

# Florida Association of Public Procurement Officials, Inc.

50th Annual Trade Show  
May 25, 2017  
Rosen Centre Hotel  
9840 International Drive  
Orlando, FL 32819

## FREQUENTLY ASKED QUESTIONS

1. What are the show times? How long does the Trade Show last?

The trade show will begin immediately after the Buyer/Exhibitor Networking luncheon on Thursday, May 25th. Lunch is from 12 - 1pm. The trade show will immediately follow lunch from 1:00pm – 4:30pm.

2. How many attendees do you anticipate?

We expect approximately 250 attendees representing various agencies throughout Florida.

3. How is booth space designated?

Booths are assigned on a best available basis in the order that payment is received.

4. What booth locations are still available?

For the floor plan and a list of available booths go to the Online Booth Selection link.

5. What are the set up times?

See below-“At the Show”

6. Am I able to attend the show if I am not an exhibitor?

No, you must be an exhibitor to attend. No individual badges are sold.

7. Do exhibitors receive a Conference attendance list?

You will receive the Conference attendance list approximately 1 week after the Conference is complete. In addition, Exhibitors get the Florida Association of Public Procurement Officials, Inc. membership mailing list of over 950 Florida Association of Public Procurement Officials, Inc. members prior to the Conference.

8. Can you provide us with a breakdown of attendees by type of agency?

No, we are unable to estimate the number of attendees from particular types of agencies.

9. Can I get an exhibitor list?

The list of 2017 exhibitors is published as they are received, on the Online Booth Selection link.

10. Where can I get important dates?

**Before the Show:**

**January 6, 2017**

Last day for early registration discount.  
Booth assignment is made based on date of payment.

**February 17, 2017**

The Exhibitor Service Kit is provided. Includes discount deadlines, electric, a/v and technology.  
The exhibit hall is in the ballroom, which is carpeted.

**March 17, 2017**

FAPPO's membership list distributed will be distributed to all registered exhibitors.  
If you are registered and have not received the list on March 12, please contact Craig Rowley at [execdirector@fappo.org](mailto:execdirector@fappo.org)

**May 1, 2017**

Names for your badges will be requested.

**At the Show:**

**May 24, 2017**

**1-5:00 pm**

Exhibitor Move in and Badge pickup, **Rosen Centre Hotel**.  
Badges are required. Badges will be available at the **Rosen Centre Hotel** Trade Show service desk in the Exhibit Hall.

**May 25, 2017**

**7-11 am**

Exhibitor Move in and Badge pickup, **Rosen Centre Hotel**.  
Badges are required. Badges will be available at the **Rosen Centre Hotel** Trade Show exhibitor registration desk in the Exhibit Hall.

**12:00 to 1pm**

Buyer and Exhibitor Networking Lunch

**1:00 to 4:30pm.**

**Trade Show**

**4:30-9 pm**

Exhibitor Move out.