## REGISTRATION BROCHURE

**2011 FLORIDA CONFERENCE ON AGING :** 

# Aging: Through a New Lens





August 22-24, 2011
TradeWinds Island Grand Hotel, St. Pete Beach

#### **PRESENTED IN PARTNERSHIP WITH:**







#### WITH MANY THANKS TO OUR SPONSORS:

Florida Department of Elder Affairs • Blue Cross & Blue Shield of Florida

WellCare Health Plans • Florida Power & Light • Humana

Almost Family/Mederi Caretenders • Florida Hospices and Palliative Care

G.A. Foods • Mom's Meals • United Healthcare • Guardian Trust • VITAS

United Way of Northeast Florida Life: Act 2 • CCE Coalition

Florida Association of Area Agencies on Aging • Carlin Rogers Consulting

National Committee to Preserve Social Security & Medicare



FCOA is honored to welcome back award winning lecturer Bertice Berry, PhD.
When Dr. Berry was teaching at Kent University she realized that by using humor in her lectures

to address difficult subjects she was making a more profound impact. You'll laugh, you'll feel, you'll be inspired, and one thing is for certain – you'll leave much differently than you came.

## **2011 Florida Conference on Aging**

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#### IN PARTNERSHIP WITH:

Florida Adult Day Services Association
Florida Association of Senior Centers
Florida Coalition for Optimal
Mental Health & Aging
Florida Association of
Area Agencies on Aging
Florida Bar Elder Law Section
Florida Bioethics Network

## Accommodations & Travel Information

TradeWinds Island Grand Hotel 5500 Gulf Boulevard St. Pete Beach, FL 33706 www.tradewindsresort.com

Reservation Deadline: July 14, 2011 Reservations: 1-800-808-9833

Room rates: \$142 / Standard (Mention FCOA when you call or reserve using the <a href="www.tradewindsresort.com/fcoa">www.tradewindsresort.com/fcoa</a> link to receive the reduced room rate)
Parking: \$8/day valet and complimentary self parking for reservations made by calling the number above or using the online reservation link.

**SuperShuttle:** \$25 per person or \$50 roundtrip from the airport. Visit <a href="www.supershuttle.com">www.supershuttle.com</a> to make your reservation.

**Taxi Service:** Averages about \$55 one way from the Tampa Airport. Yellow Cab (813) 253-0121or United Cab (813) 253-2424.

## Schedule at a Glance

schedule at a statice
SUNDAY, AUGUST 21
Registration Desk Open3:00 PM - 6:00 PM Adult Day Services Intensive 12:30 PM - 5:00 PM
FCOA Board Meeting3:00 PM - 4:30 PM
MONDAY, AUGUST 22
Registration Desk Open
Opening Session
in Exhibit Hall
TUESDAY, AUGUST 23
Registration Desk Open
WEDNESDAY, AUGUST 24  Pogistration Dock Open 7:30 Aug 1:00 pu
Registration Desk Open       .7:30 AM       - 1:00 PM         Refreshment Break       .7:30 AM       - 8:30 AM         Concurrent Workshops       8:30 AM       - 10:00 AM         Break       10:00 AM       - 10:30 AM         Concurrent Workshops       10:30 AM       - 12:00 PM         Closing Luncheon       12:15 PM       - 2:00 PM         FASP Board Meeting       2:00 PM       - 3:30 PM

The TradeWinds Island Grand sits on the white sandy beach of Florida's Gulf Coast. This beachfront setting with a hint of the island tropics offers a colorful mix of relaxation, fun and recreation, along with friendly service and accommodations that encourage you to "just let go". Leave your stress at work, bring your flip-flops, your family and your family pet and relax a bit while you learn about what is happening in the aging network in Florida.

### **Conference Features & Tracks**

#### **Plenary Sessions**

FCOA is proud to present: Dr. Bertice Berry – "When you walk with purpose you collide with destiny!"; FPL Quality Senior Living Awards; State of the State with the Florida Department of Elder Affairs Secretary; "Florida as the Nation's New Incubator for Delivering 21st Century Aging Services" with John Migliaccio of the MetLife Institute and Michael Marcus of the Harry and Jeanette Weinberg Foundation – join us to hear these nationally known speakers address aging and economic development with a responder panel of Florida experts.

## **Conference Features**

#### **FCOA Pre-Conference Intensives**

Space is limited for these special sessions on Monday, August 22. We suggest registering early to reserve your seat for training on these important topics (see page 4 for a complete list of topics and presenters). Separate fees apply.

**Recognizing Excellence**FCOA QSLA Luncheon, Tuesday August 23, 11:45 AM

Quality Senior Living Awards presentation, sponsored

by Florida Power & Light. The awards acknowledge individuals and

organizations that have made outstanding contributions to improve the quality of life of older Floridians.

Cyber Café Sponsored by:
Send emails, surf the web and stay
connected to your home or office in the
Cyber Café, sponsored by Blue Cross Blue
Shield of Florida. Computers courtesy of
University of Central Florida Aging Studies
Program.





## Networking

**Dine Arounds:** The Local Planning Committee is pleased to announce that the following three locations have been selected for dine arounds: John's Pass, Indian Shores/Salt Rock and Blind Pass. Enjoy dinner and shopping at these 'must see' St. Pete destinations. Transportation will be provided by Neighborly Care Network. To participate, visit the Dine Arounds table in the Conference registration area.

## **Tracks**

#### **Adult Day Services**

- Getting Them to Say "Yes": Turning an Inquiry into an Enrollment
- How Can the Adult Food Care Program Benefit You
- Marketing on a Shoestring Budget
- Integrating Intergenerational Programming into your Adult Day Services Program
- Adult Day Services: What's Next?
- Integrating Technology and Practitioner Insight to Assess Quality of Life of People with Dementia

#### **Case Management**

- Innovative Models in Care Transition
- Understanding and Implementing NASW Standards for Caregivers
- Care Transitions Intervention
- Technical Assistance for Medicaid Waivers
- Accessing Benefits for Floridians via Web-based Tools
- The Aging of Two Generations
- Current Process and Tools for Assessing Consumer Needs

#### **Mental Health**

- Boomer Bust: New Challenges in Addiction and Recovery
- The Use and Abuse of Alcohol, Drugs and Prescription Medication in Vulnerable Adults
- Problem Gambling in the Senior Years
- Boomers, Behavioral Health and Treatment Considerations
- Care for the Professional Caregiver
- Beyond Clutter: The Complex Disorder of Hoarding
- Men and Grief: Strategies for Bereavement Care and Culture Change

**Association Meetings:** Are scheduled throughout the conference. Check the Conference Program for meeting times and locations.

**Exhibit Hall:** Visit the Exhibit Hall on Monday and Tuesday. There you will have an opportunity to meet new people and learn about businesses that want to work with you. This is an excellent opportunity to learn about new products and services that will enhance your organization. Don't forget your business cards!

#### Civic Engagement/Volunteerism

- Driving Mr. & Mrs. Daisy
- Pathways to Engagement
- Making the "Right Connection"
- Get to Know the Fraud Fighters
- Consumers as Volunteers: Not an Oxymoron
- Enabling Individuals to Remain in their Own Homes is as Simple as a K.I.S.S.

#### **Nutrition**

- How Can the Adult Food Care Program Benefit You
- A Redesign of Senior Dining

#### **Policy**

- "Entitlements" Who's Entitled to What?
- Past, Present and Future of Long Term Care in Florida
- Do Ethics Matter in Long Term Care Policy and Financing
- Medicaid: Who's Eligible & What's Available for Institutional Care, Transitional Medicaid Diversion, or Waiver
- 2011 Florida Legislature: What Does it Mean for Floridians 50+?

#### **Senior Center**

- Developing and Sustaining Endowment Funds
- Satellite Programming: Senior Center Services Coming to A Neighborhood Near You
- Developing a Model Senior Leadership Program
- Planning for an Aging St. Petersburg
- Tips for Serving At-Risk Participants
- Debunking the Senior Myths: A Training for Professionals and Law Enforcement
- Show Me the Money Round Two



#### **SUNDAY, AUGUST 21**

#### How to Start An Adult Day Services Center In Florida (Sponsored by FADSA)

12:30 PM - 5:00 PM

Learn about the Adult Day Services Industry in Florida and what you need to know before opening an adult day services center: Funding Sources, Marketing, Programming, and lots more. **PRESENTER:** Alicia Schindler, M.S., Senior Manager, Marketing and Communications, Miami Jewish Health Systems, Miami

#### **MONDAY, AUGUST 22**

#### FASP Leadership Academy: Building Executive Competencies

9:00 AM - 12:00 PM

This intensive is designed to provide attendees with leadership training focused on building their executive capacity. This session, which includes assessment activities and practical applications, will assist participants in developing personalized leadership plans to advance the performance of their individual organizations. This intensive will present strategic business planning and evaluation, human resource and organizational process management, and resource development methodologies. This session will serve to introduce attendees to a FASP Florida Atlantic University Human Service Executive Certification. It will offer credit hours toward program completion. **PRESENTER:** Stephen Ferrante, M.S.W., Aging Academy Director, Florida Atlantic University, Boca Raton

#### Keeping Senior Centers Sustainable! (Sponsored by FASC)

8:00 AM - 12:00 PM

Interested in creative ways to sustain your senior center? In addition to networking, the FASC Annual Meeting, and visiting a Senior Center, FASC is honored to bring Pat Branson. As a partner in Kodiak Marketing & Consulting, Chair of the National Institute of Senior Centers Marketing Committee, an elected Kodiak City Council member, and the Executive Director of Kodiak Senior Center, Ms. Branson understands sustainability from a wide variety of perspectives. During this intensive, Ms. Branson will share methods and avenues to help you become more sustainable. **PRESENTERS:** Pat Branson, Executive Director of Senior Citizens of Kodiak, Inc., Kodiak, AK; Hella Spellman, Program Supervisor, Tallahassee Senior Services, President, Florida Association of Senior Centers, Tallahassee

#### Elder Nutrition Programs in the 21st Century (Sponsored by DOEA)

8:30 AM - 11:30 AM

Good nutrition is essential to aging well. Promoting health and quality life are common goals as we age and eating well is foundational to achieving these ends. Adequate and appropriate food intake can assist older adults with continuing to be able to participate in their chosen life style. This intensive aims to contribute, in a practical way, to knowledge of problems concerning nutrition and aging and to the development of solutions through sharing best practices and training. **PRESENTERS:** Holly Greuling RD, LD/N, Florida Department of Elder Affairs, Tallahassee; Kristina Rodriguez, Director of Nutrition & Community Engagement, Senior Friendship Centers, Sarasota; Ann Chicowski, RD, LD/N, Broward Meals on Wheels, Lauderhill; Sheila Salyer, Manager, Senior Services, Tallahassee; Pat Coles, Citrus County Support Services, Lecanto; Suellyn Crossley, RD, LD, CP-FS, Meals on Wheels, Etc., Sanford

#### Call for Culture Change Through Grief Education, Advocacy, Coalition-Building and Personal Healing

8:30 AM - 11:30 AM

The denial of death in Western industrialized culture is well-documented. The debilitating financial, emotional, and spiritual costs of death denial are huge and unnecessary. This intensive will examine those costs and offer specific strategies for those who choose to participate in culture change through grief education, advocacy, coalition-building and personal healing. Implications for health care professionals, social service professionals, and all senior services professionals will be discussed. Resources for further personal and professional development will be suggested. **PRESENTER:** Grace Terry, MSW, Co-Founder, Bereavement Coalition of Tampa Bay, Tampa

#### Bringing Chronic Care Management into the Home (Sponsored by Humana)

9:00 AM - 12:00 PM

Humana Cares delivers a sophisticated, population health care management delivery model designed to address the complex needs of Humana's chronically ill Medicare, Medicaid and commercial members. By delivering care management and health support via home visits, telephonic outreach or through the use of in-home monitoring devices, Humana Cares reaches consumers in all stages of care continuum. Participants will learn how Humana Cares is bringing care management into the home and innovating how we care manage Member's with chronic conditions. Approaches discussed include an on-line tour of the self-management program created by Stanford University and licensed by the National Council on Aging adapted for Humana Members along with the demonstration of the Community Resource Directory. **PRESENTERS:** Noemi Cruz, BS, RD, MPH - East Regional Director, Humana Cares, Humana Inc., St. Petersburg; Kate Marcus MS, ARNP - Process Manager, Humana Cares, Humana Inc., St. Petersburg

#### SCSEP Technical Assistance Workshop (Sponsored by DOEA)

8:00 AM - 5:00 PM

This meeting is for organizations involved in the state-sponsored SCEP and is open to programmatic and fiscal staff. This intensive will include roundtable discussions and presentations designed to facilitate dialogue on state-related SCSEP issues, federal regulations, programmatic requirements, and other important matters. **PRESENTERS:** JoAnn Williams, SCSEP State Director, Florida Department of Elder Affairs, Tallahassee; Cassandra Anderson, SCSEP Contract Manager, Florida Department of Elder Affairs, Tallahassee; Amie Bounds, SCSEP Contract Manager, Florida Department of Elder Affairs, Tallahassee

## **Conference Schedule**

#### **MONDAY, AUGUST 22**

#### 12:30 - 2:00 PM Opening Session

'When you Walk With Purpose you Collide With Destiny' with Dr. Bertice Berry



#### 2:30 - 3:30 PM Concurrent Workshops

- The Magic of Motivation
- "Entitlements" Who's Entitled to What?
- Equine Therapy for Veterans with Life Limiting Illness
- Developing and Sustaining Endowment Funds
- Home Care as an Alternative to Memory Care Units
- Driving Mr. & Mrs. Daisy
- Easing the Death of Loved Ones and Reducing Caregiver's Grief
- How Can the Adult Food Care Program Benefit You
- Boomer Bust: New Challenges in Addiction and Recovery

#### 4:00 - 5:30 PM Concurrent Workshops

- Past, Present and Future of Long Term Care in Florida
- Understanding and Implementing NASW Standards for Caregivers of Older Adults
- Libraries as Aging Resource Center Access Points
- Satellite Programming: Senior Center Services Coming to a Neighborhood Near You
- Dementia Alzheimer's Disease and Beyond
- Pathways to Engagement: How Senior Friendship Centers Expanded its Service Base Amidst a Time of Contracting Resources
- Getting Them to Say "Yes": Turning an Inquiry into an Enrollment
- A Redesign of Senior Dining Effectively Serving 3 Unique Generations in One Dignified Setting
- The Use and Abuse of Alcohol, Drugs and Prescription Medication in Vulnerable Adults and What Florida is Doing About it

#### 5:30 - 7:30 PM Opening Reception with Exhibitors





#### 7:30 - 8:30 PM Networking Reception

Sponsored by:



#### **TUESDAY, AUGUST 23**

7:45 - 8:15 AM Ecumenical Prayer Service

7:30 - 8:30 AM Continental Breakfast in Exhibit Hall

Co-Sponsored by:



#### 8:30 - 10:00 AM General Session

'Florida as the Nation's New Incubator for Delivering 21st Century Aging Services' with Michael Marcus of the Harry and Jeanette Weinberg Foundation and John Migliaccio of the MetLife Institute

## Co-Sponsored by: HUMANA.

#### 10:00 - 10:30 AM Refreshment Break In Exhibit Hall

Co-Sponsored by: Innovative Hospice Cares

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#### 10:30 - 11:30 AM Concurrent Workshops

- Fund Me! We Can Prove We Keep Our Clients Independent Longer!
- Transitioning to Managed Care Part I
- Innovative Models in Care Transition
- Cross-Network Collaboration: Aging and Developmental **Disabilities**
- Hearing Loss is a Cultural Competency Issue
- Developing a Model Senior Leadership Program
- New Approaches to Chronic Care Management
- Making the "Right" Connection: Creating Meaningful Relationships Between Geriatric Communities and Medical Schools
- Is Laughter Yoga the Best Medicine?
- In-Home Care
- Problem Gambling in the Senior Years

#### 11:45 - 1:15 PM Quality Senior Living Awards Luncheon

Sponsored by:

#### 1:30 - 3:00 PM Concurrent Workshops

- Building Collaborative Relationships with Faith Communities Using the C.A.R.E. Model
- Do Ethics Matter in Long Term Care Policy and Financing?
- Technical Assistance for Medicaid Waivers
- The Business of Serving Seniors: Innovative and Emerging Opportunities for the Savvy Entrepreneur
- Planning for an Aging St. Petersburg
- A Program for Happy Aging
- Get to Know the Fraud Fighters
- Marketing on a Shoestring Budget
- The Emerging Role of the Palliative Care Advanced Practice Nurse
- Boomers, Behavioral Health and Treatment Considerations

#### 3:00 – 4:00 PM Closing Reception in Exhibit Hall & **Poster Session**

Co-Sponsored by: Mom's Meals.



Don't miss your last chance to visit exhibits and the silent auction!

#### 4:15 - 5:15 PM Concurrent Workshops

- To Find and To Hold: PSA's Experiences Enrolling, Billing Co-Pays and Retaining Elders with Modest Income
- Transitioning to Managed Care Part II
- Accessing Benefits for Floridians via Web-based Tools
- The Future is Here: What it Will Take to Succeed!
- Tips for Serving At-Risk Participants
- Stop Falling For It
- Consumers as Volunteers: Not an Oxymoron
- Integrating Intergenerational Programming Into Your Adult Day Services Program
- Care for the Professional Caregiver: Utilizing the 5 Senses to Re-Energize & Re-Charge

#### **WEDNESDAY, AUGUST 24**

7:30 - 8:30 AM Refreshment Break Co-Sponsored by:



#### 8:30 - 10:00 AM Concurrent Workshops

- Medicaid: Who's Eligible & What's Available for Institutional Care, Transitional Medicaid Diversion, or Waiver
- The Aging of Two Generations
- Brain Fitness
- Debunking the Senior Myths: A Training for Professionals and Law Enforcement
- Beyond Advance Directives: Implementing the POLST (Physicians' Orders for Life-Sustaining Treatment) Paradigm in Florida

- Enabling Individuals to Remain in Their Own Homes is as Simple as a K.I.S.S.
- Adult Day Services: What's Next?
- Preventive Foot Health: Impacting and Improving Quality
- Beyond Clutter: The Complex Disorder of Hoarding

#### 10:00 - 10:30 AM Break

#### 10:30 - 12:00 PM Concurrent Workshops

- 2011 Florida Legislature: What Does it Mean for Floridians 50+?
- Current Process and Tools for Assessing Consumer Needs and Future Improvements
- Seniors Vs. Crime & ElderSource: Partnership Heightens Senior Safety
- Show Me the Money Round Two
- Information Technology Initiatives and Projects at the Florida Department of Elder Affairs
- The Sandwich Generation: What Do We Really Know About Them?
- Integrating Technology and Practitioner Insight to Assess Quality of Life of People with Dementia
- New Realities: Engaging Communities to Enhance Dignity and Independence
- Men and Grief: Strategies for Bereavement Care and Culture Change

12:15 – 2:00 PM Closing Session & Luncheon Session Sponsored by: AFFAIRS



#### **IMPORTANT INSTRUCTIONS**

- Registrations will be accepted via fax, mail or online (credit card only) at www.FCOA.org.
- Complete a separate form for EACH attendee (form) may be copied) and keep a copy for your records.
- To be eligible for membership rates for full or single day conference registration, you must be a current member of FCOA, FASP or FADSA. To confirm membership in FCOA, call (850) 222-8877. To confirm membership in FASP, call (850) 222-3524.
- FCOA and FASP Organizational and Corporate members may register unlimited agency representatives at the member rate.
- Non-members may join FCOA by completing Section E and including dues with registration fees to receive member rate.
- Full and Single Day registrants are invited to participate in meal events. Guests of registrants and the media can purchase meal tickets by contacting FCOA at 850-222-8877.
- By submission of the Conference Registration Form, I hereby give permission to FCOA to use photos taken of me at the FCOA Conference. I give FCOA all rights,

- including rights to use photos in publications, electronic media and promotional materials.
- June 22 is the Early Registration Deadline: registrations must be RECEIVED by this date to get the discount.
- After August 15<sup>th</sup>, please register on-site in St. Pete
- Federal ID# for FCOA: 59-6194436

#### **REGISTRATION CANCELLATION & REFUND POLICY**

All cancellations must be in writing and received by mail, fax or email. If the cancellation request is received by FCOA on or before July 21, the refund will be the amount paid/ due less \$30 handling fee. If the cancellation request is received by FCOA between July 21 and August 5, the refund will be the amount paid/due less a 50% handling fee. NO REFUNDS FOR ANY CANCELLATIONS MADE AFTER AUGUST 5, 2011 regardless of the reason for the cancellation. Registrations may be transferred in full to another individual you designate to attend the conference in your place if you are unable to attend. Please notify FCOA of any changes.

## Registration Form: 2011 Florida Conference on Aging Complete this form or register online at www.FCOA.org

Please clearly print or type your name and organization EXACTLY	Y as you wish it to appear on your badge (one form per attendee)
Name	
Position	
Organization	
Address	
City	
PhoneEm	
☐ I would like to request a vege	al dietary needs, please contact FCOA by July 22.  starian meal.
2. Registration Section  A: Full Registration (Does not include Pre-Conference Intensive fee)  Early Registration (by 6/22) Late Registration (after 6/22)  FCOA/FASP/FADSA Member \$310 FCOA/FASP/FADSA Member \$340  Non-Member \$350 Non-Member \$380	D: Certificate of Attendance (\$5 processing fee)  E: FCOA Membership Individual \$65 Corporate/Business \$700 Retired Senior \$20 Organizational Nonprofit/Public \$225
B: Single Day Registration (Does not include Pre-Conference Intensive or CEU fees)  FCOA/FASP/FADSA MEMBERS by 6/22: \$105 \$130 \$95 after 6/22: \$120 \$145 \$110 NON - MEMBERS by 6/22: \$120 \$145 \$110 after 6/22: \$135 \$160 \$125	Grand Student \$20    Full - Time Student \$20   (School Name)    School Name
C: Pre-Conference Intensives	Calculation of Amount Due:
How to Start An Adult Day Services Center In Florida (Sponsored by FADSA)	A/B: Conference Reg. Fee (Full or Single Days)  C: Intensive Fee (choose only one)  D: Certificate of Attendance - \$5  E: FCOA Membership (complete Section E)  Total Amount Due  Method of Payment:  Check # or Credit Card #
Non-Members   \$20   \$30 Late (after 7/16)  Call for Culture Change Through Grief Education FCOA/FASP/FADSA Member   \$30   \$40 Late (after 7/16) Non-Members   \$40   \$50 Late (after 7/16)	Exp. DateV#V#V#
Bringing Chronic Care Management Into the Home  No Registration Fee	Mail payment and form to:
SCSEP Technical Assistance Workshop (SCSEP Contractors ONLY)  No Registration Fee	FCOA 1018 Thomasville Road Suite 110 Tallahassee, FL 32303 FAX: 850-222-2575 Online Registration: www.FCOA.org

## Florida Council on Aging

1018 Thomasville Road, Suite 110 Tallahassee, FL 32303 Non-Profit Org. U.S. Postage P A I D Tallahassee, FL Permit No.250

## **Exhibit Reservation Form & Contract**

Sponsorship Opportunities Still Available! Contact FCOA at 850-222-8877 or moreinfo@fcoa.org for more information.

PRGANIZATION (print name EXACTLY as you want it listed in print materials)					
ADDRESS					
CITY	STATE	ZIP CODE			
PHONE	FAX	EMAIL			
CONTACT PERSON	1 <sup>ST</sup> REPRESENTATIVE	/ 2 <sup>ND</sup> REPRESENTATIVE			

#### YOU MAY HAVE TWO REPRESENTATIVES PER BOOTH. ADDITIONAL REPRESENTATIVES WILL BE CHARGED \$85 EACH.

#### **EXHIBITOR AGREEMENT**

- All exhibits are subject to the approval of the Florida Council on Aging (FCOA).
- All materials and costs for the exhibit, other than those provided by FCOA, are the responsibility of my firm/organization.
- The exhibit will be staffed during expo hours.
- Neither FCOA nor the TradeWinds can assume any liability responsibility for damage, loss or injury to an exhibit or exhibitor and/or its representatives.
- The information provided above is accurate for publication in the conference program.
- ELECTRICITY IS NOT PROVIDED (please order from the Exposition Company).

Boot	n Se	ection	& Pay	yment Met	hod

- ☐ Premium Booth \$850 ☐ Corporate \$750
- □ Non-Profit Booth \$450
- ☐ Additional Reps. \$85 each

(# of Additional Reps.)

#### **Total Amount Due \$**

☐ Check (to FCOA) ☐ Visa ☐ MasterCard

Exp. Date

Check # or

Credit Card #

Please provide your 3-digit "V" code (on the back of your card).

V# \_\_\_\_

Signature

Booth Fees include listing in the conference program, an identification sign, a secure exhibit hall, one  $8' \times 10'$  pipe/draped booth, 6' draped table, 2 chairs, a wastebasket and registration for 2 on Monday and Tuesday.

By submitting this form you acknowledge that you have read and accept the terms of the Exhibition Agreement and Cancellation Policy. Booths are provided on a first come, first served basis, beginning with exhibitors who are also sponsors.

#### Cancellation/No Show Policy

#### **DEADLINE FOR CANCELLATIONS is JULY 1**

Cancellations received after July 1 will be billed at 50% of the exhibit price.

#### **NO SHOWS:**

Exhibitors who do not show and fail to cancel their reservations will be charged the **FULL RATE** for exhibit space.

UNPAID RESERVATIONS may be subject to cancellation in the event the Exhibit Show is sold out.

#### Mail payment and form to:

FCÓA – Exhibit Show 1018 Thomasville Road, Suite 110 Tallahassee, FL 32303 P: (850) 222-8877 F: (850) 222-2575 E-mail: moreinfo@fcoa.org

Exhibit Reservation Form & Contract also available online at www.FCOA.org

□ I confirm my commitment to pay all exhibit fees prior to July 1. I will contact FCOA at 850-222-8877 if I cannot meet this timeframe to discuss my options. I understand that exhibit space will not be assigned until payment is received in full.