

HYATT REGENCY  
GRAND CYPRESS



ORLANDO, FL  
OCT 13-16

## EXHIBITOR AGREEMENT

PRINT COMPANY INFORMATION AS YOU WANT IT TO APPEAR ON ALL PROMOTIONAL AND PRINTED MATERIAL

ATTENDEE

EXHIBITOR NAME:	WEBSITE:	
MAILING ADDRESS:	PHONE:	
CITY:	STATE:	ZIP:
CONTACT NAME:	CONTACT EMAIL:	
1 COMP BOOTH ATTENDEE: (Standard and Non-Member Booth Purchases)	BOOTH STAFF EMAIL: (Standard and Non-Member Booth Purchases)	
BOOTH STAFF PHONE:	SPECIAL DIETARY NEEDS:	
EMERGENCY CONTACT NAME:	EMERGENCY CONTACT PHONE:	

- Signed Contract & FULL Payment of Compliance Deposit is due to secure FIC '25 booth space.
- FIC '25 Trade Show Booths are 10' wide x 8' deep. Standard Booth Package includes one (1) 6' x 30" table, one (1) program ad\*, one (1) program listing, and one (1) FREE Booth Attendee. Electrical is extra and can be ordered through FCIA.
- Booth space is assigned on a first-come, first-serve basis.
- Booth space is assigned by FCIA.

FIC '25 BOOTH PACKAGES 10' x 8' Booth OCTOBER 14-16, 2025	MEMBER	NON- MEMBER	QTY	TOTAL
Platinum, Gold, Silver Manufacturer	\$0 USD	N/A		\$
Standard Booth	\$1540 USD	\$2340 USD		\$
Compliance Deposit	\$500 USD	\$500 USD	1	\$ 500
Optional Electrical Connection	\$250 USD	\$250 USD		\$
			TOTAL	\$

Place our booth NEAR the following exhibitor(s):

Place our booth AWAY FROM the following exhibitor(s):

### PAYMENT

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMPANY: \_\_\_\_\_

CC#: \_\_\_\_\_ EXP: \_\_\_\_\_ CVV: \_\_\_\_\_ BILLING ZIP: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ STATE: \_\_\_\_\_ CITY: \_\_\_\_\_

SCAN AND EMAIL TO: LINDSEY@FCIA.ORG

ALL EXHIBITOR PERSONNEL MUST COMPLETE ATTENDEE REGISTRATION FOR FIC '25

See page 2 for FIC '25 Exhibitor Agreement Rules & Regulations

## CONTRACT AGREEMENT RULES AND REGULATIONS

**Exhibit Booth Size:** 10' wide x 8' deep

**Exhibit Space:** Components and signs will be permitted to a maximum height of 8'. All components must fit into booth size purchased. Display materials over 4 ft. high must be confined to the booth area and at least 5 ft. from the aisle line.

**Shipping:** Additional shipping and handling charges may apply, and are due payable to Hyatt Regency Grand Cypress. **Packages may arrive at Hyatt Regency Grand Cypress from 8:00 am-4:00 pm EDT, Monday-Friday, October 6-10, 2025. Shipments received any other time will be rejected.** Should special arrangements for delivery be necessary, please contact Lindsey Dutkiewicz for details. The following information must be on all packages to ensure proper delivery:

Hyatt Regency Grand Cypress  
One Grand Cypress Blvd.  
Orlando, FL 32836  
Attention: Lindsey Dutkiewicz / (Guest's Name)  
FCIA FIC '25 / OCTOBER 14-16, 2025  
Number of Boxes:

**Booth Set-Up:** Booth set-up hours are available from

- Monday, October 13, 2025 - 2:30 pm - 9:00 pm EDT
- Tuesday, October 14, 2025 - 6:30 am - 7:30 am EDT

**Exhibit Hours:** Trade Show floor hours are

- Tuesday, October 14, 2025 - 7:30 am - 11:30 am EDT, 5:30 pm - 6:30 pm EDT
- Wednesday, October 15, 2025 - 7:30 am - 3:30 pm EDT, 5:30 pm - 6:30 pm EDT
- Thursday, October 16, 2025 - 7:30 am - 11:00 am EDT

**Booth Move-Out:** Booth/Contents move-out is available from

- Thursday, October 16, 2025 - 11:30 am - 2:00 pm EDT

**NO EARLY TAKE-DOWN.** Exhibitors dismantling or removing exhibition materials from exhibit hall prior to move-out hours will forfeit the \$500 Compliance Deposit and may lose future exhibit space.

**Alcohol:** Alcohol Sales/Distribution at exhibitor booths prohibited.

**Announcements:** Microphones, amplifiers are not allowed.

**Booth Staffing:** Booths are expected to be staffed with exhibitor personnel during all trade show floor hours. Standard Booths include registration for ONE free attendee to FIC '25. All other exhibit staff must be registered and pay the registration fee. Booths not staffed with exhibitor personnel during all exhibit hours will forfeit Compliance Deposit and may lose future exhibit space.

**Cancellation Policy:** 2025 Exhibitor Cancellations must be provided to FCIA in writing, via fax or email. Cancellations prior to August 31, 2025, may receive a 50% refund. Cancellations after this forfeit any refund.

**Cash or Credit Card Sales:** Cash or Credit Card Sales are prohibited during the show.

**Choice of Law, Venue, Attorney's Fees:** This Contract is governed by the State of Illinois. Venue for any dispute arising out of or related to this Contract shall be in DuPage County, Illinois. The prevailing party in any dispute arising from or related to this Contract shall be entitled

to its attorney's fees, costs, and expenses incurred through mediation, litigation, or appellate proceedings.

**Compliance Deposit:** All Exhibitors are required to pay a refundable Compliance Deposit. Provided all Trade Show policies/rules are followed, the Compliance Deposit will be refunded within 14 days of the conclusion of the event. If any policies/rules are violated, the Compliance Deposit will be forfeited and the exhibitor may lose future exhibit space.

**Conflicting Events:** Conflicting Events at Hyatt Regency Grand Cypress are prohibited during show/seminar hours.

**Consent to Be Photographed:** As partial consideration for my attending this event, I give the Firestop Contractors International Association, its licensees, assigns, successors in interest, and legal representatives the irrevocable right to use any photographs and/or video of me taken at this event.

**Electric:** 110v electric connections must be pre-ordered through FCIA. On-site electrical orders could face premiums and cannot be guaranteed.

**Entertainment:** Exhibitor may operate games, raffles, and entertainment in the booth with prior FCIA approval.

**Exhibitor Raffles:** FCIA can announce winners of raffles held at individual exhibitor booths.

**"Give Away" Items:** Razor blades, knives, etc. prohibited.

**Hospitality Suites:** Hospitality Suites are acceptable provided they are not open during event/exhibit/seminar hours. FCIA approval required.

**Liability:** It is agreed that Exhibitors will assume responsibility for any damages to Hyatt Regency Grand Cypress and their own exhibits. The Exhibitor further agrees that neither FCIA, nor its employees, agents, or representatives shall be liable and that the Exhibitor will release, hold harmless, and make no claims for any reasons whatsoever including negligence (but excluding gross negligence or willful/wanton conduct), against the FCIA, its employees, agents or representatives for: (1) loss, theft, damage or destruction of goods or displays; (2) any accident or injury to or death of the Exhibitor or the Exhibitor's employees, agents or representatives; (3) any damage to Exhibitor's business by reason of the failure to provide space for the exhibit or the removal of the exhibit; (4) any other action of employees, agents or representatives of FCIA; (5) the failure to hold the event as scheduled as a result of Coronavirus (COVID-19) or similar viruses or illness requiring quarantine, local, state, or federal emergencies, acts of God, fire, flood, riots, or any other causes beyond the control of FCIA, Hyatt Regency Grand Cypress, or any exhibit service contractor that may render any exhibit area unusable.

**Machinery:** Machinery may not be operated.

**Reservation of Right to Make Changes:** Any matters not specifically covered herein are subject to decision by FCIA, and FCIA reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision that all Exhibitors will be advised of any such change.

Exhibitor Company: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ By checking this box, all representatives from our company agree to abide by the policies and procedures set by FCIA for exhibitors.