



PROFESSIONAL DEVELOPMENT

EXPO 2025

FLORIDA BLUE CONFERENCE CENTER

VENDOR EXPO DETAILS

SETUP

- The setup windows are 1:00 – 5:00 PM on Wednesday, August 27th and 7:00 – 8:00 AM on Thursday, August 28th.
- Vendors can unload in one of two marked locations, but parking is not permitted in these spaces. They are just meant for unloading.
- Your table will be assigned, and assignments will be sent out soon.

TABLE DETAILS

- The tables are 5ft by 30 inches and will have a black tablecloth on them. The tablecloth provided can be removed or covered with your own branded tablecloth.
- We cannot supply access to electric or allow any materials to be in front of your table. All items just remain on or behind your table for egress purposes.
- You can have a drawing of your own at your table but it must be conducted at your own discretion and time will not be built into the schedule for these.
- All attendees will be provided with an IFMA branded bag for any goodies you might be offering at the event.
- In the past, goodies have included koozies, notebooks, pens, stress balls, eyeglass cleaners, and similar branded materials. What you supply is up to you and your company.

TIMING

- The expo will run through several portions of the day with two dedicated windows (8:00 – 9:00 AM and 1:45 – 2:30 PM) and several smaller breaks (10:15 – 10:30 AM, 11:15 – 11:45 AM, 2:30 – 2:45 PM).
- We suggest breaking down after the 2:30 – 2:45 PM break or at the conclusion of the event at 4:00 PM.

OTHER DETAILS

- We will be having a scavenger hunt where attendees must visit all nine of the Sponsor tables and at least 19 of the Vendor Expo tables for stamps on their card to enter the event prize drawings. Those drawings will be conducted at the close of the event. Each vendor expo table will be provided with a stamp.
- A list of all vendors in the Vendor Expo will be in the event program as well as on signage and the scavenger hunt card.

QUESTIONS?

For questions, please reach out to our Professional Development Committee.

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