



**Florida State Association of Supervisors of Elections
2019 Annual Summer Conference
May 19 - 23, 2019**

**Hilton Daytona Beach Oceanfront Resort
100 North Atlantic Avenue
Daytona Beach FL 32118**

**Reservations: 1-800-HILTONS
Telephone: 386-254-8200
Facsimile: 386-253-0275**

TO: Vendors
FROM: FSASE
DATE: February 18, 2019
RE: FSASE 2019 Annual Summer Conference to be held May 19 - 23, 2019

Volusia County will be hosting the Florida State Association of Supervisors of Elections (FSASE) 2019 Annual Summer Conference. The conference will be held at the Hilton Daytona Beach Oceanfront Resort, Daytona, Florida (Volusia County). On behalf of the FSASE, we would like to thank you for your past support of our organization. Without your help, the FSASE Annual Summer and Mid-Year Winter Conferences would not be as informative or successful as they have been. We invite you to consider full or partial sponsorship of the event of your choice. Your company's name will be displayed in a prominent place on programs or at sponsored events. Please contact us if you would like to be a sponsor. We look forward to your participation May 19 - 23, 2019.

Vendor setup is scheduled to begin Sunday, May 19, 2019, at 3:00 p.m. Breakdown of booths is expected to conclude Wednesday, May 22nd by 5:00 p.m.

If you are scheduled for or would like to have a user group presentation, please contact us. We will provide a podium and a microphone (if necessary). If you have any additional AV needs, you need to schedule those directly with the hotel as soon as possible. **Please note that user groups are scheduled Monday afternoon between 4:15 p.m. – 5:15 p.m.**

Your registration packet includes the following:

- For room reservations at the Daytona Beach Oceanfront Resort, please call 1-800-HILTONS. You must identify the group name, **Florida State Association of Supervisors of Elections (FSASE)**. Room rates are \$169 single/double. The **FSASE rate will apply through April 27, 2019, or until the reserved block is filled**. The group rate will apply three days before and after the official program dates.
- Vendor Conference Registration. You **must register online** at www.myfloridaelections.com. Each full registration includes complete payment for each meal function. At least one full

registration is required. **Registrations are due by April 19, 2019. There is a 10% late fee after April 19, 2019 for new registrations and non-timely payment of registrations made.**

- Full registration is \$ 330.00 and includes all meal functions on the agenda. Partial registration is \$ 275.00 and does not include Monday's Reception and Dinner.
- The vendor exhibition area and event sponsorship will be on a first come, first served basis, determined by receipt of completed registration forms and payment. The vendor fee is \$500.00 per table. Vendors are required to purchase registrations for each person attending the conference, with at least one full registration.
- The Hilton Daytona Beach Oceanfront Resort will charge \$12.00/day for self parking.
- Event Sponsorship & Commitment Form.
- Tentative Agenda (a more detailed agenda will be forthcoming as soon as it is available).
- If you desire to have electrical power at your display table please contact the hotel.
- Audio-Visual Equipment Rental. Please contact the hotel, PSAV Presentation Services at 386-947-8076, in advance of your arrival for audio-visual needs.
- Exhibits and/or AV Equipment: ***If exhibits need to be shipped to the Hilton Daytona Beach Oceanfront Resort for storage prior to the conference, please contact the hotel. PLEASE NOTE: TABLE TOP DISPLAYS ONLY — NO POP-UP DISPLAYS WILL BE PERMITTED.***

HOLD HARMLESS CLAUSE:

“The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of 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 FSASE 2019 Annual Summer Conference being held at the Hilton Daytona Beach Oceanfront Resort from May 19 - 23, 2019, agree to the above Hold Harmless Clause.

Please register online at the FSASE website at www.myfloridaelections.com and click on the conference registration link. You may pay by check or by credit card for an additional charge. 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 2019 Annual Summer Conference to be held May 19 - 23, 2019. If you have any questions, or need additional information, please call FSASE: 850/599-9120 or e-mail: FSASE@bplawfirm.net.