

41st
ANNUAL

FPC

FLORIDA PLANS &
CONSTRUCTION
SEMINAR + EXPO

**THE
NEW**

**FGI
CODE**



PROSPECTUS

EXHIBITOR MOVE-IN / MOVE-OUT HOURS
EXHIBITOR CHECKLIST AND DEADLINES
SEMINAR & EXPO SCHEDULE
EVENT CONTACTS
FAQS ON BOOTHS, BADGES/PERSONNEL & MORE
EXHIBITOR POLICIES

SEPTEMBER 28 – 30, 2025

DISNEY'S CORONADO SPRINGS RESORT | ORLANDO, FL

WWW.FPCSEMINAR.COM

The FPC Seminar + Expo, is in its 41st year, and is unequivocally the state’s most important meeting for Florida’s health care facility leaders working in health care facility design, construction, and management.

Who attends the FPC Seminar

FPC Seminar attendees are a unique and comprehensive group of leaders from throughout the state of Florida working in health care facility design, construction, and management -- architects, engineers, health care facility directors and facility engineers, contractors, as well as AHCA (Agency for Health Care Administration) review architects and engineers, and Fire Protection Specialists from AHCA Field Offices.

In 2024 FPC had a record breaking year with over 1550 seminar registrants in attendance, as well as an additional 700+ individuals representing their companies in the Expo.

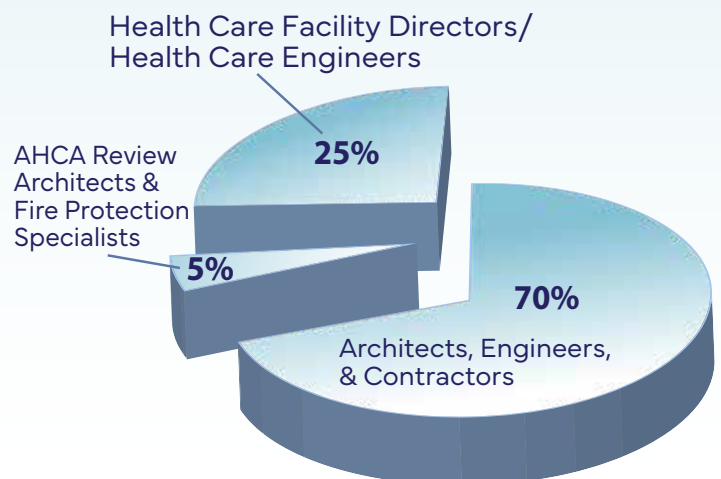
The FPC Seminar + Expo provides the ideal environment for sharing and learning not only inside the classroom, but from each other outside the classroom and at the Expo. We are looking forward to breaking records again in 2025. Reserve your booth quickly to ensure your space.

Who should exhibit in the FPC Expo

This is the most important meeting this year for Florida’s health care facility professionals, both for its critical education and for sheer numbers of health care facility professionals gathered in one place. For companies whose target audience are the decision makers for health care facilities, design or owner/management side, your participation as a FPC Expo exhibitor provides your company maximum, cost-effective exposure in the ideal environment to engage and connect to this group.

FPC Seminar Attendees At-A-Glance

Seminar attendance continues to grow each year. Last year over 1550 attended the sessions and the Expo. On average, 25% of those registrants are health care facility directors and health care engineers.



Sunday, September 28, 2025

Disney's Coronado Springs Resort • 1001 W. Buena Vista Dr. Lake Buena Vista, FL

Exhibitor Move-In: Veracruz B/C

Sunday, September 28: 2:00 - 5:00 PM

Monday, September 29: 8:00 AM - 3:30 PM

All exhibit setup to be completed by Monday, 3:30 PM

Exhibitor Move-Out: Veracruz B/C

Tuesday, September 30: 1:30 - 5:00 PM*

*\$500 penalty for breaking down before 1:30 PM

FPC Expo Open Hours: Veracruz B/C

Monday, September 29: 4:30 - 7:00 PM

Tuesday, September 30: 7:00 AM - 1:30 PM

Exhibitor Checklist and Deadlines

Keep this list handy to check off items as you complete them. A fully completed list will ensure your best experience at the FPC Expo.

ITEM	TASK	✓	DUE DATE / DEADLINE
1.	Set up your Exhibitor Account on Map Dynamics: complete your company profile by including a description, uploading your company logo, adding your contacts, and linking your social media accounts.	<input type="checkbox"/>	Now
2.	Request and submit your Certificate of Insurance (COI).	<input type="checkbox"/>	Now
3.	Make hotel reservations, if needed.	<input type="checkbox"/>	Now
4.	Deadline to sign up for Lead Capture and pay fee on Map Dynamics.	<input type="checkbox"/>	Deadline Fri., Sept. 12
5.	Exhibitor Service Kit - Discounted ordering and payment deadline.	<input type="checkbox"/>	Deadline Fri., Sept. 12
6.	Register your company's onsite booth rep badges in the "In the Booth" section on Map Dynamics.	<input type="checkbox"/>	Deadline Fri., Sept. 12



Some Checklist Details

Set Up Your Company's Profile in Map Dynamics (only takes a few minutes)

You should have received an email invitation from Map Dynamics after you paid for your booth(s) to set up a password to access your account. If you can't find this email, please check your spam folder. The Map Dynamics portal is where you can complete your company profile and purchase optional services, including lead capture, and additional Exhibitor Rep badges.

Register your Exhibitor Reps - "In The Booth" tab on your Map Dynamics Profile

Each 10' x 10' booth comes with four Exhibitor Rep badges. There is an option to register additional badges for \$175 each.

Additional Paid Exhibitor Reps - If you require additional booth staff beyond the four included, you can purchase additional exhibitor rep badges on Map Dynamics for \$175 each.

Access - Expo exhibitor rep badges provide access to all FPC Seminar + Expo food and beverage events. Please note that these badges do not provide access to educational sessions.

Info for your Exhibitor Badges - Under the "In the Booth" tab, select "Add a New Person" to complete the required fields for each representative. The information you provide will be used for the badges, so please ensure you include all the details you want displayed. The badges can include the following fields:

- Name (including any designations)
- Title
- Company
- City, State

Additionally, please include email addresses for pre- and post-show communication. Badges will be available for pick-up at the FPC Expo Registration Desk, located outside the Expo.

Exhibitors' Service Kit (from US Tradeshows)

Booths are UNFURNISHED. Arrange for your furnishings, electricity, shipping, etc. from this kit. Exhibitors may carry in their own displays and furnishings if items can be hand carried or using a two-wheeled dolly. Beginning in early July, link to the online Exhibitors' Service Kit will be provided to exhibitors that have submitted their COI.

FPC EXPO - FOOD / DINING



Each booth includes food and beverage events for four (4) exhibitor reps.

Sunday

Meet and Greet Reception

Monday

Lunch

Opening Reception in Expo (cash bar)

Tuesday

Breakfast in Expo

Morning Break in Expo

Lunch

Dining Options at

Disney's Coronado Springs Resort

All other meals are on-your-own. There are multiple food venue choices from grab-n'-go to formal dining and bars at *Disney's Coronado Springs Resort*.

[Click here](#) to view the offerings!

FPC Seminar + Expo SCHEDULE

Sunday, September 28 - Tuesday, September 30, 2025

Disney's Coronado Springs Resort • 1001 W. Buena Vista Dr. Lake Buena Vista, FL

Sunday, September 28

7:00 AM	Registration - Charity Golf Tournament
8:00 AM	Shotgun Start - Charity Golf Tournament
12:00 - 6:00 PM	FPC Seminar Registration
3:00 - 5:30 PM	FPC Seminar Educational Sessions
5:30 - 7:00 PM	FPC Seminar Meet & Greet Reception

Exhibitors: Your booth registration includes **FOUR** complimentary tickets (per booth) to the Meet & Greet. Anyone planning to attend must pick up their badge and ticket at Veracruz North Registration Desk between 2-6 PM on Sunday prior to the event.

Monday, September 29

8:45 AM - 4:30 PM	FPC Seminar Educational Sessions
11:30 AM - 12:30 PM	Lunch
4:30 - 7:00 PM	Expo Opening Reception

Tuesday, September 30

7:00 - 8:30 AM	Breakfast in Expo
8:30 AM - 3:30 PM	FPC Seminar Educational Sessions
9:30 - 10:00 AM	FPC Seminar Break in Expo
12:00 - 1:00 PM	Lunch
1:30 PM	Expo Closes; Exhibitor Move-Out until 5:00 PM

Exhibitors: On Monday and Tuesday, your booth registration includes the food events listed for up to four badged reps. If you paid for additional booth reps, they also have access to these events.

FPC Expo Reg Desk Hours: Veracruz North

Sunday, September 28 2:00 PM- 6:00 PM

Monday, September 29 7:00 AM - 6:00 PM

Tuesday, September 30 6:30 AM - 1:30 PM



FPC Expo Lead Capture

Capture, qualify, and take notes on your leads using the SwiftLeads application. All leads are stored on the cloud as well as in the SwiftLeads application making follow-up easy.

How Does Lead Capture Work?

Use the handheld SwiftLeads barcode reader or the SwiftLeads app on your own Android or iPhone device to capture leads. SwiftLeads can read any type of barcode, beacon or NFC tag, or leads can be manually entered or searched for by first or last name.

If you need custom questions there is the option to set up each device with custom qualifiers using our web interface. After scanning an attendee's barcode, the user can answer the questions. The answers are automatically saved with that lead and can be viewed at any time for later use. A document or web link can be associated with the answers which the SwiftLeads app will then automatically email to the attendee at a time you specify. The Swiftium system keeps track of whether the document or link has been visited and reports this to you.

Your lead data is encrypted, uploaded and triple backed up in real time on our secure servers, in the cloud, and on the device. The data you capture is immediately accessible 24/7 and you have the freedom to access your data from anywhere, at any time during or after the event through your password protected account. Your data can also be downloaded locally into any computer, tablet or Smartphone in Excel or text format, or pushed to any lead tracking system including Salesforce.com. SwiftLeads also provides customized report generation so you can delve into your data in depth.



Pricing: \$125 for Single Activation / \$275 for Triple Activation.

Booth Prizes



Exhibitors are still welcome to offer a prize at their booth, maximum value \$250. Eligible recipients for your prize pool can be collected via business cards or through the FPC Expo Lead Capture that is available for purchase at time of booth reservation or later on Dashboard. Download the FPC Seminar Event Mobile App (available free on-site). Use the app's Activity Feed to post your prize, promote your company and announce your winner. Exhibitors are responsible for connecting with winners to present door prizes.

FPC Seminar + Expo Contacts



FPC Expo Manager: Lani Milton
lanimilton2019@gmail.com / 904-383-9578

FPC Expo Services Contractor: Joan McKee
jmckee@ustshows.com / 407-812-8225

FPC Expo Food and Beverage: Michele Caroli
michele.caroli@disney.com / 321-388-8490

FPC Seminar: Jeff Olszewski
Jeff@LATConferenceServices.com / 407-353-8581



FAQs

How many booth rep badges per booth do I receive, and how many booth reps can be on the Expo floor or in the booth at one time?

Four badges are included with your 10' x 10' booth, and all four individuals may be present at the booth at the same time.

If you require more than four people on the floor, you can purchase additional booth rep badges through your Map Dynamics Portal.

Each badge is \$175 per person and must be issued to employees of your company.

When will I receive an attendee list?

A pre-meeting attendee list, consisting of Name, Title, Company, Facility, USPS Address, and email addresses from attendees who agreed to share their emails, will be emailed on September 12 to the administrative contact provided for the event. If no administrative contact is listed, it will be sent to the public contact. A second complete post-meeting attendee list will be emailed after the meeting.

CAUTION! Both pre-meeting and post-meeting attendee lists are provided to you at no charge as part of your exhibit fee. **Do not respond to scam emails offering to sell you our attendee list.**

Scammers do not have our attendee data. You may also be contacted by individuals or groups claiming to be associated with the hotel or another entity offering hotel reservations. These offers are not legitimate. No one from our event or Disney's Coronado Springs Resort will contact you with such offers. The link to our FPC Seminar room block is in your booth confirmation.

You mention my Map Dynamics as the place to register booth reps and complete my profile - how do I set that up?

As soon as you completed online registration/payment for your booth you received an email invitation from Map Dynamics with a link to log back into Map Dynamics to set up your password protected account. If you haven't set up your account and cannot locate that link please request the link be resent to you by emailing lanimilton2019@gmail.com

Does my booth come with table and chairs, and what about electricity?

All booths are **UNFURNISHED**. US Tradeshows will provide access to the online FPC Expo Exhibitor Kit in early July to your designated contact for the event. The kit contains details for arranging furnishings, freight, and electricity, as well as order discount deadlines and dates for advance shipping and direct shipping to the show site. Any further questions can be directed to US Tradeshows using the contact information on the previous page.

If you require electricity in your booth, it must be ordered through Encore at Disney's Coronado Springs Resort using the form or link provided in the US Tradeshows online kit.

How tall can my exhibit be?

Your exhibit cannot exceed 8 ft, and everything over 4 ft must be located in the back half of the booth to preserve line of sight. Full details with helpful illustrations are contained in the next two pages.

If you have an endcap set of booths (two booths perpendicular to the direction of the aisles), please pay attention to the design restrictions described for maintaining line of sight.

FPC Expo Exhibitor Policies

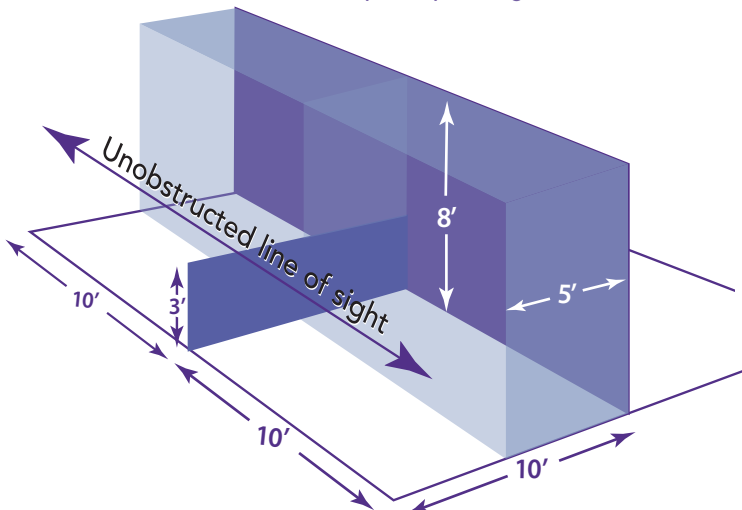
It is the responsibility of the exhibiting company's primary contact to see that all booth staff and their contractors are aware of and adhere to FPC Expo Exhibitor Policies and are also aware of the Terms and Conditions agreed to and in effect for this meeting.

Booth Installation / Tear Down Exhibitor Courtesy

1. Exhibitor move-in begins at 2:00 PM, Sunday, Sept. 28. Sunday move-in hours are 2:00 - 5:00 PM and then continue on Monday, Sept 29, 8:00 am - 3:30 PM. All exhibits must be completed by Monday 3:30 PM before the Expo has its opening at 4:30 PM. It is the exhibiting company's responsibility to make their staff and contractors aware of and ensure their adherence to meeting this schedule. Access during installation will be restricted to Exhibitors and independent contractors with badges only.
2. Exhibits must be staffed during all publicized FPC Expo hours when events in Expo are scheduled. Exhibitors must wear badge provided by FPC Expo at all times.
3. Sound enhancement may be used but the level must be such as to not interfere with adjacent exhibitors. FPC Expo Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued or modified.
4. Inspection: All exhibits will be inspected during move-in and any Exhibitor deviating from the Booth Design Rules must make modifications to its exhibit space at Exhibitor's expense prior to Expo opening.
5. As a courtesy and for the safety of other exhibitors and to attendees, exhibitors will not be allowed to tear down their booths until the close of the FPC Expo at 1:30 PM, Tuesday, September 30.

Linear booth configuration

Illustration depicts 10' x 10' booths with 8' back drape and 3' side drapes separating the booths.



Confines of Booth / Booth Design

Exhibitor's display material shall stay within the allocated 10' x 10' space. No exhibit or lighting will be allowed to extend beyond the space assigned to the Exhibitor.

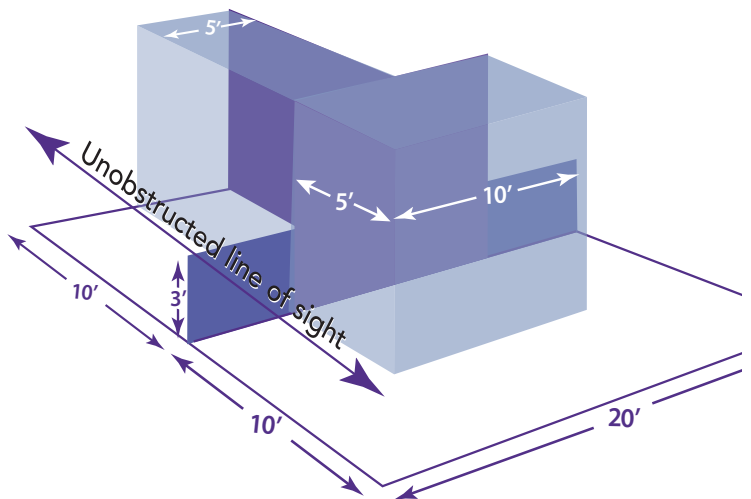
Standard display rules will be in place to address sightline. The maximum height of 8ft is allowed only on the rear half of the booth space, with a 4ft height restriction imposed on all materials in the remaining space forward to the aisle.

Endcap Use of Space In endcap booths where Exhibitor has reserved two booths for a 10' x 20' space which is oriented perpendicular to adjacent linear booths, the display along the back 20' of the booth space may only extend at the maximum 8' height including signage, for 10' in the center portion to maintain sightline for the adjacent linear booths.

Please review illustration below for linear and endcap booth sightline dimensions. Exhibitors will not be permitted to erect signs or display products in such a manner as to obstruct the view or affect the display of other Exhibitors.

Exhibits not conforming to these specifications, or which in design, operation, or otherwise, are deemed objectionable by FPC Expo Management in its sole discretion, are prohibited.

Endcap double booth configuration two 10' x 10' booths, oriented perpendicularly



Portions of exhibit taller than 4ft, depicted as translucent blue areas, are restricted to rear area of booth, and restricted to the center rear area of an endcap double booth. This allows line-of-sight down the aisles which run front to back of the hall.

Exhibit Access

FPC Expo Management reserves the right to limit access to the exhibit floor to anyone during times when the FPC Expo is not officially open.

Food & Beverage at Booth

Arrangements for serving any food and beverage at your booth must be approved and arranged through Disney's Coronado Springs Resort. To contact the hotel, please reach out to:

Disney's Coronado Springs Resort
Michele Caroli, CMP
Senior Event Services Manager
Email: michele.caroli@disney.com
Phone: 321-388-8490

Damage to Property

No part of an exhibit or sign shall be posted, nailed or otherwise attached to columns, walls, floors, or other parts of the building or its furniture, in any way to deface it.

The Exhibitor, its agents, guests, or patrons shall not injure, mar, nor in any manner deface *Disney's Coronado Springs Resort* premises or equipment therein, and shall not cause or permit anything to be done whereby *Disney's Coronado Springs Resort* or its equipment shall be in any manner injured, marred, unduly soiled, defaced, lost, stolen, or otherwise removed from the building. Damages arising from failure to comply shall be the sole responsibility of the exhibitor.

Photography, Video Recording, and Audio Recording

By attending and exhibiting at the FPC Expo, you give permission for images of you captured during the conference through video, photo, or digital camera to be used by FPC Seminar + Expo management in promotional materials, publications, and on the website. You waive any rights, including but not limited to compensation or ownership.

Exhibitors are permitted to photograph, videotape, or audiotape within their own booth space and may also photograph, videotape, or audiotape FPC Expo attendees, provided permission has been granted by the subject. Exhibitors may not photograph or videotape other exhibitors' exhibits. All photography, video, and audio equipment must remain with the exhibitors' booths.

Unoccupied Space

If any reserved booth remains unoccupied after 10:00 AM on Monday, September 29, FPC Expo management reserves the right to sell or occupy that space. Should the exhibitor experience an emergency that delays their setup, please contact management as soon as possible at lanimilton2019@gmail.com.