



Florida City and County Management Association

2026 ANNUAL CONFERENCE

May 27-30, 2026
Hilton Orlando

EXHIBITOR & SPONSOR INFORMATION

FCCMA's conference historically attracts more than 300 city and county managers and administrators, assistant/deputy managers, and department heads from around the state for several days of seminars and networking with colleagues. Take advantage of this wonderful opportunity to showcase your products and services to these important decision-makers.

What does your firm need?

BOOTH

Participation

- Five dedicated events inside the exhibit hall.

Badges

- Access to exhibit hall events **only**. Two badges per booth included; additional two available for purchase.

Duration

- May 27-28

GOLD SPONSORSHIP OR HIGHER

Participation

- Keynotes, breakout sessions, and an additional five networking events.

Badges

- Access to all regular conference events:
Gold = one badge
Platinum = two badges
Diamond & Signature = Customized

Duration

- May 27-30

Special Recognition

- Multiple acknowledgements, including listing on chosen event – the higher the level of sponsorship, the more exclusive the event.

Companies may choose either a booth, sponsorship, or both. All participating companies receive:

- Inclusion in the conference program
- Registration list of all government attendees
- Ability to send materials for inclusion in the conference bag
- Early sign-up for next year's conference

Exhibit Fees

The exhibit fee is **\$1,500** per booth. To sign up, complete and return the Exhibitor Agreement on page 7. Check payments should accompany the agreement; instructions for credit card payment will be sent upon receipt of the agreement. No booth will be assigned and/or confirmed until payment is received.

Exhibit Details

Each 8' x 10' booth is carpeted and includes back and side drapes, one 6' draped table, two chairs, a wastebasket, a one-line company identification sign, and up to two name badges for multiple exhibit hall functions.

Note that electricity and Wi-Fi are **NOT** included as part of the booth package. If needed, the exhibitor is responsible for ordering and paying for those services via the hotel supplier.

Sponsorship Opportunities

Corporate participants wishing to attend events outside the exhibit hall must reserve a Gold Sponsorship or higher. Attendance/registration for all conference events, including networking and training sessions, is only available through sponsorship. Sponsorship provides additional recognition, access, and event participation for your company.

Please see page 6 for details or contact Dani Dahlberg by calling 813.749.7133 or emailing dani@lgmatters.com.

Exhibit Hall Hours

WEDNESDAY - MAY 27, 2026

8:30 a.m. - 4:30 p.m. **Move In**
5:30 p.m. - 7:00 p.m. **Exhibit Hall Open**
(includes President's Welcome Reception)

THURSDAY - MAY 28, 2026

8:00 a.m. - 3:45 p.m. **Exhibit Hall Open**
(includes continental breakfast, breaks, and a buffet lunch in the exhibit hall)
3:45 p.m. **Move Out**

Hotel Information

The **Hilton Orlando** will be the host hotel for the 2026 conference. The Hilton is offering the special rate of **\$214/night** for FCCMA conference participants. **Please do not contact the hotel at this time.** You will be sent hotel block information in future email updates.

*Please note that FCCMA will **NEVER** have someone contact you directly about, or offer to make, your hotel reservations. Those are scams and should be ignored. Exhibitors and sponsors will receive regular updates via email, which will include a link to make your own reservation once the block is open.*

Deadlines

Please note the following important deadlines:

March 26, 2026: Refund Requests Due

April 16, 2026: Exhibitor and Sponsorship Agreements Due

May 4, 2026: Hotel Reservation Cutoff Date

May 15, 2026: Name Badge Requests or Changes Due

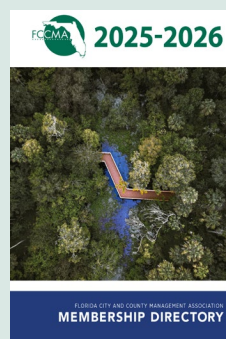
July 10, 2026: Receipt of Advertising for Membership Directory

Questions?

Dani Dahlberg
Corporate Liaison
813.749.7133 (no texts)
dani@lgmatters.com

OR

Melanie G. Howe, CAE, CMP
Meetings Manager
850.222.9684 (no texts)
mhowe@flicities.com



Want to continue your outreach throughout the year?

FCCMA publishes an annual membership directory each fall. Advertising information is available on page 10 of this packet.

RULES & REGULATIONS

1. CONTRACT

The following rules and regulations become binding upon acceptance of this contract between the applicant and its employees (exhibitor or sponsor) and the Florida City and County Management Association (FCCMA), the event sponsor.

2. EXHIBIT AND/OR SPONSORSHIP ASSIGNMENT

Booth locations and sponsorship placement will be assigned at the sole discretion of show management and will be based on the requested assignment, date of submission, and payment.

3. BOOTH PACKAGE DESCRIPTION

Booth packages include one 8' x 10' carpeted pipe-and-drape booth, one 6' draped table, two chairs, one wastebasket, one company identification sign, and up to two badges for exhibit hall activities. Total individual exhibit floor space is limited to 8' x 10' unless requested and approved in writing. No walls, partitions, signs, or decorations may be erected that will interfere with the general view "down the aisle" or with other exhibits. Additional booth requirements, including electricity and Wi-Fi, may be requested by the exhibitor from the show decorator or hotel provider. The exhibitor is solely responsible for all costs incurred.

4. EXHIBIT HALL MOVE IN AND MOVE OUT

(subject to minor change)

Move In

Wednesday – May 27, 2026 . . . 8:30 a.m. - 4:30 p.m.

Move Out

Thursday – May 28, 2026 3:45 p.m.

NOTE: Exhibitors will NOT be allowed to break down their booth until the show closes at 3:45 p.m. on Thursday, May 28, 2026. **Any company that willfully dismantles its booth prior to closing time will not be permitted to exhibit at future FCCMA conferences.** The exhibitor understands that this schedule will be strictly adhered to as a courtesy to other exhibitors and conference participants.

5. EXHIBIT HALL HOURS (subject to minor change)

Wednesday – May 27, 2026 5:30 p.m. - 7:00 p.m.

Thursday – May 28, 2026 8:00 a.m. - 3:45 p.m.

NOTE: These hours coincide with conference break times to help ensure traffic flow. In addition, refreshment breaks held during exhibit hours, Wednesday's President's Welcome Reception, Thursday's lunch, and conference bag distribution will take place in the exhibit hall.

6. UNOCCUPIED SPACE

FCCMA reserves the right to rent or occupy any booth

that remains unoccupied after the first hour of the show's opening.

7. PAYMENTS AND REFUNDS

The total amount for exhibit space and/or sponsorship is due upon reservation. If paying via credit card, the coordinator listed on the agreement will receive an email from Melanie Howe with login instructions. If paying via check, it is expected that payment can be processed based on the agreement form. If an invoice or W-9 is required, it is the company's responsibility to request it when submitting the agreement. **If payment is not made within 10 days for credit card payments or 30 days for check payments, reservations may be forfeited.** FCCMA does not accept ACH payments. If you are directed to any website for payment other than fccma-members.flcities.com, this is a scam. Please notify Melanie Howe immediately.

Exhibitors may cancel their booth by emailing dani@lgmatters.com no later than 5:00 p.m. March 26, 2026. Cancelled booths will receive a refund of the exhibit fee minus a \$100 administrative fee. Sponsorship money is nonrefundable except in the event of cancellation by show management.

8. EXHIBITOR/SPONSOR BADGE ACCESS

Each corporate participant needs a name badge of their own that cannot be shared. Exhibitor badges are valid for exhibit hall access only, including move-in, exhibit hall hours, and move-out. These badges do not give access to sessions or other events taking place on behalf of FCCMA. Sponsors with conference registration may attend sessions, keynotes, or activities outside of the exhibit hall, except those requiring pre-registration or additional fees. There is no corporate registration outside of those provided in sponsorship packages.

9. FOOD SERVICE

FCCMA reserves the right to provide food and beverage service during certain hours in the exhibit area. No free samples of food or beverages may be given away or otherwise distributed by any exhibitor without prior written approval of FCCMA, and should be limited to small items such as candy. Any significant food or beverages, such as coffee or alcohol service, *must* be purchased through the hotel.

10. NOISY AND OBNOXIOUS EQUIPMENT

The operation of whistles or any objectionable device will not be allowed. After the show opens, noisy and unsightly work will not be permitted. The exhibitor understands that no music of any type is allowed during exhibit hall hours.

RULES & REGULATIONS CONTINUED

11. LIABILITY

To the fullest extent permitted by law, the exhibitor and/or sponsor hereby assumes full responsibility and agrees to indemnify, defend, and hold harmless Hilton Orlando (hotel) and the hotel's owners, managers, subsidiaries, affiliates, employees, and agents (collectively hotel parties), as well as FCCMA and the decorator services company, from and against any and all claims or expenses arising out of the exhibitor and/or sponsor's use of the hotel's exhibition premises, as well as any actions, fault, or negligence of the exhibitor and/or sponsor, its agents, or employees, before, during, and after the conference. FCCMA, the decorator services company, and the hotel shall not be responsible for any loss, damage, or injury that may happen to the exhibitor and/or sponsor or their agents, patrons, guests, employees, or property from any cause whatsoever (unless occasioned by the sole willful or gross negligence of FCCMA, the decorator services company, or the hotel) during or subsequent to the conference.

12. DAMAGE TO PROPERTY

The exhibitor and/or sponsor, 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 nor allow to be made, any alterations of any kind therein. Should any of the hotel's equipment used by the exhibitor and/or sponsor be damaged, cause damage, be lost, or stolen, the exhibitor and/or sponsor will promptly pay for the equipment or damage by cash or certified check.

13. SIGNS AND POSTERS

The exhibitor and/or sponsor 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.

14. SECONDARY EVENTS PROHIBITED

Companies and their representatives are prohibited from sponsoring any secondary events at the conference hotel during conference dates. Our contract requires the hotel to notify FCCMA of any booking requests.

15. PUBLIC POLICY

All companies or individuals exhibiting and/or sponsoring at the annual conference are participating at the exclusive discretion of FCCMA and must abide by all local codes, rules, regulations, and ordinances, including fire regulations and health regulations, and must abide by the directions and instructions presented by official FCCMA, decorator services, or hotel staff. Any violations of these policies may result in the immediate closing and removal of the exhibitor's booth and/or the immediate expulsion of the sponsor from the conference.

16. ELIGIBILITY AND RESTRICTIONS

FCCMA reserves the right to accept or reject without reason any exhibit or sponsorship agreement received. FCCMA also reserves the right of exhibit space reassignment with notification to the exhibitor.

17. EXHIBIT FLOOR ACCESS

FCCMA reserves the right to limit access to the exhibit floor to anyone during times the show is not officially open.

18. USE OF BOOTH SPACE

No exhibitor shall assign, sublet, or share booth space without the permission of FCCMA.

19. EXHIBITION SALES POLICY

No firm or organization is permitted to engage in direct sales activities.

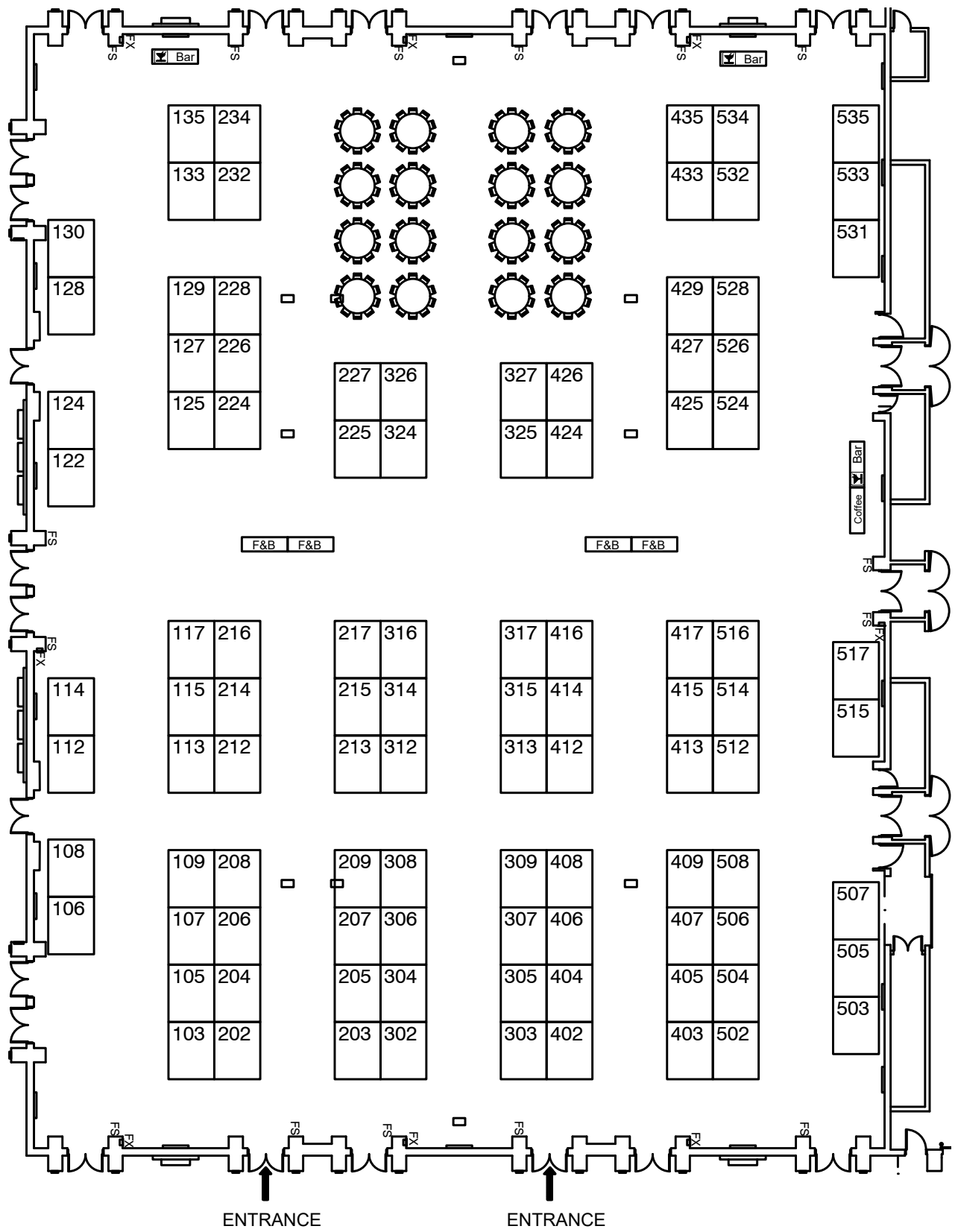
20. BOOTH PRIZES

Per FCCMA Board policy, exhibitor door prizes **may not exceed \$25 in value**. No firm or organization is required to offer door prizes.

21. MEDIA RELATED

By participating in this conference, you acknowledge that FCCMA may capture event photos or videos and will have the irrevocable right to use, reproduce, distribute, publish, and display any media featuring your image.

EXHIBIT HALL FLOOR PLAN



SPONSORSHIP OPPORTUNITIES

Multiple sponsorship opportunities are available for companies at FCCMA's 2026 Annual Conference.

Corporate attendance/registration is only available through sponsorship. Registration through sponsorship includes access to all keynote presentations, workshops, events in the exhibit hall, two networking receptions Thursday evening, Friday's luncheon and social dinner, and Saturday's breakfast.

Dani Dahlberg is FCCMA's corporate liaison and is happy to discuss sponsor opportunities, including specialized options to meet your needs. Please call 813.749.7133 or email dani@lgmatters.com.

SIGNATURE - \$TBD

- Customized to meet your marketing goals
- Conference registrations and benefits to be determined
- Contact Dani to design

DIAMOND - \$5,400 or more

Includes:

- Conference registrations (number to be determined)
- Recognition at the Friday luncheon
- Recognition in the conference program, on signage, and in the e-newsletter
- Recognition on signage at sponsored event
- Registration list in advance of the event
- Option of inserting materials in conference bags
- Early sign-up access for next year's conference

PLATINUM - \$3,600

Includes:

- Two conference registrations
- Recognition at the Friday luncheon
- Recognition in the conference program, on signage, and in the e-newsletter
- Recognition on signage at sponsored event
- Registration list in advance of the event
- Option of inserting materials in conference bags
- Early sign-up access for next year's conference

GOLD - \$1,800

Includes:

- One conference registration
- Recognition at the Friday luncheon
- Recognition in the conference program, on signage, and in the e-newsletter
- Recognition on signage at sponsored event
- Registration list in advance of the event
- Option of inserting materials in conference bags
- Early sign-up access for next year's conference

SILVER - \$750

Includes:

- Recognition in the conference program, on signage, and in the e-newsletter
- Recognition on signage at sponsored event
- Registration list in advance of the event
- Option of inserting materials in conference bags
- Early sign-up access for next year's conference
- If an exhibitor, third exhibitor badge at no cost

To sign up, please complete the Sponsorship Agreement on page 8.



2026 ANNUAL CONFERENCE EXHIBITOR AGREEMENT

May 27-28, 2026 • Hilton Orlando

Florida City and County Management Association

P.O. Box 1757 • Tallahassee, FL 32302 • 850.222.9684 • mhowe@flicities.com



To reserve your booth, email your completed form to both dani@lgmatters.com and mhowe@flicities.com.

PROGRAM INFORMATION PLEASE PRINT OR TYPE INFO EXACTLY AS IT SHOULD APPEAR IN THE PROGRAM AND ON SIGNAGE.

Company/Organization: _____

Contact Name: _____ Phone: _____

Email: _____ Website: _____

10-word description of the products or services you offer (do not include company name):

COORDINATOR INFORMATION (All communication, including confirmation and exhibitor materials, will be sent to this contact.)

Contact Name: _____ Email: _____

Phone: _____ Time Zone: _____ Address: _____

City: _____ State: _____ Zip: _____

We try to avoid placing competitors side by side, but this **cannot be guaranteed**.

Please list your company's competitors: _____

Booth Assignment: Booths are assigned on a first-come, first-served basis at the discretion of show management. As they sell quickly, please select which general area of the hall you would like your booth to be located, in order of preference (1-4):

Near the Entrance _____ Near the Food _____ On an Endcap _____ Near a Bar _____

On-site Representatives: Booths include exhibitor name badges for up to **two representatives and are valid for events held within the exhibit hall**. Name badges cannot be shared. Please complete and return the form on **page 9** to order your badges. Exhibitors may purchase up to two additional badges at \$500.00 each. FCCMA must receive all name badge requests by **May 15, 2026**.

Acknowledgment: I have read and am familiar with all rules and regulations regarding the FCCMA 2026 Annual Conference as printed on **pages 3-4** of this packet.

Authorized Signature: _____ Date: _____

Booth Fee: \$1,500 per booth **Number of Booths Requested:** _____ **Amount Due: \$** _____

Method of Payment: ☐ Check* ☐ Credit Card**

*All checks should be made payable to **FCCMA** and sent to the above address with a copy of this form. You must still email the form to both dani@lgmatters.com and mhowe@flicities.com for booth placement. FCCMA does not accept ACH payments. NOTE: If your check will come from a company other than the one listed above, please provide the name:

**If you elect to pay via credit card, your coordinator will be contacted directly by Melanie Howe with instructions to make your secure payment online at fccma-members.flicities.com.

2026 ANNUAL CONFERENCE SPONSORSHIP AGREEMENT

May 27-30, 2026 • Hilton Orlando



Florida City and County Management Association

P.O. Box 1757 • Tallahassee, FL 32302 • 850.222.9684 • mhowe@flcities.com

To reserve your sponsorship, email your completed form to both dani@lgmatters.com and mhowe@flcities.com.

PROGRAM INFORMATION PLEASE PRINT OR TYPE INFO EXACTLY AS IT SHOULD APPEAR IN THE PROGRAM AND ON SIGNAGE.

NOTE: If your company is also an exhibitor, the information provided in the exhibitor agreement will be used in the program.

Company/Organization: _____

Contact Name: _____ Phone: _____

Email: _____ Website: _____

10-word description of the products or services you offer (do not include company name):

COORDINATOR INFORMATION (All communication, including confirmation materials, will be sent to this contact.)

Contact Name: _____ Email: _____

Phone: _____ Time Zone: _____ Address: _____

City: _____ State: _____ Zip: _____

We try to avoid placing competitors on the same event, but this cannot be guaranteed. Please list your company's competitors: _____

Total Amount of Sponsorship: (Please select an event based on the sponsorship level you're reserving)

Silver – \$750 ___ Thursday Breakfast; ___ Thursday AM or PM Break; ___ Friday Breakfast; ___ Friday Break

Gold – \$1,800 ___ Welcome Reception; ___ Thursday Exhibit Hall Lunch; ___ Saturday Closing Breakfast

Platinum – \$3,600 or Diamond – \$ _____ *(subject to availability):*

___ Thursday Networking Reception; ___ Thursday Dessert Reception

___ Friday Business Lunch; ___ Friday Night Social; ___ Wi-Fi; ___ Friday Night Transportation

Please call Dani Dahlberg at 813.749.7133 for more information on these options.

On-site Representatives: Please complete and return the form on **page 9** to order your badge(s). FCCMA must receive all name badge requests **by May 15, 2026**.

Acknowledgment: I have read and am familiar with all rules and regulations regarding the FCCMA 2026 Annual Conference as printed on **pages 3-4** of this packet.

Authorized Signature: _____ Date: _____

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

*All checks should be made payable to **FCCMA** and sent to the above address with a copy of this form. You must still email the form to both dani@lgmatters.com and mhowe@flcities.com for sponsorship placement. FCCMA does not accept ACH payments. NOTE: If your check will come from a company other than the one listed above, please provide the name:

**If you elect to pay via credit card, your coordinator will be contacted directly by Melanie Howe with instructions to make your secure payment online at fccma-members.flcities.com.

2026 ANNUAL CONFERENCE NAME BADGE FORM

May 27-30, 2026 • Hilton Orlando

Florida City and County Management Association

P.O. Box 1757 • Tallahassee, FL 32302 • 850.222.9684 • mhowe@flcities.com



To reserve your name badges, email your completed form to both dani@lgmatters.com and mhowe@flcities.com no later than Friday, May 15, 2026.

Please Print NEATLY. **COMPANY/ORGANIZATION:** _____

Exhibitor Badges - May 27-28:

Exhibitors receive up to two name badges for exhibit hall activities. Exhibitors may purchase up to two additional badges for \$500.00 each. Exhibitors who are Silver Sponsors may reserve a third exhibitor badge at no additional cost.

Amount Due: \$ _____

Method of Payment:

☐ Check* ☐ Credit Card**

*All checks should be made payable to FCCMA and sent to the above address with a copy of this form. You must still email the form to both dani@lgmatters.com and mhowe@flcities.com. FCCMA does not accept ACH payments. NOTE: If your check will come from a company other than the one listed above, please provide the name: _____

**If you elect to pay via credit card, your coordinator will be contacted directly by Melanie Howe with instructions to make your secure payment online at fccma-members.flcities.com.

Exhibitor Badges

1. First Name or Nickname: _____

Full Name: _____

Title: _____

Email: _____

2. First Name or Nickname: _____

Full Name: _____

Title: _____

Email: _____

3. Included with Silver Sponsorship or @ \$500

First Name or Nickname: _____

Full Name: _____

Title: _____

Email: _____

4. @ \$500

First Name or Nickname: _____

Full Name: _____

Title: _____

Email: _____

Sponsor Badge: May 27-30

The number of sponsor registrations is determined by sponsorship level: Gold and Session Sponsors receive one; Platinum receive two; Diamond and Signature receive a number to be determined.

Silver Sponsors do not receive badges. However, Silver Sponsors who are also exhibitors may reserve a third exhibitor badge at no additional cost. Please complete under "Exhibitor Badges" above.

Please call Dani Dahlberg at 813.749.7133 or email dani@lgmatters.com to confirm your number of conference registrations.

Sponsor Badges

1. Gold or Above:

First Name or Nickname: _____

Full Name: _____

Title: _____

Email: _____

2. Platinum or Above:

First Name or Nickname: _____

Full Name: _____

Title: _____

Email: _____

3. Diamond

First Name or Nickname: _____

Full Name: _____

Title: _____

Email: _____

2026-2027 MEMBERSHIP DIRECTORY ADVERTISING RESERVATION

Florida City and County Management Association

P.O. Box 1757 • Tallahassee, FL 32302 • 850.222.9684 • fccma@flcities.com



The Florida City and County Management Association (FCCMA) is the premier organization for city and county management professionals. The directory provides photos and contact information for our 700+ members. The directory is only available to FCCMA members and directory advertisers.

Advertising opportunities are available on a limited basis to companies wishing to always have their names and services available to the membership of FCCMA. The directory is distributed in September; the print deadline is **July 10, 2026**. Please discuss this opportunity by calling Dani Dahlberg at 813.749.7133.

PLEASE PRINT EXACTLY AS IT SHOULD APPEAR IN THE INDEX.

Company/Organization: _____

COORDINATOR INFORMATION:

Contact Name: _____ Phone: _____

Time Zone: _____ Email: _____

DIRECTORY RECIPIENT INFORMATION: *(This is where we will mail the actual directory for your organization.)*

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

We try to avoid placing competitor ads near each other, but this cannot be guaranteed. Please list your company's competitors: _____

Technical Information: The ad should be submitted electronically to Dani Dahlberg at dani@lgmatters.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 PDF or a vector EPS file. All ads are subject to sponsorship availability and the discretion of the FCCMA.

Ad Sizes are as follows:

Full page: 4.5" wide x 7.25" high

1/2 Page: 4.5" wide x 3.25" high

1/4 Page: 4.5" wide x 1.5" high

Please indicate your choice below:

☐ Inside front cover – \$1,500

☐ Inside back cover – \$1,300

☐ Full page – \$1,000

☐ 1/2 page – \$600

☐ 1/4 page – \$350

Amount Due: \$ _____

Method of Payment: ☐ Check* ☐ Credit Card**

*All checks should be made payable to FCCMA and sent to the above address with a copy of this form. You must still email the form to both dani@lgmatters.com and fccma@flcities.com for reservation. FCCMA does not accept ACH payments. NOTE: If your check will come from a company other than the one listed above, please provide the name:

**If you elect to pay via credit card, your coordinator will be contacted directly by FCCMA staff with instructions to make your secure payment online at fccma-members.flcities.com.

Please email completed form to both dani@lgmatters.com and fccma@flcities.com.

Ad deadline: July 10, 2026 | Questions? Call Dani Dahlberg at 813.749.7133