



## FGWA Exhibitor Know Before You Go

In preparation for your trip to Orlando, please review the information below. If you have any questions, please contact the FGWA office at 850-205-5641 or email [elane@executiveoffice.org](mailto:elane@executiveoffice.org).

### REGISTRATION:

Exhibitor registration packets will be placed at your booth. Please go through your packet and make sure you have all requested name badges. If you are missing any items or have any questions, please visit the FGWA staff at the Convention Registration Desk, located at the Caribe Royale Convention Center Friday morning.

### SCHEDULE OF EVENTS:

Thursday, May 16, 2019

11:30 a.m. Bob Caswell Memorial Golf Tournament (*Hawk's Landing Course*)

Friday, May 17, 2019

8:00 a.m. - 3:00 p.m. Educational Sessions

9:00 a.m. - 2:00 p.m. Exhibit Registration and Setup

1:30 p.m. - 2:30 p.m. Exhibitor Reception **\*NEW\*** (*Pavilion on Boca Patio*)

3:00 p.m. - 6:00 p.m. Trade Show Hall Grand Opening

6:00 p.m. - 7:30 p.m. Friday Night Reception & Raffle

Saturday, May 18, 2019

8:00 a.m. - 8:30 a.m. Breakfast in the Trade Show Hall

8:00 a.m. - 10:00 a.m. Trade Show Hall Open

10:00 a.m. - 1:00 p.m. Exhibit Tear-down

10:00 a.m. - 3:00 p.m. Educational Sessions

### SECURITY:

Exhibit area will be locked at the close of each day for the protection of the exhibits. Unauthorized personnel will not have access to the exhibit area during non-show hours.

EXHIBITOR RECEPTION **\*NEW\***

We hope you will join us on May 17th for the Exhibitor Reception from 1:30 pm - 2:30 pm at the Pavilion on Boca Patio. This is a new event in which FGWA would like to express our appreciation for your support of the organization and the convention. Enjoy a sweet treat and beverages while connecting with other vendors and FGWA leadership.

**EXHIBITOR RAFFLE TICKETS:**

Your sponsor/exhibitor package includes raffle tickets that can be distributed at your discretion to attendees who visit your booth to learn more about your products and services. These tickets are to be used on both Friday and Saturday's trade show hours. Please remember to give attendees both sides of the ticket as they will need to drop one side in the bucket and keep the other for daily drawings. Additional tickets will not be provided to exhibitors. Attendees will turn in their tickets each day at the close of the hall, Friday (6:00 PM) and on Saturday (10 AM), for a chance to win a lottery basket. They must be present to win.

**RAFFLE ITEM DONATION:**

If you are donating an item to the FGWA Take Your Chance Raffle, please bring the item(s) to the Registration Desk before 1:00 PM on Friday. If you are interested in donating an item and have not already completed the Form, [click here](#). Thank you for your support!

**FRIDAY NIGHT RECEPTION:**

We look forward to seeing you at the Friday Night Reception. Please remember you have 1 free drink ticket behind your name badge. The drink tickets are to use at the bar, beer is free flowing.

**SPONSORS ONLY:**

If you are a sponsor of the 2019 FGWA Annual Convention & Trade Show, we would like you to attend the Annual Business Meeting Saturday morning at 10:00 AM to be recognized for your support. We will acknowledge the sponsoring companies at the start of the session.