



2023 FTBA CONSTRUCTION CONFERENCE

READY. SET. GROW.

Working together to build Florida.

February 7 & 8

**Signia Bonnet Creek
Orlando, FL**

EXHIBITOR MANUAL



Dear FTBA Construction Conference Exhibitor:

Thank you for your support and participation in Florida's premier transportation construction tradeshow and conference for infrastructure professionals. This year's tradeshow will feature new partnerships and members, as well as the best in products, materials, and services, ready to be implemented across a spectrum of transportation needs including safety, technology, workplace, and government.

We're excited to offer premium booth options this year, which feature double the floor space, to allow for larger displays and endcap placement. Additionally, we'll be expanding the show outside to include static equipment displays which are sure to be a hit with our attendees. The Safety Village will be returning this year to spotlight emerging safety technology, products, and practices. If your company is interested in being placed in the Safety Village, please reach out to me directly for consideration.

The 2023 Construction Conference's meetings, sessions, and exhibit hall will all be held in the conference center of the Signia Bonnet Creek in Orlando, FL. Additionally, a room block has been reserved for attendees at the Signia and all room reservations are to be made independently of exhibitor registration.

This Exhibitor Manual is designed to maximize your investment and help make your 2023 Construction Conference experience easier and more productive. The information provided outlines everything you need to know from exhibiting and shipping information to set-up/dismantle details and includes all your exhibiting order forms and vendor forms.

We hope this manual provides you with all the necessary information to make your exhibiting experience a successful one. If you have any questions, feel free to call, or e-mail. We welcome your feedback and look forward to working with you and appreciate your support of FTBA.

Sincerely,

Stacy Heidel
Membership and Events Coordinator
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OVERVIEW

EXHIBIT HALL BOOTH SPACE

Each standard Construction Conference booth space is 10' x 10' and includes one table with skirting, two chairs, and a trash can. Full 8' back curtains and half sidewall curtains will be provided between exhibitors.

Premium booth space includes all the above plus an additional 10' of space and placement on an end cap.

Additional booth enhancements can be rented from Gilbert Exposition Management Services (GEMS) for an additional fee. Exhibitors are encouraged to enhance their booths to make a bigger impact and to draw more interest. GEMS' capable staff can assist you in coming up with creative ways to highlight your company.

OUTDOOR EQUIPMENT DISPLAY

Each outdoor equipment display space is 40'x55' and includes one table with skirting, two chairs, and a trash can. FTBA will provide overnight security for equipment during night hours. Certificates of insurance will be required for the machinery displays.

Gilbert Exposition Management Services (GEMS) will provide staff members to help guide equipment operators as well as wood for entry/driving on the hotel promenade. All equipment and displays must fit fully within their allotted space as a pathway for emergency vehicles must be maintained. No overflow will be permitted, no exceptions.

Additional booth enhancements can be rented from Gilbert Exposition Management Services (GEMS) for an additional fee. Exhibitors are encouraged to enhance their booths to make a bigger impact and to draw more interest. GEMS' capable staff can assist you in coming up with creative ways to highlight your company.

EXHIBIT HALL BOOTH SELECTION

Booths will be selected online using Bravura Technology's exhibitor portal. The link for booth selection will be sent to exhibitors the week of December 5, 2022.

EQUIPMENT DISPLAY SELECTION

Equipment display placements will be made by FTBA based upon registration.

EXHIBIT HALL AND EQUIPMENT DISPLAY LAYOUTS

The proposed exhibit hall and equipment display layouts can be found at the end of this exhibitor packet. These layouts are not final until approved by the Fire Marshall and the Signia Bonnet Creek.

EXHIBIT BOOTH ELECTRICAL

Your booth in the exhibit hall comes with standard electricity included. Additional electrical needs can be ordered through the Signia Bonnet Creek's electrical team via their [online portal](#). Additional electrical order costs will be charged to the exhibitor. Outdoor equipment displays do not come with any electricity.

MOVE IN DATE & TEAR DOWN

The outdoor equipment display move-in will be on **Monday, February 6th starting at 8:00 AM**. Move-in and move-out times will be scheduled based upon location.

Indoor exhibitors should arrange to arrive at the Signia Bonnet Creek to set-up their booth space no earlier than **1:00 PM on Monday, February 6th**. All booth set-up must be completed by 6:00 PM. The exhibit hall will be closed and locked promptly at 6:00 PM on Monday, February 6th.

Dismantling of exhibit hall booths must be completed by **1:00 PM on Wednesday, February 8th**. Outdoor equipment displays will be scheduled for move-out on the **morning of Wednesday, February 8th** based upon their location.

DRAYAGE

Also known as “materials handling”, drayage is the labor to receive freight during move-in, delivering it to your booth, removing empty containers, storing and returning them after the show, and loading materials for outbound shipping. Please refer to Gilbert Exposition Management Services’ (GEMS) exhibitor information for drayage rates and to make arrangements.

EXHIBITOR ATTENDEES

Each booth and equipment display comes with 3 attendee registrations. Any exhibitor attendee(s) over the 3 person limit will need to register as a conference attendee for the regular attendee rate. This can be done in advance by visiting the 2023 FTBA Construction Conference attendee [registration page](#) before Wednesday, January 18th. After January 18th additional exhibitor attendees can register on-site.

CONFERENCE APP & EXHIBITOR MODULE

Bravura Technologies will be building the 2023 FTBA Construction Conference event app. Exhibitors will be provided an opportunity to create a log-in to complete profile information that will be available to attendees. Bravura also offers an exhibitor module to aid in lead retrieval that can be coordinated directly with the company.

OPERATIONS

Exhibiting Information

SCHEDULE

	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
Mon., February 6		Equipment Display Move-in 8:00 am - 1:00 pm					Exhibitor Set-Up 1:00 pm - 6:00 pm						
Tues., February 7	Show Hours 7:00 am - 5:15 pm										Tradeshow Reception 5:15 pm - 7:15 pm		
Wed., February 8	Show Hours 7:00 am - 12:00 pm					Dismantle 12:00 pm - 1:00 pm							

FREIGHT DELIVERY HOURS

Advance Deliveries to Gilbert Exposition Management Services (GEMS)

Beginning Wednesday, January 4, 2023

Last Date of Deliveries to Gilbert Exposition Management Services (GEMS)

Wednesday, February 1, 2023

SET-UP HOURS

Monday, February 6

8:00 am – 1:00 pm *Equipment Display*

1:00 pm – 6:00 pm *Exhibit Hall*

SHOW HOURS

Tuesday, February 7

7:00 am – 5:15 pm

5:15 pm – 7:15 pm *Tradeshow Reception*

Wednesday, February 8

7:00 am – 12:00 pm

CONFERENCE SESSION HOURS

Tuesday, February 7

10:00 am – 5:00 pm

Wednesday, February 8

8:00 am – 12:00 pm

DISMANTLING HOURS

Wednesday, February 8

10:00 am *Equipment Display*

12:00 pm – 1:00 pm *Exhibit Hall*

REGISTRATION

REGISTRATION for EXHIBITOR BADGES

Registering for exhibitor badges is a simple process. Simply add the three attendee names to the form when registering for a booth. If substitutions are needed, please contact Heather Hicks to switch exhibitor attendee names before January 18th. After January 18th, all name changes must be made in-person at the Signia Bonnet Creek.

Please visit the on-site kiosks upon arrival to print out your exhibitor badges. You may also substitute an exhibitor attendee on-site at the registration desk. Three exhibitor badges are included in the purchase of an exhibitor booth or equipment display. Any exhibitor attendees beyond the three provided badges must register via the regular attendee registration page.

- To register additional attendees visit: www.ftba.com and click on the 2023 FTBA Construction Conference Event
- Or visit: <https://ftba.site-ym.com/event/2023ConstructionConference>
- Click on the green Register Button
- Fill in all required fields
- Complete payment
- Visit the Registration Kiosk upon arrival to print exhibitor badges

Each staff person authorized to work in your booth must be registered. **Online Registration Deadline: January 18, 2023.** If the online registration deadline is missed, you may register additional exhibitor attendees on-site at the registration desk.

Please wear your badge at all times when on the show floor or at your equipment display.

BOOTH EQUIPMENT & SERVICES

BOOTH EQUIPMENT

A selection of furniture and booth add-ons are available from Gilbert Exposition Management Services (GEMS) and can be ordered for an additional fee by visiting their [online exhibitor portal](#).

BOOTH FLOORING

All booths have the basic ballroom carpeting. You may provide booth floor covering or custom carpet. Visit the Gilbert Exposition Management Services (GEMS) [online exhibitor portal](#) to order custom flooring for an additional fee.

BOOTH LIGHTING AND ELECTRICAL SERVICES

One basic electrical outlet is provided by FTBA for booths in the exhibit hall. Equipment displays do not come with electricity. All additional electrical services will be provided or supervised by the Signia Bonnet Creek's electrical team Encore Global. If you require additional power for your booth please use their [online portal](#).

EXHIBITOR SERVICE DESK

The Gilbert Exposition Management Services Exhibitor Service Desk will be located on the show floor during set-up and dismantling. The Service Desk can respond to questions about shipping, materials handling, and billing, and will be happy to assist you in placing orders for booth services or equipment.

INTERNET SERVICE

Internet services should be ordered through Encore Global by visiting their [online portal](#).

SHIPPING ADDRESSES

Advance Shipping Warehouse Address

GEMS - Gilbert Exposition Management Services
(Your Company Name/Booth Number)
11580 Ryland Court, Orlando, FL 32824
407.438.5002

Direct Shipping to Signia Bonnet Creek

If you have a small package to deliver directly to the hotel, you must have it sent to the hotel's FedEx office. The hotel will not accept exhibitor packages directly.

You basic mailing/shipping needs can be coordinated with the Signia Bonnet Creek's FedEx office.

FEDEX – SIGNIA BONNET CREEK

Usa5585@fedex.com

407.787.0276

RULES, TERMS, and CONDITIONS

Upon registering, each exhibitor agreed to the following basic rules, terms, and conditions. They have been provided for your reference.

1. EXHIBIT HALL BOOTH FEE COVERAGE: The standard booth fee covers the rental of a 10' x 10' booth, one table (with skirting), two chairs, basic 120V/500W electricity, routine cleaning of exhibition aisles, general lighting, standard heating and air conditioning. The premium booth fee covers all of the above with an additional 10' of space and placement on an end cap.
2. EQUIPMENT DISPLAY: Each outdoor equipment display space is 40'x55' and includes one table with skirting, two chairs, and a trash can. Electricity is not included. FTBA will provide security for equipment during night hours.
3. BOOTH LOCATION: FTBA reserves the right to assign booth locations to Exhibitors.
4. LIABILITY OF EXHIBITOR: Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hotel, its owners or managers, which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from or arising from or out of the Exhibitors use of the property. Exhibitor's liability shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of Exhibitor's occupancy and/or use of the exhibition premises, the Hotel or any part thereof. The Exhibitor understands that the Hotel does not maintain insurance covering the Exhibitor's property. Certificates of insurance will be required for machinery displays.
5. LIABILITY OF FTBA: FTBA will not be liable for loss or damage to the property of the Exhibitors, their representatives or employees, from theft, fire, accident or other cause. FTBA will not be liable for injury to exhibitors, their employees or third persons, or for damage to property in their custody, owned or controlled by them, or for property owned or controlled by a third party person whose claims for damages, injuries, etc., may by incident to, arise from, or in any way connected with their use of or occupation of display space. The Exhibitor shall indemnify, save and hold FTBA harmless against any such claim or damage and shall pay and indemnify FTBA for any cost or expenses, inclusive of counsel fees, arising from any such claim.
6. INSTALLATION AND DISMANTLING OF EXHIBIT: Installation of indoor exhibits may not begin before 1:00 the afternoon of February 6, 2023 and must be finished by February 6, 2023 by 6:00 p.m. Outdoor equipment display move-in will begin on Monday, February 6th starting at 8:00 AM. Equipment move-in times will be scheduled based upon location.

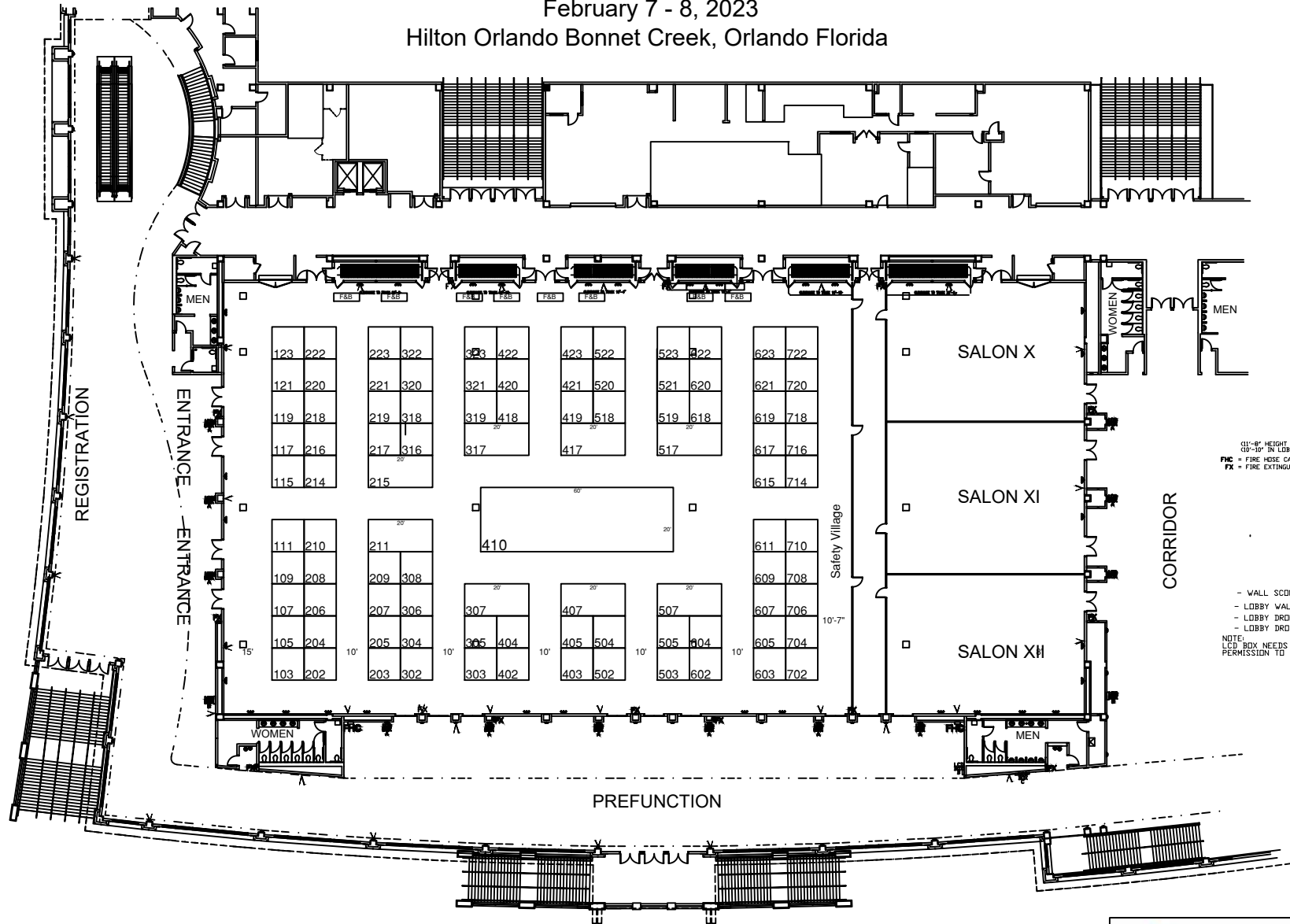
During set-up and for the duration of the event, nothing shall be posted on, nailed, screwed, taped, pinned, or otherwise attached to columns, walls, floors or other parts of the building or furniture. All signs must be professionally printed.

Dismantling of indoor exhibit booths must be completed by 1:00 p.m. on February 8, 2023. Outdoor equipment displays will be scheduled for move-out on the morning of Wednesday, February 8th based upon their location.
7. CANCELLATION OF EXHIBIT SPACE: In the event of an exhibit space cancellation, FTBA must receive written notice of such a request for cancellation by December 2, 2022. With this notification, FTBA will retain a service charge equal to fifty percent (50%) of the rental fee of the space. If written notice is received after December 2, 2022 FTBA will retain the entire rental fee.
8. TERMINATION OR INTERRUPTION OF EXHIBITION: In the event the site where the exhibition is to be held, in the sole determination of FTBA, becomes unfit for occupancy or is substantially interfered with by reason of picketing, strike, embargo, injunction, act or God, a fire emergency declared by any government agency by virtue of any ordinance or law of any Municipal, State or Federal government agency, or any act beyond the control of FTBA, this agreement may be terminated by FTBA.

In the event of such termination, the Exhibitor waives any and all damages and agrees that FTBA, may, after deducting all costs and expenses, including a reserve for claims, refund to the Exhibitors as, and for complete settlement and discharge for all said Exhibitor's claims and demands, his/her pro-rated share of all funds paid by Exhibitors.

In the event the exhibition is interrupted for any reason including, but not limited to, emergencies of any type, failure of utilities or other public services, the Exhibitor waives any and all claims against FTBA.
9. FTBA will not provide extension cords, power strips, or internet.

FTBA 2023
February 7 - 8, 2023
Hilton Orlando Bonnet Creek, Orlando Florida



(11'-8" HEIGHT INSIDE EXHIBIT HALLS)
(10'-10" IN LOBBY AREAS)
FHC = FIRE HOSE CABINET
FX = FIRE EXTINGUISHER

- WALL SCONCE
- LOBBY WALL SCONCE
- LOBBY DROP DOWN LAMPS
- LOBBY DROP DOWN LAMPS
NOTE:
LOBBY BOX NEEDS
PERMISSION TO BLOCK.



Rev. 9/7/2022

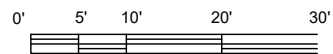
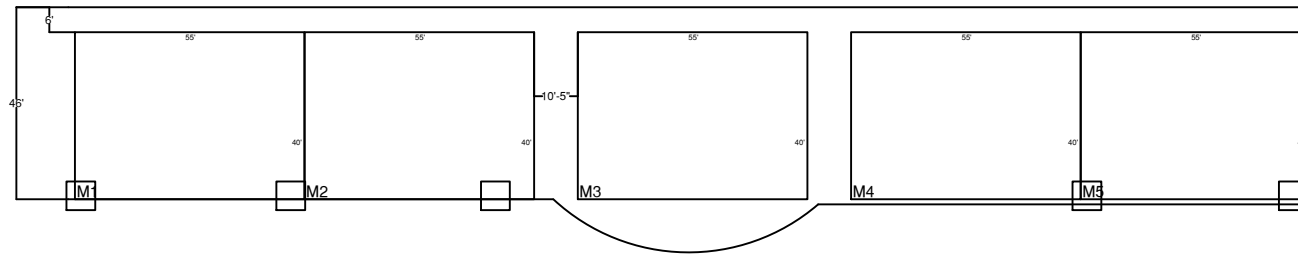
Bonnet Creek Ballrooms 1 - 9

86 - 10 x 10 booths
8 - 10 x 20 booths
1 - 20 x 60 booths

Aisle widths as noted

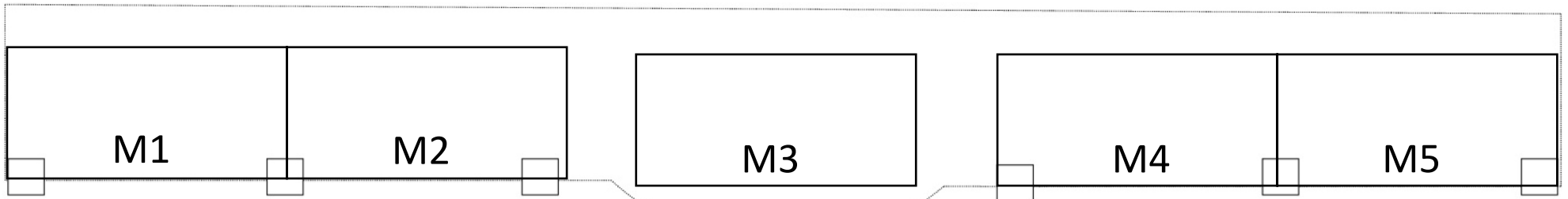


FTBA 2023
February 7 - 8, 2023
Hilton Orlando Bonnet Creek, Orlando Florida



Rev. 9/27/2022





Machine Display Aerial View





Exhibitor Kit

Easy Ordering

As the exclusive Technology Provider of Signia by Hilton Orlando Bonnet Creek & Waldorf Astoria Orlando, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](#) and select 'I am planning an exhibit booth'

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.



offers a range of solutions for any exhibitor:

As the exclusive Technology Provider of Signia by Hilton Orlando Bonnet Creek & Waldorf Astoria Orlando, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

NEED RIGGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

Encore representative will be in touch with you.

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment



After the show, Encore picks up your rental equipment



Need assistance or products/solutions not offered in EventNow?

Call your Encore on-site contact directly:

Exhibits.bonnet.creek@encoreglobal.com

What else can we do?

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Projection

Video Solutions

And More!

