

EXHIBIT & SPONSOR AGREEMENT TERMS AND CONDITIONS

We agree to abide by the exhibit specifications outlined by the Florida Apartment Association (FAA). We agree to abide by the specific exhibit setup and teardown schedule as arranged by FAA. We agree to staff our booth(s) during show hours on both days of the trade show. FAA reserves the right to rearrange the floor plan where necessary to facilitate a successful traffic flow, up to and including the opening day of the show.

SCHEDULE AT A GLANCE:

WEDNESDAY, OCTOBER 14, 2026

8 a.m. – 5 p.m.	Exhibitor Set-up & Registration
9 – 10 a.m.	Florida Suppliers Council Meeting
10 a.m. – 12 p.m.	Board of Directors Meeting
12 p.m. – 3 p.m.	Legislative Platform Meeting
11 a.m. - 6 p.m.	Open for Supplier Events
7 – 10 p.m.	PAC to the '80s - APAC Event (ticketed event)

THURSDAY, OCTOBER 15, 2026

8 – 11 a.m.	Exhibitor Set-up & Registration
9 - 11 a.m.	Opening Session & Keynote
11 a.m. – 2:30 p.m.	Trade Show Grand Opening & Lunch (lunch available 11:30 a.m. – 1 p.m.)
3 - 4 p.m.	Concurrent Education Sessions
4:15 - 5:15 p.m.	Concurrent Education Sessions
6 – 11:59 p.m.	Open for Supplier Events

FRIDAY, OCTOBER 16, 2026

8:30 - 9:30 a.m.	Concurrent Education Sessions
9:45 - 10:45 a.m.	Concurrent Education Sessions
11 a.m. – 1 p.m.	Trade Show & Lunch (lunch available 11 a.m. – 12 p.m.)
1:05 – 8 p.m.	Exhibitor Teardown
1:15 - 2:15 p.m.	Concurrent Education Sessions
2:45 - 3:45 p.m.	Closing Keynote Session
6 – 8 p.m.	Awards Celebration Dinner
8 - 9 p.m.	Presidents' Dessert Reception
10 p.m.	Open for Supplier Events

PLEASE NOTE: The exhibits will be closed at all other times, and the Exhibit Hall will be monitored, and no one will be admitted.

Service Contractor

The exclusive decorator for the FAA Annual Conference & Trade Show is:

Freeman

2200 Consulate Drive
Orlando, FL 32837
Tel. 407-816-7900; fax 469-621-5605
freemanorlandoes@freemanco.com

Freeman Exhibit Transportation

Tel. 800-995-3579 toll-free U.S. & Canada; 817-607-5100 local & international; fax 469-621-5810

Freeman is a full-service contractor and can provide all aspects of service for exhibitors. An exhibitor kit will be forwarded by Freeman to exhibitors after payment and contracts are received by the FAA. If you haven't received an exhibitor kit communication from Freeman by **July 2026**, please call 888-508-5054 to request one.

If you decide to use an independent contractor for your shipping needs, you are required to provide their contact information to carina@faahq.org no later than **Wednesday, June 24, 2026**.

Shipping

Freeman also functions as the official material handling contractor. Shipping instructions and pricing will be included in your exhibitor kit.

Freight (Drayage) and at-Facility Material Handling Requirements

Do not send shipments to the show hotel — they will be refused! Please abide by the procedures outlined in the shipping instructions provided for this event. Freeman is the exclusive provider of all freight handling services, including outbound shipments. Freeman's material handling rates are for round-trip service. Do not rely on the hotel/facility to be responsible for materials. If your shipping deadlines require shipping to the hotel, shipments will be accepted on move-in day ONLY. If you have any questions, please contact Freeman for special instructions. They will be pleased to assist you. A Freeman representative will also be available at the show site to assist you with your outbound freight handling needs. Thank you for your cooperation.

PLEASE NOTE: any material handling, shipping or any other assistance by Freeman will result in additional charges/fees that the exhibiting company is responsible for paying. Be sure to check and verify all pricing with Freeman prior to service.

Payment for Booth

Any person, partnership, or corporation engaging space who shall fail to make payment and provide an insurance certificate as specified herein shall thereby and thereupon forfeit all rights in and to the use of assigned space, and the FAA shall have the right to dispose of such space in such manner as it may consider its interest without liability on the part of FAA.

Exhibitor Cancellation Terms

Cancellation requests must be sent in writing to FAA headquarters. If any exhibitor desires to cancel any or all of the assigned booth space, the exhibitor will be assessed for the amount of space as follows:

- 50% of total canceled space value if canceled before **Friday, June 26, 2026**.
- 100% of total canceled space value on or after **Friday, June 26, 2026**.

Booth representative registration refund requests will be honored if received in writing by **Wednesday, September 23, 2026**, and are subject to a \$125 processing fee. No refunds will be made for cancellations after **Wednesday, September 23, 2026**, or for no-shows.

Sponsor Terms & Cancellation

- The order of selection for sponsorship opportunities and booth location is determined based on the order [time/date] in which the company's signed commitment is received.
- A deposit of 50% of your selected sponsor level (Platinum, Gold, Silver) must be received **no later than Wednesday, February 18, 2026**. The full balance of your booth and sponsorship selections must be paid in full by **Tuesday, March 17, 2026**, or your deposit and sponsorship opportunities can be forfeited. A late fee of 1% of the total unpaid balance will be assessed for any sponsor invoice not paid in full by the above due date. FAA may, at its sole discretion, require payment of 100% of your commitment level in order to reserve your sponsorship opportunities. FAA reserves the right to make changes (including pricing) to any items within the sponsorship prospectus prior to sponsor selection.

Please note: all NON-MEMBER companies will incur a 20% premium fee of the sponsorship cost and/or exhibit booth(s) selected.

Exhibitor Responsibility Clause: The exhibitor assumes all responsibility for any and all loss, theft or damage to exhibitor's displays, equipment and other property while on Walt Disney World® Resort premises, and hereby waives any claim or demand it may have against Disney Destinations, LLC or its affiliates arising from such loss, theft or damage. The exhibitor agrees, for the benefit of Disney Destinations, LLC and its affiliates, to comply with all Walt Disney World® Resort policies for exhibitors and all applicable laws, codes and regulations. In addition, the exhibitor will defend (if requested by and with counsel satisfactory to Disney Destinations, LLC), indemnify and hold harmless Florida Apartment Association (FAA) and Disney Destinations, LLC and their respective parent, subsidiary and other affiliated or related companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorneys' fees and costs through and including any appeals, arising from or in connection with the exhibitors occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission or willful misconduct of the exhibitor or its employees, contractors, subcontractors or agents.

Outside Food and Beverage:

Due to licensing requirements and quality control issues, all food and beverage to be served on

hotel property, including any Food and Beverage in exhibit booths on the Show Floor, must be supplied and prepared by the Resort. See exhibitor kit for more information.

It is strictly prohibited to serve any alcohol from your exhibit booth. Exhibitors caught serving alcohol will be prohibited from purchasing exhibit space or sponsorship opportunities at future FAA conferences. Food and non-alcoholic beverages that are not ordered through the hotel will not be permitted to be distributed during the trade show.

INSURANCE:

You are required to provide a certificate of insurance displaying the minimum coverage levels below and naming the following entities as Certificate Holder and Additional Insured (highlighted in yellow):

Certificate Holder should appear as:

Florida Apartment Association
711 North Orlando Ave. Suite 201
Maitland, FL 32751

Description of Operations/Locations/Vehicles should appear as:

The **Florida Apartment Association** and its managers, subsidiaries, affiliates, employees, and agents and **Disney Destinations LLC** and their parent, subsidiary, and other affiliated or related companies including their managers, employees, and agents.

Additional Insured: As set forth below, FAA, Disney Destinations LLC, and their parent, subsidiary, and other affiliated or related companies must be named as additional insureds on Certificate of Insurance, and include a waiver of subrogation as to the additional insureds. (The additional insured requirement will not apply to the Worker's Compensation or Employer's Liability Insurance.)

Minimum Insurance:

- I. Commercial General Liability (including without limitation products liability and contractual coverage, and automobile liability coverage for all vehicles) with minimum limits of \$2,000,000 combined single limit per occurrence, covering any loss or liability resulting from personal injury, death, or property damage arising from or in connection with your exhibits (including without limitation, the use of any exhibit space or any negligent act of omission of you or your exhibitors or your or their respective offices, directors, employees, agents, contactors, or subcontractors in connection therewith).
- II. Worker's Compensation Insurance and Employer's Liability Insurance with minimum limits of \$1,000,000 per occurrence. The policies for such insurance will (A) be issued by responsible companies reasonably acceptable to us with BEST guide rating of at least B+VII; (B) provide that coverage under such policies may not be canceled, terminated, changed, or modified unless we receive 30 days' prior written notice thereof; (C) be primary and not contributory; and (D) be on an occurrence basis. You must provide us certificates of insurance (evidencing compliance with these insurance requirements) at

least 60 days before the start of your meeting; naming FAA, Disney Destinations LLC, and their parent, subsidiary, and other affiliated or related companies as additional insureds; and containing a waiver of subrogation as to the additional insureds. (The additional insured requirement will not apply to the Worker's Compensation or Employer's Liability Insurance.)

Certificates of Insurance should be uploaded to your company's [Exhibitor Portal](#).

Failure to provide such insurance will prohibit your company from exhibiting and accessing the premises.

The Exhibitor understands that neither the FAA nor Disney and its related subsidiaries and affiliates ("Hotel Parties") maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. The Exhibitor is responsible for damage to property. No signs or other articles shall be posted, nailed, or otherwise attached to any of the pillars, walls, doors, floors, etc., in such a manner as to deface or destroy.

Please be advised that the Hotel is committed to a drug- and alcohol-free work place. In addition, it is a requirement that all employees conduct their job duties in a safe manner. The Hotel reserves the right to require that your operation ceases at any time, if in our reasonable estimation, these two policies are not being adhered to.

Other Provisions. This Agreement is entered into in the State of Florida. No provision of this Agreement may be modified or waived except by a written instrument duly signed by both parties. Except to the extent this Agreement provides for liquidated damages, any of FAA's or Hotel Parties' rights or remedies under this Agreement are in addition to any other FAA or Hotel Parties' rights or remedies under this Agreement, at law, or in equity.

Fire Regulations

In order to comply with local fire ordinance requirements, all decorative materials must be flame resistant. Materials meeting these requirements are available to exhibitors from Freeman. No volatile or flammable fluids, substances, or materials of any nature prohibited by city fire regulations or insurance carriers may be used in any booth.

Booth Assignments

Exhibit space is assigned on a first-come, first-served basis, determined by receipt of payment for full booth space, insurance certificate, and signed contract.

The FAA will confirm receipt of payment, insurance certificate, and contract, along with a booth assignment. Management reserves the right to rearrange the floor plan where necessary to facilitate a successful traffic flow, up to and including the opening day of the show.

All 20-foot-by-20-foot island exhibits require a drawing, plans, or renderings, preferably

digital, to be submitted to the show organizer at Carina@faahq.org, no later than Friday, August 7, 2026.

Co-Exhibiting/Subletting

Exhibitors agree not to assign or sublet any space allotted to them. Your booth is designated specifically for your organization and unauthorized sharing or transfer of space is not permitted.

Booth Space Etiquette and Conduct

Exhibitors must remain within the confines of their designated booth space. This ensures that aisles remain clear, maintains a professional and organized event environment, and respects the space and visibility of neighboring exhibitors. Standing or promoting outside of your assigned booth, including in aisles or in front of other exhibitors' spaces, is strictly prohibited, as it may interfere with other participants' ability to engage with attendees.

At no time should you enter, alter, or remove any items from a fellow exhibitor's booth space.

All Exhibitors, including set-up & tear-down personnel as well as all other attendees are required to adhere to the FAA Code of Conduct.

All booth personnel must be 18 years of age or older to participate.

Operation of Exhibits

FAA reserves the right to restrict the operation of, or evict completely, any exhibit, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, is determined by FAA to be objectionable to the successful conduct of the exposition as a whole.

All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions.

Alcoholic Beverages. It is strictly prohibited to serve any alcohol from your exhibit booth. Exhibitors caught serving alcohol will be prohibited from purchasing exhibit space or sponsorship opportunities at future FAA conferences. Food and non-alcoholic beverages that are not ordered through the hotel will not be permitted to be distributed during the trade show.

Copyright Licensing. Exhibitors are solely responsible for obtaining any required licenses to broadcast, perform, or display any copyrighted materials including but not limited to music, video, and software. Exhibitor shall indemnify and hold harmless FAA, and facility against cost, expense or liability which may be incident to, arise out of or be caused by Exhibitors failure to obtain requisite license.

Sound. In general, exhibitors may use sound equipment in their booths as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.

Public address systems, sound-producing or amplifying devices that project sound beyond the exhibitor's space, or excessive operating noise that distracts from neighboring exhibits, are expressly prohibited. FAA reserves the right to restrict exhibits which, because of noise or for any other reason, may detract from the general character of the exposition.

Live Animals. Live animals for the purpose of exhibiting are prohibited.

Fogger Equipment/Flashing Lights. Fog machines and flashing lights are strictly prohibited.

Scents and Smells. It is strictly prohibited to discharge, emit, or release fragrances or scents from your exhibit booth.

Demonstrations

As a matter of safety and courtesy to others, exhibitors agree to conduct sales presentations and product demonstrations in a manner that assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audiovisual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Hosted Supplier Events

All hosted supplier events must be held during available client event times outlined below and cleared in advance in writing and approved by FAA through the event request form.

Available Client Event Times

Tuesday: Any time

Wednesday: 11 a.m. - 6 p.m.

Thursday: 6 p.m. - Midnight

Friday: 10 p.m. - Midnight

Exhibitors who host events outside of the approved times may be prohibited from purchasing exhibit space or sponsorship opportunities at future FAA conferences.

Booth Furnishings

Single & Double booth fee includes one 6-foot draped table, two chairs and one wastebin, company ID sign & booth number floor decal.

Island booth fee includes one 6-foot draped table, two chairs, one wastebin, and booth number floor decal.

Additional booth furnishings must be ordered from Freeman. A booth furnishing form will be included in the exhibitor kit. Discounts will be offered prior to the show. Furnishing prices increase on site.

Crowd Release

By registering to attend and by your presence, you consent to be photographed, filmed, and/or otherwise recorded. Your registration constitutes your consent to such photography, filming, and/or recording and to any use, in any and all media throughout the universe in perpetuity, of your appearance, voice, and name for any purpose whatsoever in connection with this FAA event.

Pre- and Post-Conference Attendee Lists

We will share with all exhibitors an attendee list four weeks prior to the conference on **Wednesday, September 16, 2026**. After the conference, we will share a post-conference attendee list that includes all registered attendees (pre-registered and onsite registrants) no later than **Wednesday, October 21, 2026**.

By receiving these lists, your company agrees to these terms and conditions:

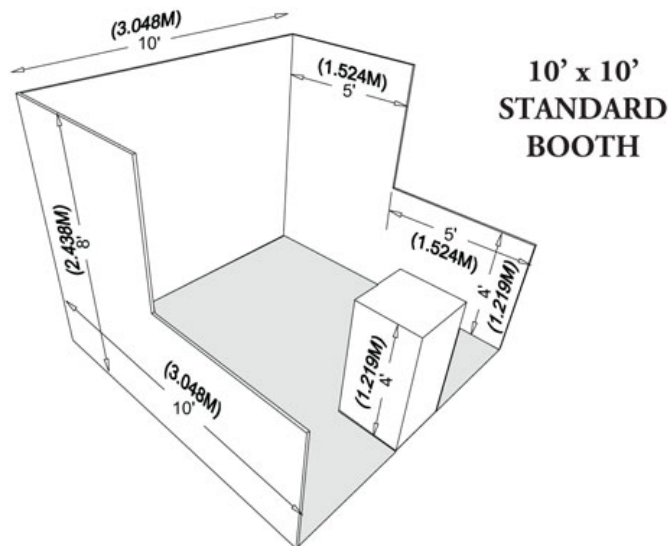
- Email communication to these registration lists is authorized for only one use per company (once with the pre-registered list before the conference and once with the post-conference attendee list after the conference).
 - The electronic files may be used only by the organization exhibiting at the 2026 FAA Annual Conference & Trade Show. The right to use these lists may not be sold, assigned, or otherwise transferred to any third party, whether an individual, corporation, or partnership.
 - The lists contain names and addresses to monitor improper and unauthorized use.
 - **Exhibitors who violate any of these terms will be prohibited from purchasing exhibit space or sponsorship opportunities at next year's conference.**
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Continue below for booth display guidelines per booth size

BOOTH DISPLAY GUIDELINES

- **Single & Double booths include:**
 - (1) 6ft skirted table, 2 chairs and a wastebin, company ID sign & booth number floor decal
- **Island booths:**
 - (1) 6ft skirted table, 2 chairs and a wastebin, & booth number floor decal

Single Booth (10 x 10)



Linear booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

10 feet by 10 feet

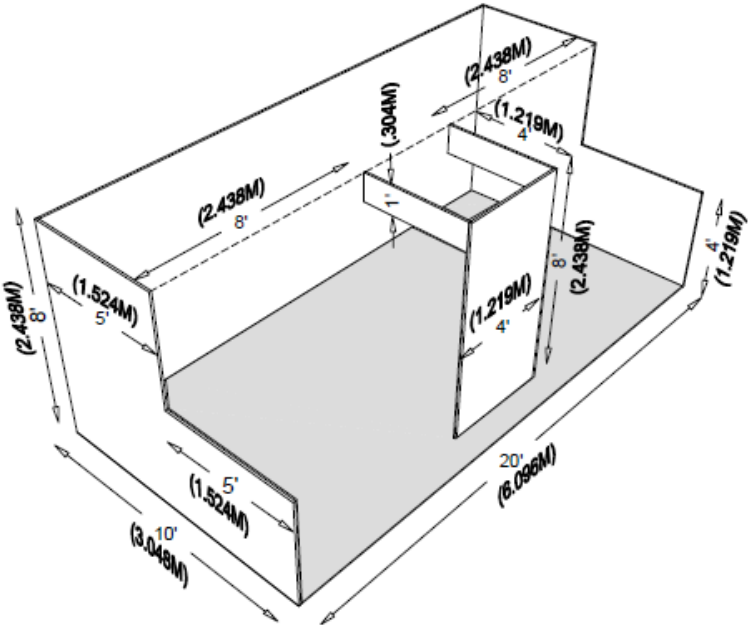
Maximum back wall height is 8 feet.

Use of Space

Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of 8 feet is allowed only in the rear half of the booth space. The maximum height on all materials in the remaining space forward to the aisle is 4 feet.

Double Booth (10 x 20)



10' X 20' EXTENDED HEADER BOOTH

Dimensions

10 feet by 20 feet
Maximum back wall height is 8 feet.

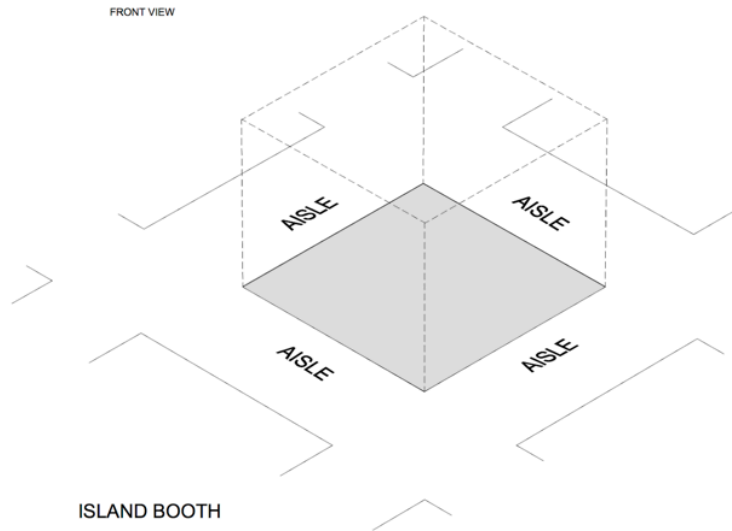
Use of Space

Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

Extended header booth, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

Island Booth (20x 20)

(exclusive to platinum sponsors, limited availability)



Island booths are exposed to aisles on all four sides.

Dimensions

20 feet by 20 feet

Use of Space

The entire cubic content of the space may be used.

The maximum allowable height is 16 feet.

Island booths are allowed the opportunity to provide a hanging sign above your 20-foot-by-20-foot island booth (maximum height of 25 feet from floor to top of sign, whether the sign is suspended from above or supported from below; rigging fee not included).

All 20-foot-by-20-foot island exhibits require a drawing, plans, or renderings, preferably digital, to be submitted to the show organizer at Carina@faahq.org, no later than Friday, Friday, August 7, 2026.