



EXHIBITOR INFORMATION

NFHCA Convention



NFHCA Convention Exhibitor Information

Join us for the 2024 NFHCA Convention in Lake Mary, Florida.

The event will take place from Wednesday – Friday, January 10-12, 2024. Connect and engage with coaches at all levels of the game for the largest annual gathering of field hockey coaches in the nation.

Location

Orlando Marriott Lake Mary
1501 International Parkway
Lake Mary, FL 32746

Exhibitor Booth Packages

Booth Package	Standard	Advanced	Premium
Small wastebasket and wireless internet access	X	X	X
Profile on mobile event app with listing in exhibitor directory	X	X	X
Your organization and logo listed on NFHCA Convention web page	X	X	X
10' wide exhibition space with choice of one 6' table with skirt and two chairs OR one cocktail table and two stools	X	X	
Two Convention badges and access to all education sessions, evening socials, and Coach Appreciation Lunch	X	X	
Two Convention registration gifts		X	X
Convention attendee list before event		X	X
Convention attendee list after event		X	X
Enhanced exhibitor promotion via NFHCA social media and email channels prior to, during, and post event		X	X
Discount for Winter Escape Showcase event booth		X	X
20' wide exhibition space with choice of two 6' tables with skirt and four chairs OR two to three cocktail tables and four stools			X
Four Convention badges and access to all education sessions, evening socials, breakfast both days, and Coach Appreciation Lunch			X
Two passes to Hall of Fame & Awards Dinner (additional passes can be purchased as add-ons)			X

Booth Pricing	Standard Booth	Advanced Booth	Premium Booth
Early Bird (by August 1)	\$895	\$995	\$1795
Regular (August 2 – November 1)	\$1045	\$1145	\$1945
Last Call (after November 1)	\$1245	\$1345	\$2245

Payment is due within 14 days of securing booth.



Exhibitor Add-On Options

Expand your reach, increase your visibility, and show your support!

Hall of Fame & Awards Dinner — \$85 per person

Celebrate with us at this annual awards dinner to celebrate our Hall of Fame and Lifetime Achievement honorees (included in Premium Booth package).

Speaker Session Introduction — \$325

Introduce one of our great speakers.

Badge Sponsor - \$595

All eyes on your brand w/logo on front of name badge.

Keynote Speaker — \$2400

Introduce our keynote speaker and receive all the benefits that come with promotion through our digital and email channels.

Snack Break Sponsor — \$1095

Win the hearts of coaches by sponsoring an afternoon snack break.

Ready2Coach Sponsor — \$1595

Support our on-field sessions and coach educators while gaining visibility and awareness through months of promotion leading up to the event.

Branded Lanyard — \$495

Get lots of visibility with your brand on every attendee's badge lanyard.

Additional Badges — \$150 per person

Need more badges than what your booth package provides? Purchase additional badges for Convention access.

Coach Scholarship — \$315

Gift a scholarship to a coach in need through the NFHCA Convention Scholarship Fund and be recognized for your contribution in the event packet.



Exhibit Hall Hours

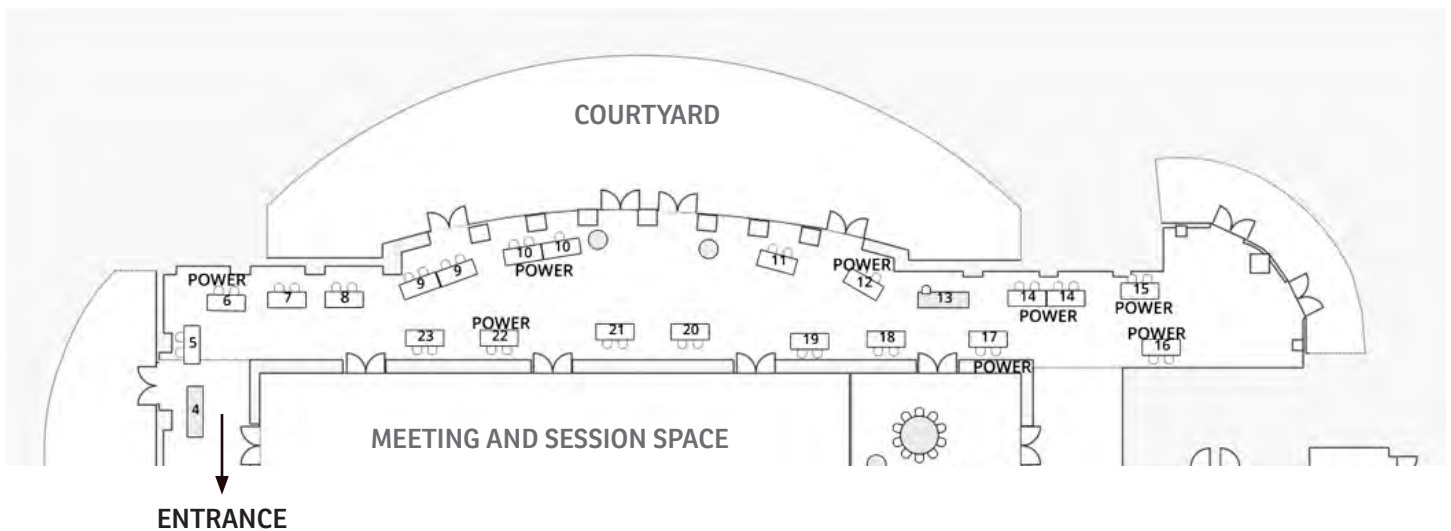
(subject to change)

- **Move in and set up:** Tuesday January 9, 10:00 a.m. – 6:00 p.m.
- **Exhibit Hall open hours:**
 - Wednesday, January 10 — 12:00 p.m. - 7:00 p.m.
 - Thursday, January 11 — 7:30 a.m. - 5:00 p.m.
 - Friday, January 12 — 7:30 a.m. – 12:00 p.m.
- **Tear down and move out:** Friday, January 12, 12:00 p.m. – 3:00 p.m.

All exhibitors must be ready for the opening of the exhibit area by 12:00 p.m. on Wednesday, January 10, 2024 and must remain open until at least 11:30 a.m. on Friday, January 12, 2024. Exhibitor space not occupied by 8:00 a.m. ET on Thursday, January 11, 2024 will be forfeited by the exhibitor and this space may be resold or reassigned or used by the NFHCA for any purpose.

Booth Package Guidelines & Floor Plan

All organizations will be placed according to their exhibitor package, their existing sponsorship status with the NFHCA, the date of the package purchase, and the number of years exhibiting at the NFHCA Convention. Official Partners and Official Sponsors will receive first choice of booth space. All dimensions and locations shown on the floor plan are believed, but not warranted, to be accurate. The NFHCA reserves the right to make such changes as necessary to meet the needs of exhibitors.





Marriott AV & Electrical Services

Audio/visual services and electrical needs should be coordinated directly with the Orlando Marriott Lake Mary hotel. It is the responsibility of the exhibitor to request these services and needs directly with the hotel. There is an additional cost paid directly to the Marriott for extension cords, power strips, power drops, and monitors. The Marriott Exhibitor Request Form for all additional AV and electrical services will be emailed to all exhibitors by December 1.

Marriott Shipping & Receiving

Packages shipped to the hotel should be received no sooner than January 5, 2024. There is a charge per box for the first five boxes up to 20 pounds each and additional fees for more boxes in weight and quantity. The Marriott Exhibitor Request Form for shipping and receiving will be emailed to all exhibitors by December 1.

Refund Policy & Subletting

All cancellations and requests for refunds must be submitted via email to cate.clark@nfhca.org. Telephone requests will not be honored. The refund policy is as follows:

- There is a 50% nonrefundable deposit assumed on each exhibitor registration at the time of registration.
- A 50% refund of booth package and any add-ons purchased will be provided within 14 business days of request, for all cancellation requests received by 11:59 p.m. on October 15, 2023.
- No refunds will be provided for cancellation requests on or after October 16, 2023.
- Exhibitors not in attendance will not receive the benefits of their purchased booth package.
- Booths cannot be sublet without the prior approval of the NFHCA Executive Director. If approval is granted, the subletting exhibitor will be notified by the Executive Director and must adhere to all guidelines outlined in the NFHCA Convention Exhibitor Packet. An additional fee of \$795 will be charged to the subletting exhibitor and must be paid to the NFHCA at time of approval. Violation of this guideline will result in both organizations losing their booth space in the Exhibit Hall with no refunds granted.

Exhibitor space not occupied by 8:00 a.m. ET on Thursday, January 11, 2024 will be forfeited by the exhibitor and this space may be resold or reassigned or used by the NFHCA for any purpose.

Exhibitor Demonstrations & Promotional Activities

As a matter of safety and courtesy to others, exhibitors must conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching in walkways or neighboring booths. All sound and music must be maintained to not disrupt the activities of neighboring exhibitors or the Convention sessions.

It is prohibited to hang any signage or promotional materials on the walls of the Marriott hotel. All exhibits must be free-standing and not be attached to walls or windows of the hotel. All exhibitor booths and displays should be kept clean, tidy, and appealing in appearance.

Serving alcohol and food from your exhibitor booth is in violation of the Marriott and NFHCA contract and is strictly prohibited.



Exhibitor Receptions & Outside Functions

Non-association functions involving more than 20 NFHCA Convention registrants, through private invitation or open to the public, cannot be scheduled during the following Convention hours:

- Wednesday, January 10, 1:00 p.m. – 7:00 p.m.
- Thursday, January 11, 8:30 a.m. – 9:00 p.m.
- Friday, January 12, 8:30 a.m. – 3:00 p.m.

Disclaimer of Liability and Indemnification

The NFHCA does not assume any responsibility whatsoever for any loss or damage suffered or incurred by any exhibitor with respect to any personal property of any exhibitor, all of which shall be the sole responsibility of each exhibitor. The NFHCA does not assume any obligation or responsibility to safeguard any exhibitor's personal property while such personal property is at the Convention, and each exhibitor acknowledges that the exhibitor shall be solely responsible for the protection of all such exhibitor's personal property while at the Convention. Each exhibitor acknowledges that the NFHCA has no duty whatsoever with respect to the protection of the property of the exhibitors, which shall at all times remain in the sole possession and custody of each exhibitor and be the sole responsibility of each exhibitor.

Reserve Your Exhibitor Booth

Exhibitor applications will be accepted until the exhibitor space is full. A waiting list will be developed as needed. It is recommended to submit your application and payment as soon as possible for availability purposes.

Explore additional NFHCA sponsorship opportunities on nfhca.org.

