



FBI LEEDA 31st Annual Executive Training Conference

April 24-26, 2023 – Orlando, Florida

Exhibitor Opportunity

Event	2023 FBI-LEEDA Annual Executive Training Conference & Exhibition The Conference is expected to gather 400+ law enforcement officials representing hundreds of small to large U.S. agencies. The Conference features high-level leadership training, professional development, social networking and promotion of law enforcement products and services.
Exhibition Date	Sunday-Tuesday, April 23-25, 2023
Venue & Location	Loews Sapphire Falls Resort - 6601 Adventure Way, Orlando, Florida, 32819
Opportunity to Promote	Private-sector providers of law enforcement products and services are invited to exhibit. One-on-one interaction with attendees will be highlighted during the Sunday opening reception, Monday and Tuesday breakfasts and session breaks. Exhibitors are also invited to join attendees for Monday and Tuesday lunches and the Monday Welcome Reception.
Conference Hosts	FBI-LEEDA, Orlando Police Department, Orange County Sheriff's Office

Exhibition Summary - **READ THIS FIRST!**

Booth Registration - online only at [2023 FBI-LEEDA Exhibit Booth Order](#)

Exhibition Days/Hours* - Total of 18 exhibit hall hours

Sunday, April 23 - 5:00 pm - 7:00 pm (opening reception in exhibit hall)

Monday, April 24 - 7:00 am - 3:00 pm (includes breakfast and breaks in exhibit hall)

Tuesday, April 25 - 7:00 am - 3:00 pm (includes breakfast and breaks in exhibit hall)

** hours are subject to change*

Exhibition Location - **Grand Caribbean Ballroom**, Loews Sapphire Falls Resort

Booth Space/Size - **10' wide x 10' deep** (displays are limited to 12' in height)

Booth Space Fee

\$2,000 - each 10' x 10' space (includes ONE complimentary badge)

\$4,000 - each 20' x 10' space (includes TWO complimentary badges) - *call for premium space*

Extra Exhibitor Badge - **\$500** for a second badge with each 10' x 10' space (additional badges in excess of the first two are subject to approval at \$750 each)

Booth Amenities / Inclusions - Each 10' x 10' space includes these amenities:

- ✓ **One 6' table** (72" x 30") and **two chairs**
- ✓ **8' back drape, 3' side drape** and **carpet** (ballroom carpet is already provided)
- ✓ **ONE exhibitor badge** (additional badges available for purchase)
- ✓ **Access** to exhibition, training sessions, 2 breakfasts, 2 lunches, Sunday night opening reception and Monday night Welcome Reception
- ✓ **Attendee opt-in sharing contact list** (post conference available within 5 business days)

Booth Use Expectations - Space is designed to accommodate backdrop displays up to 10' in height and the display of promotional materials on table(s) provided. Vehicles and custom display elements are also permitted upon approval by the Conference.

Booth Set-up and Strike Days/Hours

Set-Up - **Sunday, April 23 - 8:00 am - 4:00 pm**

Strike - **Tuesday, April 25 - 4:00 pm - 8:00 pm**

Exhibitor Promotion by FBI-LEEDA - The Conference will offers the following promotional benefits.

- ✓ **Vendor Directory** (complimentary) - including company/organization name and logo on conference APP
- ✓ **Exhibitor Giveaway Drawing** - FREE to participate / Exhibitor provides the giveaway
An optional opportunity (subject to exhibitor request) designed to highlight exhibitors conducting a giveaway drawing promotion to encourage attendee to visit booths. The exhibitor confirms participation with the booth order, decides on what prize to offer (\$100 or greater value prize suggested), coordinates the drawing of the prize winner, and distributes the prize. The Conference invites attendees to visit the booth and promotes the giveaway for participating exhibitors.

Booth General Support Services - The following optional exhibition services are available at an additional cost to the exhibitor. See the **Exhibitor Kit** for details.

- ✓ **General Exhibition Services/Decorator** - shipping and material handling services and display installation
- ✓ **Power** - Loews Sapphire Falls Resort offers power at the booth
- ✓ **Internet Access** - Loews Sapphire Falls Resort offers wi-fi/wired services
- ✓ **AV Equipment** - Encore offers audio-visual equipment rental

Important Dates

December, 2022

Open for exhibit space orders

January, 2023

Exhibitor Kit available / vendors register for badges

March 24, 2023

Last day for space cancellation subject to 50% fee

After March 24, 2023

Exhibit space cancelled subject to 100% fee

About FBI-LEEDA

FBI-LEEDA is a 501(c)(3) not-for-profit organization with a membership base consisting of chief executive officers of law enforcement agencies, directors and commissioners of public safety, and elected sheriffs throughout the United States and beyond. One of the requirements for active membership in FBI-LEEDA is to have participated in an Executive or Command Leadership Institute, a LEEDS training program at the FBI Academy or one of the FBI Regional Command Colleges. Members of the Association consist mostly of decision-makers from local, state and federal law enforcement agencies. In addition to FBI-LEEDA's mission of leadership and management training excellence, the Association strives to provide information to its members which will enhance their ability to maintain an outstanding quality of life in the communities which they serve.

Special Display Application

The following displays, amenities and activities may be permitted upon request/application and approval by FBI-LEEDA (no less than 30 days prior to Conference). **Request application.**

- ✓ Vehicles
- ✓ Firearms or ammunition
- ✓ Catered food or beverages
- ✓ Activities provided by outside contractors or third party entertainers
- ✓ Third party Exhibitor Appointed Contractor for booth set-up or installation

Not Permitted in Booth

The following activities are not permitted in an exhibition booth.

- ✓ No merchandise or point of purchase sales
- ✓ No high volume amplified sound, music or noise which causes distraction or disturbance
- ✓ No special lighting or vehicle bar/strobe lights
- ✓ No compressed gasses, liquids or flammable material

Exhibition Rules and Regulations

<p>General Conduct Rules and Regulations</p>	<p>Exhibitor agrees to be bound by and adhere to all rules, regulations, terms and conditions set forth by the Conference and the Exhibitor Opportunity Rules and Regulations.</p> <p>All exhibitors shall serve the interest of the FBI-LEEDA Conference attendees and shall conduct business and operate their booths in a manner that will not detract from other exhibits, exhibitors or the Conference. FBI-LEEDA reserves the right to decline or prohibit any display or part thereof which, in its opinion, is not in keeping with the character and spirit of these rules and regulations. FBI-LEEDA further reserves the right, in its sole and absolute discretion, to expel or refuse admittance to any representative of the exhibitor whose conduct is, in its opinion, not in keeping with the character and spirit of the Conference or FBI-LEEDA.</p>
<p>Booth Selection and Ordering</p>	<p>Exhibit space is selected by the exhibiting company on a first-come-first-served basis online at the official online booth order site. Spaces are not subject to reserve or “hold” for later order. Premium exhibit space is reserved by FBI-LEEDA for sponsors. Payment is required at the time of ordering via credit card or check (payments are sent directly to the FBI-LEEDA Executive Office). The Conference reserves the right to modify the exhibit floor layout at its discretion.</p>
<p>Payment</p>	<p>FBI-LEEDA accepts credit card and check payment. Booth orders paid at the time of the order with a credit card are considered secured. Orders opting to "Pay by Check" are NOT considered secured until payment is received. Due to the limited availability, the Conference will release booth orders not paid for within 30 days of order. Checks may be made payable to FBI-LEEDA and mailed directly to the FBI-LEEDA Executive Office, 5 Great Valley Parkway, Suite 359, Malvern, PA 19355.</p>
<p>Booth Cancellation and Refund</p>	<p>Booth cancellation may be made at any time prior to the Conference. Written cancellation to Conference staff made no later than March 24, 2023 are subject to a 50% cancellation fee. Written cancellations made after March 24, 2023 are subject to a 100% cancellation fee. Refunds will be processed and paid following the Conference.</p> <p>In the event Conference or exhibition is canceled by FBI-LEEDA due to acts of God, pandemic, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency of a comparable nature beyond the control of the Association or venue, a full refund less a \$25 fee reserved to process and distribute refunds, will be sent to the exhibitor.</p> <p>FBI-LEEDA will not be held liable for any expenses (other than booth fees actually collected by FBI-LEEDA) which may be incurred by exhibitor, including travel fees, lodging or labor expense.</p>
<p>Exhibitor Registration and Badges</p>	<p>Each 10’ wide x 10’ deep exhibit booth includes ONE (1) complimentary exhibitor registration/badge (\$750 value). One additional badge may be purchased for an extra charge of \$500. Request for more than two (2) badges may be made to Conference staff and is subject to \$750 per badge fee. All exhibitor representatives must register and obtain an official Conference exhibitor badge. Badges must be displayed at all times during the Conference (including the exhibit area, training sessions, networking/social events and meal functions). Exhibitor representatives must pick up badges on-site and show proof of affiliation with the exhibiting company.</p> <p>The availability of extra exhibitor badges above the ONE complimentary and \$500 second badge is at the discretion of FBI-LEEDA and the Conference.</p> <p>For booth installation/set-up and strike purposes only (Sunday set-up and Tuesday after 3:00 pm), the Conference may provide “Booth Set-Up Crew” badges at no additional charge.</p>
<p>Exhibitor Access to Conference Events and Networking Opportunities</p>	<p>Each exhibitor badge includes the following benefits and access to the Conference:</p> <ul style="list-style-type: none"> ✓ Access to the exhibit hall (Sunday-Monday-Tuesday) ✓ Access to attendee training sessions (Monday-Tuesday) ✓ Lunches with attendees (Monday-Tuesday) ✓ Evening events with attendees (Sunday-Monday) ✓ Evening events with attendees (Tuesday-Wednesday) for additional event charge

Exhibit Services Contractor / Decorator	The Conference will assign an official general services contractor/decorator for the exhibition. The Contractor will provide an Exhibitor Services Kit and online ordering service for booth set-up, freight handling/shipping, vehicle load-in, specialty carpet (optional), and other exhibitor needs.
Display Terms and Conditions	Displays shall not exceed 10' in height in the back and shall not exceed 4' in height beyond 4' from the back wall. Display signs, materials or displays are limited to the assigned space and shall not be permitted in any public space or elsewhere in the meeting areas. All displays and demonstrations are to be within the bounds of the assigned space and shall not interfere with aisle space or be outside of the space. No part of a display or its signage may be nailed, taped or otherwise attached to columns, walls, doors or floors in such a manner as to deface or destroy them. All material(s) must be flameproof and fire resistant to conform to local fire ordinances and regulations and insurance carriers. If the premises of the facility are defaced or otherwise damaged by the exhibitor, its agent or representatives, the exhibitor will be liable to the facility for the amount necessary for restoration to its previous condition.
Shipping and Material Handling	The General Services Contractor / Decorator will assist with shipping and material handling of displays and other booth items. Refer to the Exhibitor Services Kit for specific details and instructions.
Installation and Dismantling	Refer to the Exhibitor Services Kit for specific load-in/installation and load-out days and times. Dismantling and load-out may begin when the hall closes on the final exhibition day. No packing materials or equipment are to be left in the exhibition hall following installation or brought into or removed from the space during show hours.
Onsite Exhibit Booth Staff	Exhibit booths shall be staffed by technical, qualified individuals who are bona fide company employees or legitimate representatives. Groups must open their exhibit on time each morning and staff it throughout each day until show closing. No person under 18 years of age will be permitted on the floor during move-in or move-out or exhibition open hours.
Vehicle Displays	Vehicles for display must be requested in advance (request application), approved no less than 30 days prior to Conference and comply with the rules and requirements established in the Exhibition Services Guide.
Booth Assign, Sharing or Sublet - NOT Permitted	Exhibitors may not assign, sublet or share with another company any portion of their booth(s), nor may they display or advertise goods or services other than those provided by them in the regular course of business.
Delayed Occupancy	Space not occupied by the close of the set-up and load-in date and time may be forfeited and the space will be reassigned by FBI-LEEDA without refund.
Sale or Distribution of Merchandise - NOT Permitted	Sale (cash or credit) of physical merchandise or items of any kind is strictly prohibited in the Exhibition Hall or any part or location within the Conference. Exhibitors may show, display, discuss, explain, or demonstrate items or services in their exhibit space only. Online or written orders for merchandise may be taken; however, no items or merchandise may be distributed or taken from the booth.
Food and Beverage in Exhibition Hall	The Conference venue retains the exclusive right to provide, control and maintain all food and beverage services within the Exhibition. No food or beverages for public consumption may be brought into the Conference meeting or exhibition areas. The provision of alcoholic or non-alcoholic beverages, snacks or treats are included under these exclusive rights. Exhibitor may request permission to purchase from the venue caterer and offer food and beverage items within the designated booth space. Request must be made in advance (request application), approved by the Conference and caterer no less than 30 days prior to Conference and comply with the rules and requirements established by the venue.
Sound, Music, Noise, Amplification and Volume	No music or loud volume noise which causes distraction or disturbance for the Conference or other exhibitors is permitted to be played or amplified in an exhibit space.

Exhibition Cleaning	The Conference provides for cleaning of common aisles and common areas. Exhibitor is responsible for maintain a clean or orderly environment within the designated booth area.
Booth Sublet	Exhibit booths and spaces may not be sublet, shared or transferred in part or whole without the express written consent of the FBI-LEEDA.
Use of FBI-LEEDA Name and Logo	The use of the name, insignia, logotype or other identifying marks of the FBI-LEEDA or the FBI-LEEDA Conference may not be used in signs, advertising or promotions in any media or descriptive product literature without express written permission of the FBI-LEEDA. Exhibitors are approved to use the conference name, date and location on materials associated with the conference.
Security	<p>The Exhibition area will be secured during non-exhibition hours, and no entrance by any person will be allowed. The Exhibitor assumes all risk and responsibility for any and all loss, theft and/or damage to Exhibitor's displays, equipment and other property while on the premises, and hereby waives any and all claims and/or demands it may have against FBI-LEEDA arising from such loss, theft and/or damage.</p> <p>Exhibitor acknowledges that FBI-LEEDA does not maintain insurance covering Exhibitor's property and, if desired, the Exhibitor should obtain, at its own expense, appropriate insurance to cover against losses.</p>
Insurance	Insurance protection will not be afforded to any exhibitor either by FBI-LEEDA, general services contractor or the exhibition property. An exhibitor shall carry its own insurance to cover exhibit material and equipment against damage and loss, including public liability insurance of at least \$1 million per occurrence and \$1 million aggregate against injury to person or property of others.
Indemnification	Exhibitor agrees to defend, indemnify and hold harmless FBI-LEEDA and its directors, officers, employees, and agents from and against any and all liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorneys' fees, costs of court and costs of other professionals, arising from directly and/or indirectly and/or in connection with the Exhibitor's occupancy and/or use of the exhibition premises and/or any part thereof and/or any act, error and/or omission of the Exhibitor and/or its employees, subcontractors and/or agents. except that Exhibitor shall not be responsible to indemnify a party to the extent a liability, obligation, claim, damage, suit, cost or expense arises from the sole active negligence or willful misconduct of that party.
Compliance with Local Ordinances	Licenses and permits required by local statute, ordinance or regulation (if any) are to be obtained and paid for by the exhibitor. Each exhibitor will be individually responsible for compliance with local health, fire and safety ordinances and regulations. All products and services exhibited must comply with state, local and FDA regulations. Local fire codes and ordinances required that the exhibition aisles be clear at all times. Demonstration areas shall not be placed on the aisle sideline of an exhibit. Sufficient space within an exhibit area must be left to handle any crowd. Should any demonstration interfere with other exhibit space, FBI-LEEDA may, in its sole discretion, require that the demonstration be limited or canceled. FBI-LEEDA has no further responsibility to notify the exhibitor that this compliance is required.
Americans with Disabilities Act	Exhibitor shall be responsible for compliance with the Americans with Disabilities Act of 1992 (ADA) in the booth space, including, but not limited to wheelchair access provisions.
Damage to Exhibition Property	Exhibitor shall be held responsible for any damage done to the Conference/exhibition facilities by them, their employees, or agents.