will be allowed to exhibit.
 - Display area – the table display must fit on a 6ft draped tabletop that will be provided. The steering committee will have the right to decline setup of any floor display wider than 6ft.
- **Exhibitor Hours** – the exhibitor’s hall will be open during the conference hours. It is at the discretion of the vendor to have representatives available at their booths during the conference as well as during the session breaks. The hours for exhibiting are tentatively set for: Wednesday, April 22 from 11:00am to 5:00pm; Thursday, April 23 from 7:30am to 5:00pm; and Friday, April 24 from 7:30am to Noon.
- **Teardown of Display** – Exhibits should be torn down after the afternoon break on Thursday, April 23 or Friday Morning, April 24. All exhibits must be cleared from the hotel by 6pm on Friday, April 24.
- **Door Prizes** – Activities will be given to attendees to encourage vendor interaction. Completion of the activity will award attendees tickets for prize raffles. Vendors may elect to contribute prizes into the drawing, provided that each prize item is valued at \$25 or less.
- **Security of Exhibit Area** – the exhibit area may not be secure during the times of the Conference so it is important that any valuables be kept in your possession. Articles can be stored under the draped table.

Shipping Information

For instructions on shipping packages to the hotel in advance of the conference, please see the Wyndham Lake Buena Vista Shipping Instructions available on the FABSAA website at www.fabsaa.com.