



Florida Court Reporters

FCRA
Association



2012 ANNUAL CONVENTION

“face Your fears”

Exhibitor Prospectus

June 29-July 1, 2012 • Hilton Clearwater Beach Resort • Clearwater Beach, Florida



Florida Court Reporters Association

222 South Westmonte Drive, Suite # 101 • Altamonte Springs, Florida • 32714
407-774-7880 • FAX 407-774-6440 • www.fcraonline.org

February 2012

Dear Exhibitor:

The 2012 Annual Convention of the Florida Court Reporters Association will be held at the Hilton Clearwater Beach Resort, Clearwater Beach, Florida, June 29 - July 1, 2012.

We would like to show appreciation to our long-time supporting companies and welcome new vendors! In doing so, please note our new discounted booth space pricing. Not only will you save, you will also have increased time in the exhibit hall. Additional exhibit hours will be added on Friday, June 29, 2012, from 3:00 p.m. to 5:00 p.m. Please review the preliminary program with the new schedule on page 3. We hope that you will be able to join us and promote your products and services at this once a year major state event.

We expect about 175 court reporters to attend, both freelance reporters and owners of court reporting agencies. We will also be hosting teachers, students, and court reporters from outside the State of Florida who attend to earn continuing education units.

We hope you will participate in this year's Convention in one or more of the following ways:

1. EXHIBIT your product or service on Friday, Saturday, and Sunday during the Convention.
2. SPONSOR opportunities are available at various levels ranging from Presidential (\$1,500) to Student (\$50) for this Convention. By helping defray the costs, sponsors enable FCRA to keep individual Convention registration fees at a reasonable rate, thus contributing to increased attendance. A separate form is enclosed for your use to sign up as a sponsor.

Enclosed are your exhibitor space contract form, sponsorship form, exhibit rules and conditions, and a membership application.

We hope your company will take advantage of this opportunity to display your products and services. If you have any questions, please call me at FCRA Headquarters (407-571-1127 direct) or email: smanon@kmgnet.com.

Sandy Manon
FCRA Meeting Planner

Please note the discounted booth rate for FCRA vendor members. If your firm is not a member, join today and take advantage of the discount at this and all other FCRA meetings. Dues are \$500.00 per year. An application form is enclosed for your use. Also see our website at www.fcraonline.org.

2012 ANNUAL CONVENTION

*Hilton Clearwater Beach Resort • Clearwater Beach, FL
June 29 - July 1, 2012*

PRELIMINARY PROGRAM

(This schedule is subject to change.)

Friday, June 29

8:30 a.m. - 5:30 p.m. Florida Rules & Ethics Certification Seminar/General Sessions
12:00 p.m. - 3:00 p.m. Exhibitor Set-Up & Move-In
3:00 p.m. - 5:00 p.m. Exhibit Hall Open

Saturday, June 30

8:00 a.m. - 4:30 p.m. Registration & Exhibits Open
8:00 a.m. - 8:30 a.m. Continental Breakfast With Exhibitors
8:30 a.m. - 10:30 a.m. Concurrent Sessions
10:30 a.m. - 11:00 a.m. Break With Exhibitors
11:00 a.m. - 12:30 p.m. Concurrent Sessions
12:30 p.m. - 2:00 p.m. Luncheon and Business Meeting
2:00 p.m. - 4:00 p.m. Concurrent Sessions
4:00 p.m. - 4:30 p.m. Break With Exhibitors

Sunday, July 1

8:30 a.m. - 12:45 p.m. Registration Open
8:30 a.m. - 10:15 a.m. Exhibit Hall Open
8:30 a.m. - 9:00 a.m. Continental Breakfast With Exhibitors
9:00 a.m. - 10:00 a.m. General Session
10:00 a.m. - 10:15 a.m. Break With Exhibitors
10:15 a.m. - 12:45 p.m. General Session
10:15 a.m. Exhibit Hall Teardown
12:45 p.m. Convention Adjourns

RESERVE YOUR ROOM NOW!

FLORIDA COURT REPORTERS ASSOCIATION 2012 ANNUAL CONVENTION

Hilton Clearwater Beach Resort • Clearwater Beach, Florida • June 29 - July 1, 2012

Hilton Clearwater Beach Resort

400 Mandalay Avenue, Clearwater Beach, FL 33767
727-461-3222 or 800-753-3954
ROOM RATES: Single/Double - \$159.00 per day
(Plus tax and fees)

Reservations must be received by the Hotel prior to May 25, 2012, to guarantee the accommodations of your choice. Reservations made after that date will be confirmed on an availability basis only.

ATTENTION REGISTRANTS: Do you have special needs? If so, please notify the hotel of any special needs you may have involving your sleeping room or access to public areas and/or services.

The hotel is expecting a sell-out over our dates! Don't delay...make your reservations now!

Florida Court Reporters Association
2012 Annual Convention • June 29 - July 1, 2012
Hilton Clearwater Beach Resort • Clearwater Beach, Florida

EXHIBITOR CONTRACT

The undersigned (type or print name):
Company (as you wish it to appear in published materials):
Mailing Address:
City/State/Zip:
Email:
Telephone Number: Fax Number:
Primary Contact Name:
Exhibit Personnel #1 (Name/City/State):
Exhibit Personnel #2 (Name/City/State):

2012 Annual Convention exhibiting companies and vendors (hereinafter called Exhibitor) and the Florida Court Reporters Association (hereinafter called FCRA) agree as follows:

FCRA authorizes Exhibitor, under the terms set forth and in the enclosed "Exhibit Rules and Conditions," to exhibit products, services, and materials applicable to the court reporting profession in booth space to be designated by FCRA in the exhibit area during the 2012 Annual Convention at the Hilton Clearwater Beach Resort, Clearwater Beach, Florida, at the fee specified for locations assigned. Exhibitors will comply with all Americans With Disabilities Act regulations in the design of their exhibits. This contract is not assignable. If the Exhibitor intends to use copyrighted music at the exhibit booth, the Exhibitor must obtain their own music license to do so. Exhibitor assumes entire responsibility for exhibit materials and equipment (See Exhibit Rules and Conditions).

No prior or present agreements or representations shall be binding upon the parties unless included in this Contract. No modification or change in this Contract shall be valid or binding upon the parties unless in writing and executed by the party intended to be bound by it. Make checks payable to FCRA and mail to FCRA Headquarters.

- We will donate a door prize.
We will sponsor an event. (Please complete sponsor form.)

DEADLINE: JUNE 1, 2012, TO BE INCLUDED IN ALL ON-SITE PRINTED MATERIAL.

FOR FCRA USE ONLY
Check for \$ received
Check number:
Acceptance date:

BOOTH SPACE PRICE:

FCRA Members - \$375.00 (for each table)
FCRA Non-Members - \$500.00
Additional tables - \$100.00 each

(Fee includes continental breakfasts, and refreshment breaks. Exhibitor fee does not include tickets to other social functions. Limited tickets available for sale on site. TOTAL FEE MUST BE PAID AT TIME OF CONTRACT SUBMISSION.)

Product or service to be displayed:

Competitor(s) from whom to be separated:

Sign on exhibit space to read:

The signature below acknowledges that company representatives will agree to abide by all exhibit rules and regulations as well as any decisions made by the floor manager on site. Representatives further agree to abide by printed set up and teardown times.

(Authorized Signature)

Check Enclosed Total \$

Credit Card: Visa Mastercard Am Ex

Amount Charged: \$

Card Number:

Exp. Date:

Cardholder Name:

Signature:

Credit Card Billing Address: same as above

Address:

City/St/Zip:

EXHIBIT RULES AND CONDITIONS

Exhibit Hours and Booth Attendance:

It is imperative that tables be properly manned during the posted hours and no table may be torn down early. Exhibit hours are subject to modification prior to the Convention to adapt to any necessary changes in Convention session times; however, all exhibitors will receive adequate notice should this be necessary. The Exhibit Area will be available for setting up table(s) starting at 12:00 p.m. on Friday, June 29, 2012. All tables must be fully set up and manned by 3:00 p.m. on Friday. Exhibits must be taken down immediately upon the closing of the exhibit area after the 10:00 a.m. break on Sunday, July 1, 2012. The room will be cleared at 5:30 p.m.

Exhibit Hall Configuration

Each exhibit space will contain one 6' table, two chairs, and one waste basket.

Exhibit Fees:

As shown on the application, exhibitor fees include all continental breakfasts, and refreshment breaks, but do not include Convention registration or social event tickets; however, exhibitors are encouraged to register and participate in the meetings and social functions, whenever possible. If staying at the host hotel, be sure to advise the reservation clerk that you are with the FCRA Convention so you will be able to reserve a room at the special Convention rate.

Liability:

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save Florida Court Reporters Association, the Hotel, and its employees harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising from or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises thereof, excluding any such liability caused by the sole negligence of the Hotel, its employees or agents. In addition, exhibitor acknowledges that the FCRA and the Hotel do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor. Please enclose with this form your payment and **proof of liability insurance**. Exhibitors wishing to secure their goods must do so at their own expense.

Responsibility:

Exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless Hotel, Hilton Worldwide, Inc., and the Hotel's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), and Group from and against any claims or expenses arising out of the use of the exhibition premises. Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor's indemnity in this Responsibility Clause. Such insurance shall be in the amount of not less the \$1,000,000 combined single limit for personal injury and property damage. The Hotel, Hilton

Worldwide, Inc., the Hotel's Owner, and each of such entities' owners, subsidiaries and affiliates (collectively, "Hotel Parties") and Group shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with Certificates of Insurance at least 30 days prior to the use of the exhibition premises. The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Misconduct/Violation of Exhibitor Rules:

Misconduct in the Exhibit Hall by any exhibitor — with the judgment being solely up to FCRA — will result in the exhibitor being asked to leave the show. Violation of Exhibitor Rules includes set up not completed by 3:00 p.m., Friday, June 29, or teardown started prior to 10:30 a.m., Sunday, July 1st.

Cancellation/Refund Policy:

A full refund will be available for exhibit cancellations received in writing to the FCRA Office prior to May 25, 2012. An 80 percent refund will be available for exhibit cancellations received in the FCRA Office from May 25 to June 8, 2012. *No refunds will be available for exhibit cancellations received after June 8, 2012.* In the event of fire, strikes, or other uncontrollable circumstances, the Florida Court Reporters Association shall determine the amount of exhibit fees to be refunded.

Contract:

The above Rules and Conditions are a binding part of the contract for exhibiting. By signing the contract, all of the exhibiting company representatives agree to abide by these Rules and Regulations. This agreement is irrevocable and becomes effective when signed by a representative of the Exhibitor and the FCRA.

Additional Information:

For additional information not contained in this prospectus, please contact:

Sandy Manon
Exhibit Coordinator
FCRA Headquarters
222 S. Westmonte Drive, Suite 101
Altamonte Springs, FL 32714
407-774-7880 • FAX: 407-774-6440
Email: smanon@kmgnet.com
www.fcraonline.org

Sponsorship Opportunities

PRESIDENTIAL	PLATINUM	GOLD	SILVER
<p style="text-align: center;">\$1,500 limited to two</p> <p>Includes:</p> <ul style="list-style-type: none"> • Name Recognition on Convention logo items, Tote Bags or lanyards, etc. (commitment deadline is 3 weeks prior to meeting) • (2) Tickets: All Social Events Package • (2) Tickets to Saturday Night Party • (1) FCRA Membership • Full-page Ad in FCRA Magazine (issue immediately following convention) • Electronic Display/Name Recognition • Company Information/small giveaways at Sponsorship Table during Convention • Recognition in Convention Program, on Website and FCRA Facebook Page • Company Information Distributed in Registration Package/Tote Bags (sponsor may supply up to 5 items — information/brochure/pens, etc.)* 	<p style="text-align: center;">\$1,000</p> <p>Includes:</p> <ul style="list-style-type: none"> • (1) Ticket: All Social Events Package • (1) Ticket to Saturday Night Party • (1) FCRA Membership • Half-page Ad in FCRA Magazine (issue immediately following convention) • Electronic Display/Name Recognition • Company Information/small giveaways at Sponsorship Table during Convention • Recognition in Convention Program, on Website and FCRA Facebook Page • Company Information Distributed in Registration Package/Tote Bags (sponsor may supply up to 4 items — information/brochure/pens, etc.)* 	<p style="text-align: center;">\$750</p> <p>Includes:</p> <ul style="list-style-type: none"> • (1) Ticket: All Social Events Package • (2) Drink Tickets for Saturday Night Party • Quarter-page Ad in FCRA Magazine (issue immediately following convention) • Electronic Display/Name Recognition • Company Information/small giveaways at Sponsorship Table during Convention • Recognition in Convention Program, on Website and FCRA Facebook Page • Company Information Distributed in Registration Package/Tote Bags (sponsor may supply up to 3 items — information/brochure/pens, etc.)* 	<p style="text-align: center;">\$500</p> <p>Includes:</p> <ul style="list-style-type: none"> • (2) Tickets to Saturday Night Party • (2) Drink Tickets for Saturday Night Party • Company Information/small giveaways at Sponsorship Table during Convention • Recognition in Convention Program, on Website and FCRA Facebook Page • Company Information Distributed in Registration Package/Tote Bags (sponsor may supply up to 2 items — information/brochure/pens, etc.)*
BRONZE	FRIEND OF FCRA	STUDENT	
<p style="text-align: center;">\$250</p> <p>Includes:</p> <ul style="list-style-type: none"> • (1) Ticket to Saturday Night Party • (2) Drink Tickets for Saturday Night Party • Company Information/small giveaways at Sponsorship Table during Convention • Recognition in Convention Program, on Website and FCRA Facebook Page 	<p style="text-align: center;">\$100</p> <p>Includes:</p> <ul style="list-style-type: none"> • Recognition in Convention Program 	<p style="text-align: center;">\$50</p> <p style="text-align: center;"><i>Any contributions toward student sponsorship are pooled together and applied toward student expenses.</i></p>	<p style="text-align: center;">*SUPPLIES FOR REGISTRATION PACKETS MUST BE RECEIVED BY JUNE 8th</p> <p style="text-align: center;">SEE PAGE 7 TO SIGN UP FOR ONE OF THESE SPONSORSHIP OPPORTUNITIES!</p>

FCRA Sponsorship Form 2012 Annual Convention

Hilton Clearwater Beach Resort • Clearwater Beach, Florida • June 29 - July 1, 2012

If your firm is interested in sponsoring an activity, please complete this form and return it to FCRA Headquarters by June 1, 2012.

SPONSORSHIP FORM

Proper recognition will be given to sponsors at the Convention. Please indicate your level of sponsorship. (Your sponsorship will be confirmed in writing.)

Select Type of Sponsorship:

- Presidential (limit two) \$1,500.00
- Platinum \$1,000.00
- Gold \$750.00
- Silver \$500.00
- Bronze \$250.00
- Friend of FCRA \$100.00
- Student Sponsor \$50.00
- Other Amount Enclosed (apply where needed) \$ _____ .00

This sponsorship is a Company Sponsorship Individual Sponsorship

- Our check is enclosed. Make checks payable to FCRA.
- Please charge our Mastercard Visa American Express

Amount Charged: \$ _____ Card Number: _____

Exp. Date: _____ Cardholder Name: _____

Signature: _____

**IN ORDER FOR FCRA TO PROVIDE PROPER RECOGNITION FOR SPONSORS IN PRINTED MATERIALS,
WE MUST RECEIVE YOUR COMMITMENT TO SPONSOR NO LATER THAN JUNE 1, 2012.**

Name of Sponsor (Company or Individual) _____

Contact Name _____

Mailing Address _____

City/State/Zip _____

Telephone _____ Fax _____

Email: _____

Return this form with payment to: FCRA Headquarters, 222 S. Westmonte Drive, Suite 101, Altamonte Springs, FL 32714 or fax this form with credit card payment to FCRA Headquarters at 407-774-6440. For additional information, call Sandy Manon, at 407-774-7880 or email: smanon@kmgnet.com.



Florida Court Reporters Association
222 S. Westmonte Drive, Suite 101
Altamonte Springs, FL 32714

Join FCRA in Clearwater Beach — *Reservations cut-off date is May 25, 2012!*



For more information about
this Convention, or to register,
visit www.fcraonline.org