



**Florida State Association of Supervisors of Elections  
2018 Mid-Winter Conference  
December 2 – 5, 2018**

**The Westin Sarasota  
100 Marina View Drive  
Sarasota, Florida 34236  
[www.westinsarasota.com](http://www.westinsarasota.com)**

**Reservation: 800-937-8461  
Telephone: 941-217-4777  
Facsimile: 941-217-4776**

TO: Vendors  
FROM: Florida State Association of Supervisors of Elections  
DATE: 9/27/2018  
RE: FSASE 2018 Mid-Year Winter Conference to be held December 2 - 5 2018

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On behalf of the Sarasota County Elections Office, we are honored to extend this invitation to you to attend the Florida State Association of Supervisors of Elections (FSASE) 2018 Mid-Year Winter Conference at The Westin Sarasota in Sarasota, Florida. On behalf of the FSASE, we would like to thank you for your past support of our association. With your help, the FSASE Annual Summer and Mid-Year Winter Conferences have been successful. This conference will be supervisors only.

Your conference registration packet includes the following information:

- Vendor Registration deadline is Friday, November 2, 2018 and must be made online at [www.myfloridaelections.com](http://www.myfloridaelections.com). **Payment may be made by check, made payable to FSASE, or by credit card for an additional charge (cancellations are subject to a fee). All payments are due by November 2, 2018.**
- For room reservations please call 800-937-8461. You must identify the group name, **Florida State Association of Supervisors of Elections**. Rooms begin at \$189.00 per night. There is a \$5/day resort fee. **The FSASE rate will apply through November 9, 2018, or when the reserved block is filled.** The group rate will apply three days before and after the official program dates, provided rooms are available. Each registration includes complete payment for each meal function.
- It is anticipated that Vendor setup may begin Sunday, December 2nd at 3:00 p.m. with breakdown at 5:00 p.m. Tuesday, December 4<sup>th</sup>.
- Event Sponsorships are available for Monday's reception, each morning's breakfast and Tuesday's luncheon. We appreciate your support. Contact FSASE to sponsor an event.
- Tentative Agenda (a more detailed agenda will be forthcoming as soon as it is available).
- Parking: Valet parking only at the Westin Sarasota and available at a reduced rate of \$10/ day.
- For audio-visual and electrical needs - PSAV Presentation Services is the provider of those services for the hotel. The Director of Event Technology is Lou Sheehan whose phone number is 203-361-0344 or he can be contacted by email at [lsheehan@psav.com](mailto:lsheehan@psav.com).

- Exhibits: **If exhibits need to be shipped to The Westin Sarasota for storage prior to the conference, please contact the hotel. PLEASE NOTE: TABLE TOP DISPLAYS ONLY—NO POP-UP DISPLAYS WILL BE PERMITTED.**

The vendor exhibition area is limited and event attendance will be on a first-come, first-serve basis, determined by receipt of completed registration forms and payment which is due before November 2, 2018. The registration fee per attendee for this conference is \$300.00 with a \$500.00 exhibitor fee per table if payment is via check. The option for payment by credit card is available for an additional fee. Vendors are required to purchase registrations for each person attending the conference.

**HOLD HARMLESS CLAUSE:**

**“The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the exhibitor’s activities on the Hotel premises and will indemnify, defend, and hold harmless the FSASE, Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.”**

**All vendors who participate in the conference agree to the above Hold Harmless Clause.**

**Checks should be made payable to FSASE and mailed to P.O. Box 350, Tallahassee, Florida 32302.**

We look forward to seeing you at the FSASE 2018 Mid-Year Winter Conference to be held December 2 – 5, 2018.

If you have any questions, or need additional information, please call the FSASE at 850/599-9120 or by e-mail [fsase@bplawfirm.net](mailto:fsase@bplawfirm.net) .