FMCA
Florida Municipal Communicators Association

2027
FMCA ANNUAL CONFERENCE
April 15-16, 2027

DoubleTree by Hilton Hotel and Executive Meeting Center | Palm Beach Gardens, FL

EXHIBITOR/SPONSORSHIP INFORMATION KIT

We invite you to join us as a vendor and/or sponsor at the **2027 Florida Municipal Communicators Association Annual Conference (FMCA)** at the **DoubleTree by Hilton Hotel and Executive Meeting Center in Palm Beach Gardens, FL**. The Florida Municipal Communicators Association is a professional network of individuals who provide communications leadership and support in Florida's cities, towns, and villages. We offer communications professionals opportunities to learn, share, and develop innovative solutions for their municipalities.

Why participate as an exhibitor or sponsor?

This is an opportunity for you to show your services and products associated with any of the following categories:following categories:

- ADA Compliance
- App Development
- Civic Academies
- Communications/Brand Strategy
- Community Engagement
- Council Meeting PowerPoint Prep
- Department Certifications
- Department Records Management
- Department Statistics
- Destination Marketing
- Drone Piloting
- E-newsletter
- Emergency Management
- Emergency Notifications
- Employee Appreciation
- Events
- Graphic Design
- Information Technology
- Leisure Services
- Media Relations
- Podcasting
- Public Access Network
- Public Art Commission
- Public Information
- Publications
- Radio Show
- Social Media
- Speech Writing
- Staff Liaison
- Supervisor/Manager Duties
- Videography
- Website Management
- Website Design/Content
- Youth Advisory Committee

EXHIBITOR/SPONSORSHIP OPPORTUNITIES FOR THE FMCA ANNUAL CONFERENCE

Exhibitor: $1,000

Engage attendees at your own Meet and Greet table co-located in the main conference space. This is the perfect location to visit with attendees during the networking reception, scheduled breaks, and before or after workshops.

Package also includes:

- One full conference registration
- Company logo on the event webpage and in the printed conference program
- Contact information for conference attendees
- Electricity at table (must be requested prior to conference)

ADD-ON OPPORTUNITIES

Opening General Session + Know Before You Go Webinar

EXCLUSIVE SPONSOR: $2,500

Exclusive opportunity to welcome FMCA conference attendees during the Know Before You Go Webinar (prior to conference) and in person at the Opening General Session on April 15, 2027. You may make remarks or share a brief video and distribute handouts on every chair.

Package also includes:

- One additional full conference registration (must purchase exhibit booth, which already includes one conference registration)
- Company logo featured on luncheon signage, event webpage, and in the printed conference program
- Contact information for conference attendees
- Social media shoutout – including your logo/website link

Awards Luncheon

EXCLUSIVE SPONSOR: $2,500

Exclusive opportunity to welcome FMCA conference attendees and luncheon guests at the Awards Luncheon on April 16, 2027. You may make remarks or share a brief video and distribute handouts on every chair.

Package also includes:

- One additional full conference registration (must purchase exhibit booth, which already includes one conference registration)
- Company logo featured on luncheon signage, event webpage, and in the printed conference program
- Contact information for conference attendees
- Social media shoutout – including your logo/website link

EXHIBITOR/SPONSORSHIP OPPORTUNITIES FOR THE FMCA ANNUAL CONFERENCE (continued)

Networking Reception
EXCLUSIVE SPONSOR: $1,500

Exclusive opportunity to address FMCA conference attendees at the opening cocktail reception on April 15, 2027.

Package also includes:
- Company logo on event webpage and in the printed conference program
- Contact information for conference attendees

Conference Sponsor: $500

- Company logo on event webpage and in the printed conference program
- Contact information for conference attendees

A-LA-CARTE ACCESS

FMCA Website Corporate Partner Webpage: $800 (requires annual renewal)

- Your logo, website link, and a short blurb on your business will live on our "Solutions + Resources" page

One Webinar Advertisement: $500/advertisement

- A 30- to 60-second pre-recorded advertisement will be played during the monthly FMCA webinar

Membership Directory Advertisement

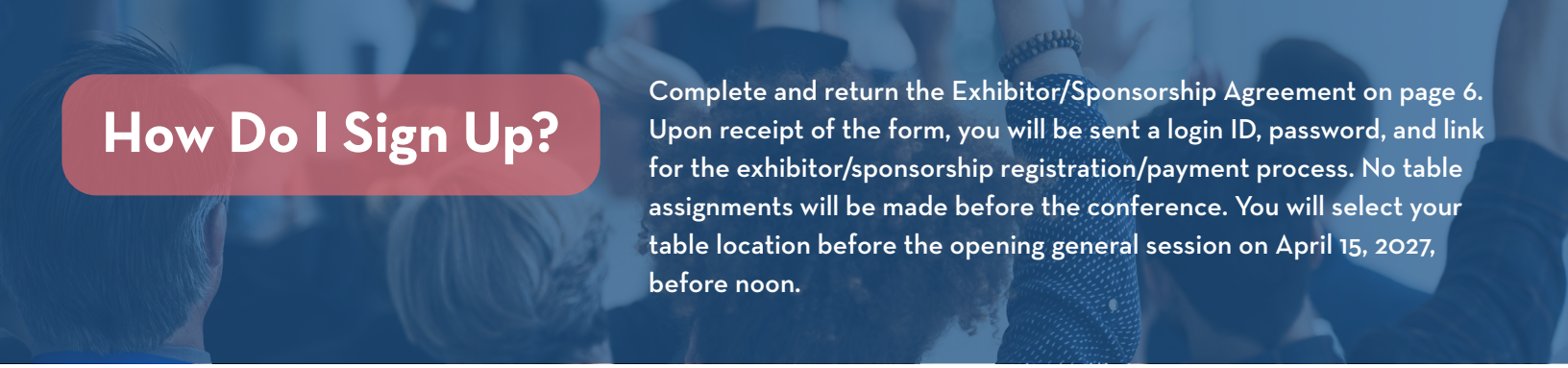
- Inside front cover: $500
- Inside back cover: $400
- Full page: $250
- Half page: $150
- Quarter page: $75

Monthly Newsletter Feature: $400 (requires annual renewal)

- Your company logo will be featured in the footer of each FMCA monthly newsletter (12)

Social Media Shoutout: $150 (requires annual renewal)

- One advertisement graphic featuring your company logo will be posted on all FMCA social media accounts



How Do I Sign Up?

Complete and return the Exhibitor/Sponsorship Agreement on page 6. Upon receipt of the form, you will be sent a login ID, password, and link for the exhibitor/sponsorship registration/payment process. No table assignments will be made before the conference. You will select your table location before the opening general session on April 15, 2027, before noon.

Agenda for Networking Reception and Sponsorship Opportunities

(subject to minor change)

THURSDAY – APRIL 15, 2027

8:00 a.m. - 11:30 a.m.	Exhibitor Setup (setup must be completed no later than 11:30 a.m.)
12:00 p.m. - 6:00 p.m.	Conference Hours
5:00 p.m. - 6:00 p.m.	Networking Reception

FRIDAY – APRIL 16, 2027

8:30 a.m. - 3:30 p.m.	Conference Hours
12:00 p.m. - 2:00 p.m.	FMCA Awards Luncheon
2:00 p.m. - 4:00 p.m.	Exhibitor Teardown

HOTEL INFORMATION

The 2027 FMCA Annual Conference will be held at the DoubleTree by Hilton Hotel and Executive Meeting Center in Palm Beach Gardens, FL.

Rooms are available for conference participants at the rate of **$179.00 per night**. Telephone reservations will not be accepted by the hotel at this time. You will be sent complete information on how to make reservations with your Vendor/Sponsor confirmation.

DEADLINES

February 5, 2027:	Exhibitor/Sponsor Agreement and Logo
February 5, 2027:	Electricity Requests (if needed) for the table
February 25, 2027:	Receipt of Cancellation/Refund Request (must be received in writing by 5:00 p.m.)
March 5, 2027:	Receipt of complimentary Conference Registration Form

Looking for other ways to participate?

Contact **Selina Smith** at ***ssmith@flcities.com*** about advertising opportunities in the Florida Municipal Communicators Association's Membership Directory. This complete listing of participating public information/communications departments of city governments in the Sunshine State is a valuable source of information. These directories are distributed to over 190 FMCA members. Advertising in the directory is a great way to promote your organization and its services to local communicators in Florida. **The FMCA Directory Advertising Form is at the end of this packet.**

Questions?

Contact Selina Smith
FMCA, P.O. Box 1757
Tallahassee, FL 32302
850.701.3635
ssmith@flcities.com

RULES AND REGULATIONS

2027 FMCA Annual Conference • April 15-16, 2027

DoubleTree by Hilton Hotel and Executive Meeting Center | Palm Beach Gardens

1. AGREEMENT
The following rules and regulations of the Exhibitor/Sponsor Agreement become binding upon completion of the online registration by the applicant and its employees and the Florida Municipal Communicators Association (FMCA), the event host.

2. EXHIBITOR/SPONSOR LISTING AND SPACE ASSIGNMENT
All exhibitors/sponsors will be listed in the event program. You will select your table at the exhibitor set-up on April 15, 2027, from 8:00 a.m. to 11:30 a.m.

3. EXHIBITOR SPACE DESCRIPTION
The exhibitor space includes one table with two chairs. No walls, partitions, signs, or decorations may be erected that will interfere with other exhibitors.

4. AGENDA FOR EXHIBITOR AND SPONSORSHIP OPPORTUNITIES (subject to minor change)

THURSDAY – APRIL 15, 2027

8:00 a.m. - 11:30 a.m.	Exhibitor Setup
12:00 p.m. - 6:00 p.m.	Conference Hours
12:00 p.m. - 1:30 p.m.	Opening General Session
5:00 p.m. - 6:00 p.m.	Networking Reception

FRIDAY – APRIL 16, 2027

8:30 a.m. - 3:30 p.m.	Conference Hours
12:00 p.m. - 2:00 p.m.	FMCA Awards Luncheon
2:00 p.m. - 4:00 p.m.	Exhibitor Teardown

5. UNOCCUPIED SPACE
FMCA reserves the right, should any rented space remain unoccupied at the opening of the reception, to rent or occupy said space.

6. PAYMENTS AND REFUNDS
Payment for the exhibitor table is due upon confirmation of registration. Cancellation must be submitted in writing and received by 5:00 p.m. on February 25, 2027. All cancellations are subject to a $50 administrative fee. There will be no refund for "no shows" or cancellations received after 5:00 p.m. on February 25, 2027. All refunds will be processed after the conference.

7. FOOD SERVICE
FMCA reserves the right to provide food and beverage service during certain hours in the Networking Reception. No free samples of food, beverage, or any product may be given away or otherwise distributed by any exhibitor without the prior written approval of FMCA.

8. NOISY AND OBNOXIOUS EQUIPMENT
The operation of whistles or any objectionable device will not be allowed. After the Networking Reception opens, noisy and unsightly work will not be permitted. The Networking Reception exhibitor understands that no music of any type is allowed during Networking Reception hours (this includes music videos, slides, or other presentations or features).

9. SECURITY AND LIABILITY
FMCA will provide basic security measures on Thursday, April 15, 2027, from 3:00 p.m. - 6:00 p.m. The Networking Reception exhibitor agrees to hold FMCA and the hotel harmless and to indemnify FMCA and the hotel against claims or liability arising from the actions, fault, or negligence of the exhibitor, its agents, or employees before, during, and after the exposition. FMCA and the hotel shall not be responsible for any loss, damage, or injury that may happen to the exhibitor or the exhibitor's agents, patrons, guests, employees, or property from any cause whatsoever (unless occasioned by the sole willful or gross negligence of FMCA or the hotel) before, during, or after the exposition period. The exhibitor hereby releases FMCA and the hotel from and agrees to indemnify them against any and all claims for such loss, damage, or injury.

10. DAMAGE TO PROPERTY
The Networking Reception exhibitor, its agents, guests, or patrons shall not injure, mar, nor in any manner deface the hotel premises or equipment therein and shall not cause or permit anything to be done whereby the hotel or its equipment shall be in any manner injured, marred, unduly soiled, defaced, lost, stolen, or otherwise removed from the building, and will not drive, or permit to be driven, nails, hooks, tacks, or screws into any part of the hotel, and will not make or allow to be made, any alterations of any kind therein. Should any of the hotel's equipment be used by the Networking Reception exhibitor in the conduct or operation of the exposition and be damaged, lost, or stolen, the exhibitor will promptly pay for the equipment by cash or certified check.

11. SIGNS AND POSTERS
The exhibitor agrees not to post or exhibit signs, advertisements, posters, or cards of any description inside, in front of, or on any part of the hotel without written consent.

12. PUBLIC POLICY
All companies or individuals participating in the annual conference are participating at the exclusive discretion of FMCA and must abide by all local codes, rules, regulations, and ordinances, including fire regulations, and must abide by the directions and instructions presented by official FMCA and hotel staff. The Networking Reception exhibitor understands that any violations of these policies may result in the immediate closing and removal of the exhibitor's table.

13. ELIGIBILITY AND RESTRICTIONS
FMCA reserves the right to accept or reject without any reason the Exhibitor/Sponsor Agreement received. FMCA also reserves the right of exhibitor space reassignment.

14. NETWORKING RECEPTION EXHIBITOR ACCESS
FMCA reserves the right to limit access to the Networking Reception to anyone during times the show is not officially open.

15. USE OF NETWORKING RECEPTION SPACE
Exhibitors shall reflect their company's highest standards of professionalism while maintaining their displays during show hours. No exhibitor shall assign, sublet, or share table space without the permission of the FMCA.

16. NETWORKING RECEPTION SALES POLICY
No firm or organization is permitted to engage in direct sales activities within the Networking Reception area without the expressed written approval of the FMCA.

17. DOOR PRIZES
The FMCA will not be conducting a Door Prize Program in the exhibitor space. It is at the discretion of the individual exhibiting company to conduct raffles and/or provide giveaway items.

2027 FMCA ANNUAL CONFERENCE

Exhibitor/Sponsorship Agreement

DoubleTree by Hilton Hotel
and Executive Meeting Center
Palm Beach Gardens, FL
April 15-16, 2027

Return this completed form (along with your company logo) no later than February 5, 2027, to Selina Smith at *ssmith@flcities.com*. Upon receipt of the form, you will be sent a login ID, password, and link for the exhibitor/sponsor payment process. No table assignments will be made before the conference. Table selection will be on a first-come, first-served basis during the specified exhibitor setup time.

EXHIBITOR DEADLINES

February 5, 2027: Exhibitor/Sponsor Agreement and Logo
February 5, 2027: Electricity Requests (if needed) for the table
February 25, 2027: Receipt of Cancellation/Refund Request *(must be received in writing by 5:00 p.m.)*
March 5, 2027: Receipt of complimentary Conference Registration Form

EXHIBITOR/SPONSOR CONTACT INFORMATION:

(This primary contact will receive all exhibitor communications regarding logistics, payment, logos, etc.)

Company/Organization: _____ Phone: _____

Company Contact: _____ Company Contact Email: _____

Company Website: _____

Product/Service Description (15-word maximum):

_____

EXHIBITOR/SPONSORSHIPS:

___ **Exhibit Booth:** $1,000

___ **Conference Sponsor:** $500

___ **Opening General Session + Know Before You Go Webinar –** Exclusive Sponsor: $2,500
(separate from the Exhibit Booth)

___ **Awards Luncheon Sponsor –** Exclusive Sponsor: $2,500
(separate from the Exhibit Booth)

___ **Networking Reception –** Exclusive Sponsor: $1,500
(separate from the Exhibit Booth)

A-LA-CARTE ACCESS SELECTIONS:

___ **FMCA Corporate Partner Webpage:** $800
(requires annual renewal)

___ **One Webinar Advertisement:** $500

___ **Monthly Newsletter Feature:** $400
(requires annual renewal)

___ **Social Media Shoutout:** $150
(requires annual renewal)

$ _____ TOTAL

ACKNOWLEDGMENT: I have read and will comply with all rules and regulations on page 5 of this kit regarding the 2027 Florida Municipal Communicators Association Annual Conference.

Authorized Signature: _____ Date: _____

FMCA
Florida Municipal Communicators Association

2027 FMCA Membership Directory Advertising Form

Florida Municipal Communicators Association
P.O. Box 1757 • Tallahassee, FL 32302 • 850.222.9684

Advertising Deadline is *February 19, 2027*
Secure Your Advertising NOW!

Founded in 2018, the Florida Municipal Communicators Association (FMCA) is a professional network of individuals who provide communications leadership and support in Florida's cities, towns, and villages. The membership directory provides photos and contact information for our 190+ members. The directory is not available to anyone other than FMCA members and directory sponsors.

Advertising opportunities for the directory are on a limited basis to companies wishing to have their names available at all times to the membership of the FMCA. The directory is published in April of each year. The print deadline is **March 12, 2027**. Contact Selina Smith at ***ssmith@flcities.com*** or 850.701.3635 with further questions.

ADVERTISING INFORMATION:

Company/Organization: _____ Contact Name: _____

Phone: _____ Email: _____

Technical Information:
The actual ad should be submitted electronically to Selina Smith at ***ssmith@flcities.com***. Please submit your ad as a black-and-white, press-quality PDF file with fonts embedded. Color ad files will be converted to black and white. All graphic files should be high-resolution EPS, AI, TIFF, PSD, or JPEG files at 300 ppi. Layered Photoshop files must be flattened, or they will not be accepted. Native Illustrator files are accepted if all fonts are converted to outlines. All ads are subject to sponsorship availability and the discretion of the FMCA.

Ad sizes are as follows:

Full page: 3.5" wide x 8.5" high **1/2 Page:** 3.5" wide x 4.25" high **1/4 Page:** 3.5" wide x 2.125" high

Please indicate your choice below:

Inside front cover $500 Inside back cover $400 Full page $250 1/2 page $150 1/4 page $75

Amount Due: $_____ Method of Payment: ☐ Check* ☐ Credit Card**

*Checks should be made payable to FMCA and sent to the above address with a copy of this form.
If paying by credit card, contact **Selina Smith at **850.701.3635** to receive your login ID, password, and link for the payment option process.

RETURN the completed form to *ssmith@flcities.com*.