



Vendor Expo Show Packet

Fall 2023 Conference and Expo

Wednesday 9/13/2023



- Registration for the event begins at 2:30PM inside the main hallway of the Tradewinds Isle Grand Resort
 - You must pick up your name badge to enter the Meet and Greet
- Meet and Greet will be held in the tent located at the back of the property.
 - Exit thru the main hall, continue straight outside and over the bridge. Passing the tennis courts on your right-hand side, the tent will be straight ahead.
 - Additional signage will lead the way
- Vehicles will be accepted beginning at 2PM
 - Please ensure point of contact is available to accept the asset onsite

Thursday 9/14/2023

- Vendor Expo will be held in the same tent as the meet and greet from Wednesday night
- Vendors can begin setting up at 10:00AM
 - You are able to come and go throughout the day up until the time of the event
 - Room will be watched and locked during meals
- Expo Event begins at 3:00PM and goes to 6:00PM
 - There will be a vendor raffle that begins approximately at 5:45PM
 - Vendors ensure you have some type of box, bowl or ability to capture business cards for the raffle
 - You will receive all business cards back after the drawing for your contacts
- Expo breakdown begins at 6:00PM
 - All items must be out of the tent location prior to 7:30PM
- Vehicles and Equipment onsite must be off property by check out on Friday 10:00AM



Questions / Concerns for Expo Show

- If you have not paid for or requested electric, please contact Gary McLean at 863.899.6890 or email gary.mclean@lakelandgov.net to have this set up prior to the expo
- Electric requests will not be available after 12:00PM on Thursday 9/14/2023
- If you have questions or concerns during setup, please contact Brian for questions pertaining to inside booths
 - 321-403-0337
- For questions regarding outside vehicles and equipment, please contact William Massey
 - 352-222-7326





Friday 9/15/2023

- Vehicles and Equipment must be off site by 10:00AM checkout time

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Best Regards,
The FLAGFA BOARD