

ESSEI|2019

Educational Strategies & Student Engagement Institute

November 18 - 20, 2019
Orlando, Florida

EXHIBITORS PACKET

DESTINATION | Preparing Florida's students for
GRADUATION | college, career, and life success

PRESENTED BY



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

IN PARTNERSHIP WITH



FLORIDA EDUCATION
FOUNDATION

ABOUT ESSEI

The Educational Strategies & Student Engagement Institute (ESSEI) is designed to provide resources to enrich the capacity of educators and the community in responding to the charge of keeping students in school and helping them graduate college and career ready. ESSEI unites professionals from the following areas: exceptional student education, juvenile justice, dropout prevention, federal programs, attendance and truancy, social work, volunteer programs, faith and community-based, and family engagement who are committed to keeping Florida's students in school.

DATES TO REMEMBER:

ESSEI: November 18 - 20, 2019

Exhibitor Presenter Application Deadline: **October 1, 2019**

Exhibit Set-up: **November 18, 2019, 7:00 a.m. - 12:00 p.m.**

Exhibit Breakdown: **November 20, 2019, 11:00 a.m.**

EXHIBITOR INFORMATION

BOOTH/TABLE

Exhibit Space	\$450.00
Additional Table w/ Cover	\$250.00

OPTIONAL ADD-ONS

Resource Table Display

If you are unable to attend the institute but would like to submit materials to be displayed on a table in the registration area, we will provide a display table to make your materials available to attendees. Institute staff will monitor the table and replenish the materials as needed.

Exhibitor-in-a-Bag

If you would like to place promotional items in the Institute bags, we can accept your items prior to the event for inclusion in the bags. All items must be approved by the Department of Education. Items can include printed materials as well as give-away items (cups, pens, etc.). This option applies to vendors who attend the Institute as well as those unable to attend. The cost of shipping the items to the Institute will be the responsibility of the vendor. Deadline for receipt of your promotional materials is Tuesday, October 1, 2019.

ADD-ONS

Resource Table Display	\$100.00
Exhibitor-in-a-Bag	\$100.00

PARTICIPATION OPTIONS

In addition to a vendor participating as an exhibitor in the Exhibit Hall, a vendor has the option to participate as a presenter in the Institute.

Vendors as Presenters

To participate as a Vendor Presenter, the vendor must submit a proposal for consideration. If the session proposal is accepted, notification of acceptance and the invitation to register and submit payment will be communicated to the vendor.

VENDOR PRESENTATION

Session	\$300.00
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REGISTRATION

To register as an Exhibitor, use the following link to access the exhibitor application: <http://www.fldoe.org/schools/family-community/essei/>

To register as an Exhibitor and as a Vendor Presenter, complete the exhibitor application above and the presenter application using the following link: <http://www.fldoe.org/schools/family-community/essei/>

Registration will be confirmed upon the completion of registration and the submission of payment. You will receive registration instructions following your acceptance. The Florida Department of Education reserves the right to approve or reject applications.

Exhibitor registration includes:

- Exhibitors will share space in the designated exhibitor location.
- An optimal space to interact with participants about your organization and view your products or services.
- Covered table and space to set up information about your products or services.
- Two (2) Institute Passes – The Institute Pass provides full access to all Institute events, including meals.
- Recognition in the conference program booklet.

Travel/Hotel:

Vendors are responsible for their own travel arrangements and expenses. We have reserved a block of rooms for the Institute at a discounted rate of \$129.00/night, plus tax. Hotel information can be accessed by visiting the following link: Insert hotel link

Availability:

Booths are assigned on a first-come, first-served basis and full payment is required to guarantee your exhibit space. Payment must be received by October 1, 2019, to guarantee exhibit space and inclusion of your company in the program booklet.

EXHIBITOR TERMS, CONDITIONS, AND RULES

The Florida Department of Education is the responsible agency for the Educational Strategies & Student Engagement Institute (ESSEI), and the enforcement and interpretation of the following rules and regulations. The decision of the department is final. Exhibitor agrees to abide by all rules, regulations and the decisions of the department.

Eligibility:

The department reserves the right to determine the eligibility of any company or product for inclusion in the Institute, as well as the right to reject or prohibit any exhibit in whole or in part, or any exhibitor or representative, with or without giving cause.

Unloading:

Exhibitor is encouraged to coordinate delivery options for shipment of exhibit materials to the hotel with the hotel staff or contact at ESSEI@fldoe.org. If you transport your materials to the hotel, you may self-load/unload at the loading area in front of the hotel.

Set-up, breakdown, and staffing:

No late move-in or early move-out will be permitted without prior notification. As a courtesy to the attendees and to your fellow exhibitors, it is important that exhibitors open their exhibits on time each day and staff them throughout each day of the event until the scheduled closing of the exhibit hall. All representatives must wear exhibitor badges and be registered as an exhibitor.

Security:

Exhibits will be located in the designated exhibitor location. Additional security will not be provided. The department is not responsible for the loss of any materials by or for any cause and urges the exhibitor to exercise normal precautions to discourage theft or other losses.

Privacy:

To respect the privacy of our attendees, we will not provide access to the attendee email list. We will present the option to all registrants during the registration process to choose whether or not they wish to share their email addresses after the event. With the permission of the attendees, their information will be shared.

Liability:

Exhibitor agrees to make no claim for any reason against the Department of Education or The Florida Hotel for loss, theft, damage or destruction of goods; nor for any injury to self or employees; nor for any damage of any nature, including any damage to business by reason of the failure to provide space for the exhibit, or the removal of the exhibit; or for failure to hold the conference as scheduled; or for any action of department staff, committees or volunteers.

Damage to Property:

Exhibitor is liable for any damage caused to the floors, walls, columns, or to standard booth equipment, or to another exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive, or any other coating to building columns or floors or to standard booth equipment.

Unoccupied Space:

The department reserves the right, should any rented exhibitor's space remain unoccupied on the opening day of the event, or should any space be forfeited due to failure to make payment in full by Tuesday, October 1, 2019, to rent said space to another exhibitor, or use said space for such purposes as it may see fit without any liability on its part. This clause shall not be construed as voiding the obligation of the exhibitor to pay the full amount specified in the space rental invoice.

Relocation of Exhibits:

The department reserves the right to change the locations of exhibits as shown on the event floor plan should alterations become necessary.

Approval of Events:

Any event, hospitality activity or tour offered to any or all Institute attendees by the exhibitor must have prior written approval from the department.

Cancellations:

All cancellations must be received in writing. For cancellations received on or before Tuesday, October 1, 2019, 50 percent of the cost will be forfeited and the remainder refunded. No refunds will be made after Tuesday, October 1, 2019. All unpaid balances will be due in full by Tuesday, October 1, 2019.

Solicitation:

Business solicitation outside of the designated exhibit area is not permitted. Solicitation in all forms (by working representatives, through literature distribution, advertising, signage, etc.) is permitted only within the booth space assigned to the exhibitor.

Compliance:

The department reserves the right to deny future applications to exhibitors refusing to fully comply with all terms, conditions, and rules of the Educational Strategies & Student Engagement Institute.

Other:

If any circumstances or events beyond the department's control causes cancellation of all or any portion of the event, the Florida Education Foundation agrees to refund any portion of the exhibit fee that is reimbursed by insurance or other third party. The Foundation will not be liable for any other refund or payment arising from the cancellation of or for other liability or damages arising from the event.

Questions?

Please contact

ESSEI@fldoe.org

SCHEDULE AT-A-GLANCE

*Registration and Exhibits are open
Monday and Tuesday 7:30 a.m. - 4:30 p.m. and
Wednesday from 7:30 a.m. - 11:00 a.m.*

**Please note: Concurrent Sessions 8 and 9 are one (1) hour.*

Sunday, November 17, 2019

3:00 p.m. - 5:00 p.m. Registration

Monday, November 18, 2019

7:30 a.m.	-	8:30 a.m.	Continental Breakfast
8:30 a.m.	-	9:45 a.m.	Opening Plenary
9:45 a.m.	-	10:00 a.m.	Transition / Break
10:00 a.m.	-	11:15 a.m.	Concurrent Sessions 1
11:15 a.m.	-	11:30 a.m.	Transition / Break
11:30 a.m.	-	1:00 p.m.	Keynote and Luncheon
1:00 p.m.	-	1:15 p.m.	Transition / Break
1:15 p.m.	-	2:30 p.m.	Concurrent Sessions 2
2:30 p.m.	-	2:45 p.m.	Transition / Break
2:45 p.m.	-	4:00 p.m.	Concurrent Sessions 3
4:00 p.m.	-	6:00 p.m.	Networking Social with Exhibitors

Tuesday, November 19, 2019

7:30 a.m.	-	8:30 a.m.	Continental Breakfast
8:30 a.m.	-	9:45 a.m.	Concurrent Sessions 4
9:45 a.m.	-	10:00 a.m.	Transition / Break
10:00 a.m.	-	11:15 a.m.	Concurrent Sessions 5
11:15 a.m.	-	11:30 a.m.	Transition / Break
11:30 a.m.	-	1:00 p.m.	Student Forum and Luncheon
1:00 p.m.	-	1:15 p.m.	Transition / Break
1:15 p.m.	-	2:30 p.m.	Concurrent Sessions 6
2:30 p.m.	-	2:45 p.m.	Transition / Break
2:45 p.m.	-	4:00 p.m.	Concurrent Sessions 7

Wednesday, November 20, 2019

8:30 a.m.	-	9:30 a.m.	Concurrent Sessions 8*
9:30 a.m.	-	9:45 a.m.	Transition / Break
9:45 a.m.	-	10:45 a.m.	Concurrent Sessions 9*
10:45 a.m.	-	11:00 a.m.	Transition / Break
11:00 a.m.	-	12:30 p.m.	Keynote and Brunch



**THANK YOU FOR YOUR
SPONSORSHIP AND SUPPORT
OF FLORIDA'S STUDENTS!**



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