



**Florida Supervisors of Elections
2020 Annual Summer Conference
May 3 - 7, 2020**

**Sandestin Golf & Beach Resort
9300 Emerald Coast Pkwy W
Miramar Beach, FL 32550
Sandestin.com**

**Reservations: 800-320-8115
Telephone: 850-267-8000
Reservation Fax: 850-267-8115**

TO: Vendors
FROM: FSE
DATE: February 24, 2020
RE: FSE 2020 Annual Summer Conference to be held May 3 - 7, 2020

Walton County will be hosting the Florida Supervisors of Elections (FSE) 2020 Annual Summer Conference. The conference will be held at the Sandestin Golf & Beach Resort, Miramar Beach, Florida (Walton County). On behalf of the FSE, we would like to thank you for your past support of our organization. Without your help, the FSE 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 on programs or at sponsored events. Please contact us if you would like to be a sponsor. We look forward to your participation May 3 - 7, 2020.

Vendor setup is scheduled to begin Sunday, May 3, 2020, at 3:00 p.m. Breakdown of booths is expected to conclude Wednesday, May 6th 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 2:00 p.m. – 5:00 p.m.**

Your registration packet provides the following:

- For room reservations at the Sandestin Golf & Beach Resort, please call **800-320-8115**. You must identify the group name, **FSASE**. Room rates, including resort fee, are \$196 single/double. The **FSE rate (FSASE) will apply through April 1, 2020, 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 1, 2020. There is a 10% late fee after**

April 1, 2020 for new registrations and non-timely payment of registrations previously 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 Sandestin Golf & Beach Resort will charge \$0.00/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.
- Exhibits and/or AV Equipment: ***If exhibits need to be shipped to the Sandestin Golf & Beach 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 FSE, 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 FSE 2020 Annual Summer Conference being held at the Sandestin Golf & Beach Resort from May 3 - 7, 2020, agree to the above Hold Harmless Clause.

Please register online at the FSE 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 FSE and mailed to P.O. Box 350, Tallahassee, Florida 32302.

We look forward to seeing you at the FSE 2020 Annual Summer Conference to be held May 3 - 7, 2020. If you have any questions, or need additional information, please call FSE: 850/599-9120 or e-mail: FSASE@bplawfirm.net.