



2025 EXHIBITOR PACKET

**2025 FLORIDA-ALABAMA OUTDOOR
HOSPITALITY CONVENTION & EXPO**

MAY 6-9, 2025

**Rosen Shingle Creek
9939 Universal Boulevard
Orlando, FL 32819**

Hotel Information

The 2025 Florida-Alabama Outdoor Hospitality Convention & Expo is being held the Rosen Shingle Creek resort.

Rosen Shingle Creek
 9939 Universal Boulevard
 Orlando, FL 32819

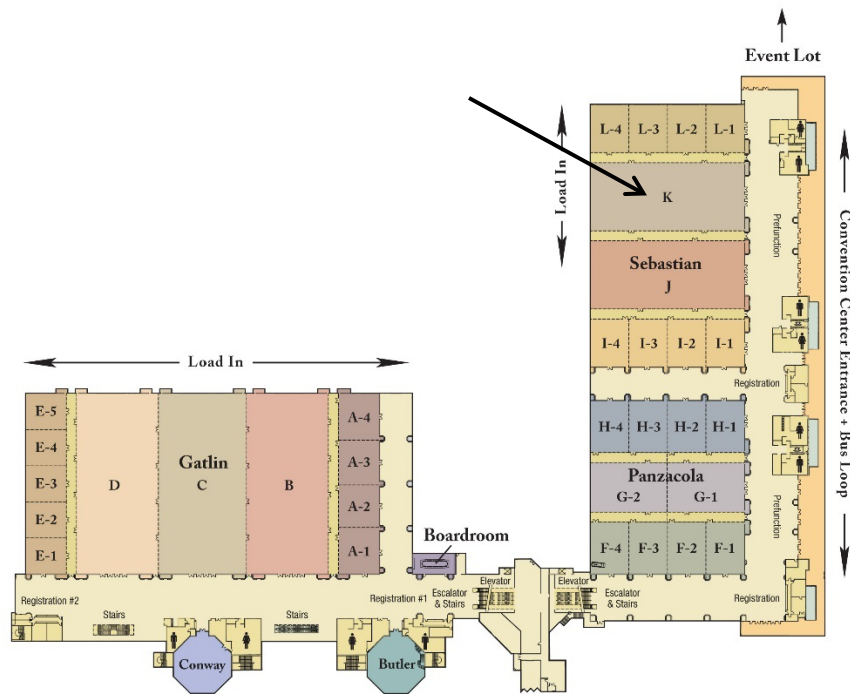
Exhibitor Schedule and Expo Hours

Date	Time	Event
Wednesday, May 7 th	5:00 p.m. – 7:00 p.m.	Welcome Reception
Thursday, May 8 th	9:00 a.m. – 3:45 p.m.	Exhibitor Move-in / Set-up
	4:00 p.m. – 6:00 p.m.	Reception and Expo Show "Sneak Peek"
Friday, May 9 th	6:00 p.m. – 9:00 p.m.	Appreciation Dinner, Awards, Auction, and Entertainment
	10:00 a.m. – 2:00 p.m.	EXHIBITOR EXPO and LUNCH
	2:00 p.m. – 6:00 p.m.	Exhibitor Move Out / Tear-Down

Expo Hall

The Exhibitor Expo will be held in the **Sebastian K** ballroom of the resort.

Lower Level Ballrooms, Lower Butler, Conway and Boardroom



Shipping Materials to Hotel

Exhibitors may ship packages, materials, or exhibits to the Rosen Shingle Creek arriving no earlier than three (3) days prior to the start of the convention and trade show for an additional fee. **Packages, materials, and exhibits may be delivered to Hotel may be delivered no earlier than Monday, May 5, 2025.** Please note that no freight will be accepted after 5:00 p.m.

Charges for all incoming materials will be assessed to the sender and charged at a rate \$1.00 per pound. Pallets will be charged at the same rate with a maximum charge weight of 400 pounds for each pallet received. Storage for boxes received more than 5 days prior to the group's (or recipient's) arrival, an additional charge of \$5 per box per day, and \$50 per pallet per day will be incurred. For shipping out, pre-labeled packages will be charged at a rate of \$10 per box, \$15 per plastic container and \$100 per pallet.

Materials or exhibits shipped to the Hotel can be picked up at the Package Room in the Business Center in the Rosen Shingle Creek on the conference level, Monday through Friday from 8:00 AM – 5:00 PM, and Saturday from 8:00 AM – 12:00 PM.

The Hotel can also deliver shipped materials or exhibits to the expo hall for an additional fee. Charges for delivering materials and exhibits to the expo hall will be assessed to the sender and charged at a rate \$1.00 per pound. Pallets will be charged at the same rate with a maximum charge weight of 400 pounds for each pallet received. Storage for boxes received more than 5 days prior to the group's (or recipient's) arrival, an additional charge of \$5 per box per day, and \$50 per pallet per day will be incurred. For shipping out, pre-labeled packages will be charged at a rate of \$10 per box, \$15 per plastic container and \$100 per pallet.

For shipping materials or exhibits directly to the Hotel, please address all packages as below:

**Rosen Shingle Creek
2025 Florida-Alabama Outdoor Hospitality Convention & Expo
Hold for:
Arrival Date:
Attn: Janice Jimenez
9939 Universal Blvd
Orlando, FL 32819**

For additional information, please contact the Hotel's Package Room at (407) 996-8580.

Exhibit Space and Furnishings

Each exhibit booth space will include a 6-foot draped table and two chairs.

Additional furniture and fixtures can be ordered directing from SourceOne Events, the preferred Exhibits and Branding vendor for Rosen Shingle Creek.

SourceOne Events
Contact: Liliana Garcia
Phone: 708.344.4111 Ext: 218
E-mail: liliana@sourceoneevents.com

Signs and Displays

All signage must be professionally printed and mounted either vertically or horizontally and be approved by Rosen Shingle Creek prior to posting. The signage will only be permitted inside the function building or immediately outside actual function entrances. No signage is permitted in the main Hotel lobby or the Public Areas en route to the Convention Facility.

Signs cannot be hung on any walls using the following materials: tacks, tape, push pins, staples, duct tape and/or nails. Exhibitors are responsible for the removal or placement of signs, banners and any other materials that may have been posted at the Hotel.

Signs, displays, and backdrops, with a maximum height of 8 feet to the top of the sign as measured from the floor are permitted in the booth space.

Flammable and Toxic Materials

All materials used in display construction or decoration should be made of fire-retardant materials and be certified as flame retardant.

Property Damage

Exhibitors are liable for any damage to Hotel's property or public function space caused by the act or omission of the group, it's agents, directors, shareholders, employees, members, attendees, contractors, volunteer or performers.

Badges and Registration

All exhibitor representatives must check-in at the registration desk prior to receive their badges prior to the start of the Reception and Expo "Sneak Peek," on Wednesday, May 8, 2025.

Exhibitor representatives must have an Exhibitor Badge to access the Expo Hall (Sebastian K) during move in, show days, and move out.