



**International Institute of  
Municipal Clerks Region III  
CONFERENCE**

**January 8-9, 2025**

**The Florida Hotel and Conference Center • Orlando**



2025 International Institute of Municipal Clerks

# IIMC Region III CONFERENCE

January 8-9, 2025 • The Florida Hotel and Conference Center • Orlando

**The International Institute of Municipal Clerks (IIMC) Region III Conference** offers vendors a wonderful opportunity to showcase products and services to important municipal decision-makers.

**Based on recent regional conferences, expected attendance is 175 municipal clerks from Alabama, Florida, Georgia, North Carolina and South Carolina with approximately 65% of attendees from the host state, Florida.**

## SPONSORSHIP IS LIMITED TO 15 COMPANIES

Given the unique regional nature of this conference, special sponsorship opportunities have been designed to provide the most interaction with attendees. Sponsorship options include tabletop displays, a limited number of logo opportunities and some extended participation opportunities. All sponsorships include recognition in the conference program, the ability to include materials in the conference bag and access to numerous events.

### Displays

Tabletop displays must be set up prior to 11:30 a.m. on Wednesday, January 8. Display time will include one lunch, two breaks, a reception and a breakfast. Tabletop sponsors will also be invited to attend a lunch with attendees and can give clerks a one-minute introduction while you present your door prize.

#### *Scavenger hunt engagement:*

All clerk attendees will be given a board game and asked to find Florida themes at the tabletop displays. Clerks who complete the game will be entered in a prize drawing. As such, all tabletop sponsors are expected to pick a theme and bring something to participate. It could be as simple or complex as you want it to be.

Tabletop sponsorship cost is \$1,500 per tabletop.

### Logo and Expanded Participation Opportunities

All sponsorships are on a first-come, first-served basis. The following are additional opportunities:

- Attendee neck wallet with your logo for \$1,500 (one company)
- Conference bag with your logo for \$1,500 (one company)
- Wednesday night reception with your logo on cocktail

napkins, one additional tabletop badge and up to two attendees can stay for the Thursday Night Dinner for \$2,500 (one company)

- Thursday Night Dinner with your logo on half the centerpieces, two additional tabletop badges and up to two attendees can stay for the Thursday Night Dinner for \$2,500 (two companies)

### Name Badges

Tabletop sponsors will receive up to two name badges for the listed events on Wednesday and Thursday. Additional tabletop badges are not available unless you participate in a second sponsorship, which includes more badges. See page 5 for specifics.

**Badge information must be received by Friday, December 20, 2024.** See page 7 of this packet for the Name Badge Order Form.

### Housing Accommodations

The IIMC Region III Conference will be held at the Florida Hotel and Conference Center in Orlando. Rooms are available for attendees and sponsors at the special rate of \$179 **per night**, single or double. **No reservations will be accepted by the hotel at this time, and we will NEVER have anyone contact you about your room(s).** You will be sent complete information on how to make reservations with your sponsorship confirmation. We ask that sponsors limit themselves to **two** sleeping rooms per company at the host hotel.

### Deadlines

Please note the following important deadlines:

- **Receipt of Sponsorship Agreements – November 15, 2024**
- **Hotel Room Block Expiration – December 10, 2024**
- **Receipt of Name Badge Forms or Changes – December 20, 2024**

Please fill out the required forms completely. Tabletop display space and sponsorship assignment is on a first-come, first-served basis. Delay in payment will result in a delay in receiving your confirmation.

## Company Participation Hours\*

The schedule has been developed to coincide with the delegates' break times.

### Wednesday, January 8

Move-in	7:30 a.m. - 11:30 a.m.
Buffet Lunch	12:15 p.m. - 1:30 p.m.
Break	3:00 p.m. - 3:30 p.m.
Reception	5:00 p.m. - 6:00 p.m.
Take down displays	

### Thursday, January 9

Set up displays prior to	7:30 a.m.
Breakfast	7:30 a.m. - 8:30 a.m.
Break	10:00 a.m. - 10:30 a.m.
Move-out	10:45 a.m. - 12:00 p.m.
Lunch, 1-minute intro and door prize presentation	12:00 p.m. - 1:30 p.m.

Tabletop display participants leave conference after lunch.

Up to five corporate attendees from three companies will stay for the Thursday Night Dinner from 5:30 p.m. - 7:30 p.m. Those companies will be either a Wednesday Night Reception or Thursday Night Dinner Sponsor.

*(\*All times are tentative. Final schedule will be included in your confirmation notice.)*

## Questions?

Direct sponsorship questions to **Dani Dahlberg** at 813.749.7133 or [dani@lgmatters.com](mailto:dani@lgmatters.com).

# RULES AND REGULATIONS

## 1. Contract

The following rules and regulations become binding upon acceptance of this contract between the applicant and their employees, and the **Florida Association of City Clerks (FACC)**, the event sponsor.

## 2. Display Space Layout

Show management reserves the right to adjust the display layout. Companies will be notified of any changes.

## 3. Sponsorship Assignment

Tabletop locations, scavenger hunt theme and additional sponsorships will be assigned at the sole discretion of show management and will be based on the date of request and payment.

## 4. Tabletop Package Description

Tabletop packages include one 6-foot draped table and two chairs and up to two representative badges. No booth pop-up displays, banners, walls, partitions, signs or decorations may be erected, which will interfere with the general view. The display space is in the hall outside meeting rooms

and near registration. Security is not available; as a result, displays will need to be taken down on Wednesday evening and put back up on Thursday morning.

## 5. Show Move-In and Move-Out

**Move-In: Wednesday, January 8, 7:30 a.m. - 11:30 a.m.**

**Move-Out: Thursday, January 9, 10:45 a.m. - 12:00 p.m.**

## 6. Unoccupied Space

The FACC reserves the right, should any rented space remain unoccupied after the first hour of the show's opening, to rent or occupy said space.

## 7. Payments and Refunds

**No sponsorship will be confirmed until the FACC has received full payment for the cost of the sponsorship.**

**Payment is due upon reservation.** Sponsorship money is non-refundable except in the event of cancellation by show management. If the event is canceled by show management, refunds will be issued in full.

## 8. Food Service

FACC reserves the right to provide food and beverage service during certain hours in the display area. No free samples of food, beverage or any product may be given away or otherwise distributed by any sponsor without prior written approval of the FACC.

## 9. 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. Companies understand that no music of any type is allowed during display hours.

## 10. Security and Liability

FACC will not provide security services during this conference. That is why the displays must be broken down overnight and set up again the next day. The sponsor agrees to hold FACC and the hotel harmless and to indemnify the FACC and the hotel against claims or liability arising out of the actions, fault or negligence of the sponsor, its agents or employees, prior to, during, and after the display period; and FACC and the hotel shall not be responsible for any loss, damage or injury that may happen to the sponsor or the sponsor's agents, patrons, guests, employees or property from any cause whatsoever (unless occasioned by the sole willful or gross negligence of FACC or the hotel) prior to, during or subsequent to the display period; and the sponsor hereby expressly releases FACC the hotel from, and agrees to indemnify FACC and the hotel against any and all claims for such loss, damage or injury.

## 11. Damage to Property

The 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 equipment used by the sponsor be damaged, lost or stolen, the sponsor will promptly pay for the equipment by cash or certified check.

## **12. Signs and Posters**

Participating companies agree that they will not post or exhibit signs, advertisements, posters or cards of any description, inside or in front, or on any part of the hotel without written consent.

## **13. Public Policy**

All companies or individuals participating in the IIMC Region III Conference are participating at the exclusive discretion of FACC and must abide by all local codes, rules, regulations and ordinances and must abide by the directions and instructions presented by official FACC and hotel personnel. The sponsor understands that any violations of these

policies may result in the immediate closing and removal of the sponsor's display and may result in the immediate expulsion of the sponsor and their attendees from the conference.

## **14. Eligible Sponsorships and Restrictions**

FACC reserves the right to accept or reject without reason any sponsorship agreement received. FACC also reserves the right of tabletop space reassignment.

## **15. Use of Display Space**

Sponsors shall reflect their company's highest standards of professionalism while maintaining their tabletops during show hours. **No sponsor shall assign, sublet or share space without the permission of FACC.**

## **16. Sales Policy**

No firm or organization is permitted to engage in direct sales activities during the conference without the expressed written approval of FACC.

**The sponsor agrees that all matters not specifically covered in this agreement shall be directed to FACC staff or the hotel.**

# SPONSORSHIP OPPORTUNITIES

**IIMC Region III Conference | January 8-9, 2025 | Florida  
Hotel and Conference Center | Orlando**

Florida Association of City Clerks • P.O. Box 1757 •  
Tallahassee, FL 32302  
850.222.9684 • Fax 850.222.3806 • [floridaclerks.org](http://floridaclerks.org)

FACC's corporate liaison, Dani Dahlberg, is happy to discuss sponsor opportunities and answer any questions. Contact her at 813.749.7133 or [dani@lgmatters.com](mailto:dani@lgmatters.com).

## All Sponsors receive:

- Recognition in the conference program, conference signage and FACC newsletter
- Insertion of company materials in conference bag
- Clerk registration list

## Tabletop Display Sponsor – \$1,500 (limited to 13 companies)

- One tabletop display Wednesday, January 8, 12:00 p.m. to 6:00 p.m. and Thursday, January 9, 7:30 a.m. to 10:30 a.m.
- Two name badges for all display time events.
- Two tickets to the Thursday Networking Lunch – You will have one minute during the Lunch to tell clerks about your company and award your door prize.
- Participation in the Scavenger Hunt Engagement – You will select from a list of themes and will incorporate that theme in a small way into your display. Clerks will complete a game board with clues from each tabletop display to be entered in a drawing.

## Neck Wallet or Conference Bag Sponsor – \$1,500 (limited to one company each)

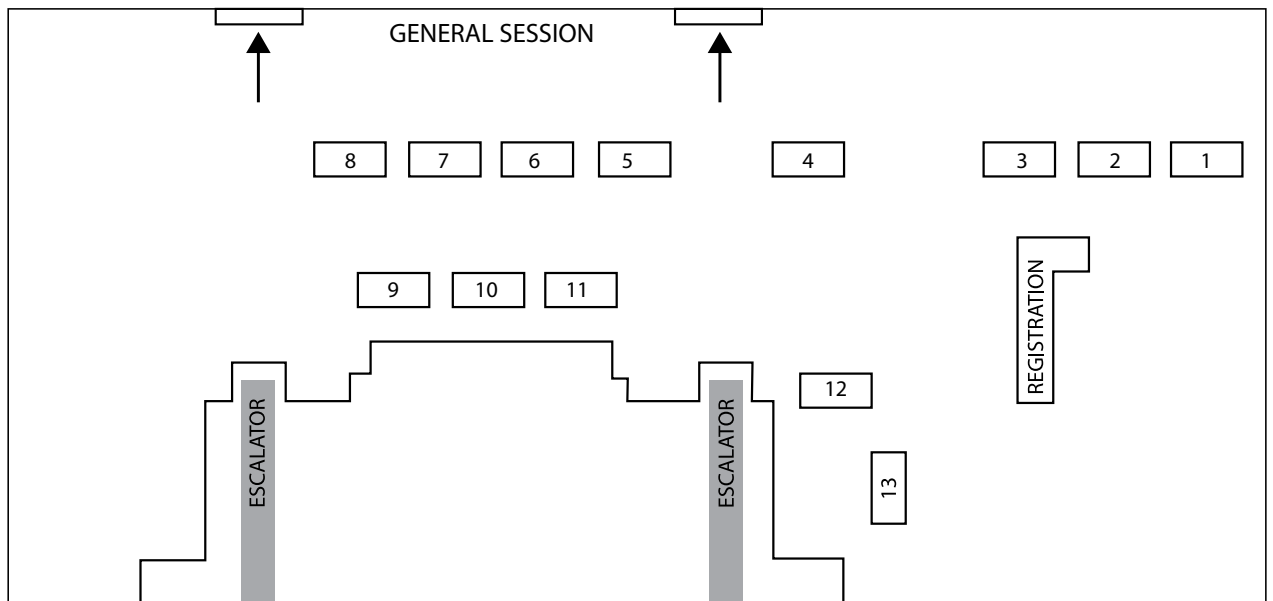
- Your one-color logo will be used on the neck wallet or conference bag.

## Wednesday Night Reception Sponsor – \$2,500 (limited to one company)

- If you have a tabletop, one additional name badge for display time events
- If you don't have a tabletop, two name badges for display time events
- Two tickets to Thursday Night Dinner
- Your one-color logo on cocktail napkins at the Reception

## Thursday Night Dinner Sponsor – \$2,500 (limited to two companies)

- If you have a tabletop, two additional name badges for display time events
- If you don't have a tabletop, two name badges for display time events
- Two tickets to Thursday Night Dinner
- Your logo on half the centerpieces at the Dinner



# SPONSORSHIP AGREEMENT

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850.222.9684 • Fax 850.222.3806 • [floridaclerks.org](http://floridaclerks.org)



To reserve your sponsorship, email your completed form to [dani@lgmatters.com](mailto:dani@lgmatters.com).

**COORDINATOR INFORMATION:** (All pre-conference communications, payment instructions, confirmations, tabletop materials, etc., will be sent to this contact):

Contact/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**CONFERENCE PROGRAM INFORMATION:** (This is whom clerk attendees would follow up with post-conference and how your company will be listed in the program):

Company/Organization: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Website Address: \_\_\_\_\_

Products/Service Description (15-word maximum – please do not use your company name in description):

\_\_\_\_\_

Sponsorship: (Select any and all you are requesting)

Tabletop Display \$1,500

Conference Bag \$1,500

Thursday Night Dinner \$2,500

Neck Wallet \$1,500

Wednesday Night Reception \$2,500

**Tabletop Assignment:** Space will be assigned at the sole discretion of show management and will be based on the date of request and payment. Refer to the floor plan on page 5, and indicate your preference:

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_ Third Choice: \_\_\_\_\_

**Please note that display space cannot be shared or sublet without the permission of FACC.**

**Tabletop Scavenger Hunt Theme Selection:** Tabletop participants are asked to bring something that references their theme. Please put a 1, 2 or 3 next to your top three choices. Your Theme will be confirmed when your Tabletop Display location is confirmed. (Publications – please make it so they could enter 1, 2, 3... in the space next to the theme.)

\_\_\_\_\_ Alligators

\_\_\_\_\_ Gasparilla

\_\_\_\_\_ Speedway

\_\_\_\_\_ Beach

\_\_\_\_\_ Grapefruit League

\_\_\_\_\_ Strawberries

\_\_\_\_\_ Circus

\_\_\_\_\_ NASA

\_\_\_\_\_ Sunshine

\_\_\_\_\_ Cowboys

\_\_\_\_\_ Oranges

\_\_\_\_\_ Theme Parks

\_\_\_\_\_ Everglades

\_\_\_\_\_ Palm Trees

\_\_\_\_\_ Water Sports

Please list your company's competitors. We will try to recognize this in placement, **but this cannot be guaranteed:**

\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgment:** I have read and will comply with all rules and regulations regarding the IIMC Region III Conference as printed on pages 3 and 4 of this packet.

• Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

• Amount Due \$ \_\_\_\_\_ Method of Payment  Check\*  Credit Card\*\*

• \*All checks (payable to FACC) and the completed form should be sent to the above address. Even if paying by check, email this completed form to [dani@lgmatters.com](mailto:dani@lgmatters.com) for sponsorship assignment.

• \*\*If you elect to pay via credit card, you will be contacted directly by Meredith Montgomery at [mmontgomery@flcities.com](mailto:mmontgomery@flcities.com) with instructions to log on to a secure site to make your payment online.

# NAME BADGE ORDER FORM

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Florida Association of City Clerks • P.O. Box 1757 • Tallahassee, FL 32302

850.222.9684 • Fax 850.222.3806 • [floridaclerks.org](http://floridaclerks.org)



**Please return this form by December 20, 2024 to [dani@lgmatters.com](mailto:dani@lgmatters.com)**

The maximum number of badges is **two per sponsorship**. If you need more than two attendees, you will have to sign up for more than one sponsorship.

## TABLETOP DISPLAY BADGES: Two badges per tabletop

First Name/Nickname: \_\_\_\_\_

Full Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

City or Title of Individual: \_\_\_\_\_

Email Address: \_\_\_\_\_

First Name/Nickname: \_\_\_\_\_

Full Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

City or Title of Individual: \_\_\_\_\_

Email Address: \_\_\_\_\_

## SPONSOR BADGES: Refer to sponsorship level for badge allotment

First Name/Nickname: \_\_\_\_\_

Full Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

City or Title of Individual: \_\_\_\_\_

Email Address: \_\_\_\_\_

First Name/Nickname: \_\_\_\_\_

Full Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

City or Title of Individual: \_\_\_\_\_

Email Address: \_\_\_\_\_

If you have questions about the number of badges your company has reserved, please contact Dani Dahlberg at 813.749.7133 or [dani@lgmatters.com](mailto:dani@lgmatters.com).