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FLORIDA SHERIFFS ASSOCIATION

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WEB SITE: www.flsheriffs.org

DATE: February 19, 2010

TO: **Prospective Conference Exhibitor/Sponsors**

FROM: Peggy Goff, Assistant Executive Director of Administration

RE: **2010 Administrative Management & Jail Conference**

WHEN: April 5-8, 2010

WHERE: Gaylord Palms Resort & Convention Center
6000 W. Osceola Parkway
Kissimmee, FL 34746
Phone: 407/586-0000

You are cordially invited to serve as an exhibitor/sponsor at the Florida Sheriffs Association's 2010 Administrative Management & Jail Conference to be held April 5-8, 2010, at the Gaylord Palms Resort & Convention Center, Kissimmee, FL.

For the very first time, the Florida Sheriffs Association will bring together the major facets of the Sheriffs' operations under one umbrella. We anticipate approximately 300-350 conference attendees comprised of local government and local law enforcement administrative and command staff personnel whose administrative responsibilities include such areas as finance, accounting, budgeting, data processing, personnel, human resources, training, labor relations, legal, purchasing, records management or law enforcement and jail management, etc.

The purpose of this school is to provide its attendees with the most current and up-to-date information on the above referenced areas of administration and make them aware of the latest product technology, resources and services available to assist them with their day-to-day administrative operations.

The Florida Sheriffs Association places a high degree of importance on the quality of information exchanged at its training schools and is therefore seeking only those firms to exhibit/sponsor whose product or service is pertinent to the specific needs and requirements of the local agencies administrative operations. It is for this reason that we have chosen to invite your firm to serve as a exhibit/sponsor at this year's training conference.

Should you accept our invitation to exhibit or sponsor, we want you to know that special attention will be given to ensure traffic through the exhibit areas so that conference participants will be able to interact with the exhibitors.

(continued on reverse side)

Please find enclosed a Exhibitor/Sponsor Registration Packet which includes the following:

- 1) Exhibitor/Sponsor Guidelines
- 2) Tentative Program (draft form – subject to change as planning continues)
- 3) Exhibitor/Sponsor Registration Form (return to FSA)
- 4) Exhibitor/Sponsor Attendee Registration Form (return to FSA)
- 5) Shipping Instructions
- 6) Reservation Form (**fax to hotel at 407/586-2259**)

Conference Registration . . .

If you are interested in attending, please contact Rneé Stockton **immediately** at 850/877-2165. This will greatly assist us in our planning efforts and ensure adequate space requirements. **EXHIBITOR/SPONSOR REGISTRATION FORMS SHOULD BE RETURNED NO LATER THAN FRIDAY, MARCH 19, 2010.** This is the deadline for inclusion of Exhibitor/Sponsor names within the printed program. All of the registration fee is refundable **except for \$100.00** if for any reason you are unable to attend. **Please note that payment is required before the conference or at the conference prior to setup.**

Also, please have each attendee fill out and return to this office the Exhibitor/Sponsor Attendee Registration Form. By checking the days/functions/classes they plan to attend, will enable us to make arrangements for appropriate meeting facilities, determining meal counts, and arranging all other conference activities.

Name Badges . . .

All participants must wear their FSA issued name badges to all functions, particularly meal functions, as our badge is your admission ticket into each event. We must assume that if you are not wearing a badge to a particular function, that you have not paid the proper fees to attend it. In fairness to those that have paid the proper fees, and to keep our guaranteed head counts in proper order, we sincerely hope that we are not put in a position of having to challenge the presence of anyone not wearing our badge. In that light, we respectfully ask your voluntary adherence to this policy.

Hotel Reservations . . .

If you desire overnight accommodations at the Gaylord Palms Resort & Convention Center, contact them at 407/586-2000, or via the enclosed reservation form which has been provided for your convenience. Please identify yourself as attending the Florida Sheriffs Association Administrative Management & Jail Conference.

PLEASE MAKE YOUR RESERVATIONS EARLY. THE HOTEL CUTOFF DAY IS MONDAY, MARCH 15TH - AFTER THE CUT-OFF DATE REQUESTS WILL BE ACCEPTED ON A SPACE AND RATE AVAILABLE BASIS.

Please take the time to make arrangements for your conference attendance now. We look forward to seeing you in Kissimmee.