



Central Florida Chapter

Central Florida Chapter
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DATE: 2/8/19
FROM: Taylor Tidwell
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SUBJECT: Central Florida Chapter ABC's GC Connect, March 13, 2019

PLEASE THOROUGHLY READ THE FOLLOWING PACKAGE

GC Table Top Exhibitor Rules & Guidelines

Event Details

LOCATION

UCF *FAIRWINDS* Alumni Center at UCF
12676 Gemini Blvd., N.
Orlando, FL 32816

Upon arrival please check-in with ABC staff and/or P&E volunteers.

ABC MEMBER ATTENDEES

Each GC exhibitor receives (3) complimentary tickets – additional attendees will need to pre-register.
\$50 Pre-register online by 2/25/19.
Register online at abccentralflorida.com/calendar

NAME BADGES

All exhibitors should submit the (3) complimentary names and titles of those who will be working the table the day of the event, to CFC ABC (rsvp@abccentralflorida.org), to guarantee pre-printed badges by **March 5, 2019**.

Names that are not received by CFC ABC by **March 5, 2019** will be hand written at the registration table.

TABLE TOP SET-UP

Area: Each exhibitor will be provided one 6' x 30" table with a black tablecloth and two chairs.
Tables will be positioned approximately 2-3 feet apart.

The Alumni Center will be open at 3:00 p.m. for set up. Doors for the attendees open at 4:30 p.m. - please be sure to be set-up by 4:30 p.m.

SIGNAGE & HANGING DISPLAYS

CFC ABC will not provide company signage, please plan to bring a table top display, logo'd tablecloth, or retractable banners, which can be set up behind your table. Signage must not exceed the perimeter of your space. NO SIGNAGE OR DÉCOR MAY BE ATTACHED TO WALLS OR FLOOR.

AUDIO/VISUAL EQUIPMENT & VOLUME CONTROL

Public address systems, sound projectors, tape decks and other sound producing and/or amplifying devices should not be used. Visual displays are allowed and encouraged.

There are limited electrical outlets in the center, and so if you need to plug in devices, plan to bring extension cords and/or surge protectors.

*****Wi-Fi login information will be at your table & distributed through email***

PARKING

All parking will be in the parking garage (**GARAGE H or D**) adjacent to the UCF *FAIRWINDS* Alumni Center. Visitor spaces in the back of the building are for individuals visiting the UCF *FAIRWINDS* Alumni Center solely for the business of the Alumni Association and **NOT** for events. Cars found in the visitor spaces that are attending events will be ticketed and/or towed at the owner's expense. Pre-registered participants will receive parking passes.

To receive your parking voucher/ticket:

Once you have parked in Garage H or D, there will be a kiosk in the garage as you exit that you will need to enter the code CFC ABC sends prior to the event to receive a ticket and place on the dashboard of your car. Parking vouchers/tickets are **NOT** handed out inside the Alumni Center. ABC staff will send an email prior to the event with the parking instructions, please keep an eye out and share the email with those attending.

FOOD AND NONALCOHOLIC BEVERAGES

Alcoholic beverages may only be served at the designated bars and by the contracted caterer. CFC ABC has provided food and non-alcoholic beverages for attendees. A cash bar will be available to purchase alcoholic beverages.

DELIVERIES & UNLOADING

Exhibitors should use the Porte cochere as a drop off for their materials, right outside the front door of the Alumni Center. Exhibitors will have 5 minutes to unload, as the campus has strict parking violations that we must adhere to. Event staff of the Alumni Center and volunteers of the Programs & Events Committee will be available to assist in bringing materials to exhibitor tables while exhibitors park. All tables will be predetermined and labeled, please give the event staff your company name, and they will take care of the rest for you.

ON-SITE SCHEDULE

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|-----------|--|
| 3:00 p.m. | Center open for exhibit set up / GC's check-in |
| 4:00 p.m. | Registration opens for attendee check-in |
| 4:30 p.m. | GC Connect begins, doors open |
| 6:30 p.m. | Event ends, clean up begins |

FLOORPLAN

ABC staff will assign placement of GC's, a final floorplan will be distributed prior to the event, and will be posted at the event.

After the event, ABC staff will send a list of attendees with contact information to every exhibiting GC company.

CFC ABC EVENT MANAGEMENT TEAM CONTACTS

For further questions or day of contacts, please reach out to:

Taylor Tidwell, Meetings & Events Director, CFC ABC, m. 904.465.7029, ttidwell@abccentralflorida.org

Cami Coupland, Meetings & Events Coordinator, CFC ABC, m. 407.725.0647, ccoupland@abccentralflorida.org

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