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***CFI + FCICA Annual Convention Information***  
***Rosen Shingle Creek – Orlando, FL***  
***September 20 – 22, 2023***

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We are delighted to extend our warmest gratitude to you for registering as an exhibitor at the upcoming CFI (Certified Flooring Installers) and FCICA (Floor Covering Installation Contractors Association) Convention!

**Event Details:**

Date: September 20 - 22, 2023

Location: Rosen Shingle Creek, 9939 Universal Blvd. Orlando, FL 32819, (407) 996-9939

Booth Number: [Your Booth Number]

We are thrilled to have your esteemed company on board, showcasing your latest products and services at our convention. Your presence is instrumental in making this event an incredible platform for industry professionals to explore the cutting-edge trends and innovations in the floor covering sector.

The CFI/FCICA Convention is an unparalleled opportunity to engage with industry leaders, network with potential clients, and stay abreast of the latest developments in the floor covering community. With a diverse lineup of educational sessions, networking events, and the bustling exhibition floor, this event promises to be an enriching experience for all attendees.

As an exhibitor, your contributions, and expertise will undoubtedly play a pivotal role in elevating the convention's success and facilitating meaningful connections within the industry. We are confident that your participation will leave a lasting impact on the attendees and foster fruitful business relationships.

If you require any assistance or have specific requests leading up to the convention, please do not hesitate to reach out to our dedicated team. We are here to ensure your experience is seamless and rewarding.

Once again, thank you for your invaluable support. We are eager to witness the positive impact your presence will have at the CFI/FCICA Convention. We look forward to collaborating with your esteemed company and celebrating the shared passion we all have for the floor covering industry.

With anticipation and gratitude,

Your CFI/FCICA Team  
816.918.4888

### [Hotel Reservations:](#)

Book hotel reservations at Rosen Shingle Creek at [this link](#), or by visiting: <https://www.fcica.com/cfi-fcica-2023-annual-convention/>

### [Airport Information:](#)

Orlando International Airport (MCO)

### [Shipping:](#)

Please use the following shipping information on all labels, so that your packages are identified for the CFI/FCICA Convention:

Rosen Shingle Creek  
CFI/FCICA Convention  
September 20 – 22, 2023  
Hold For:  
Your Arrival Date:  
Attn: Abbie Kellner  
9939 Universal Boulevard  
Orlando, FL 32819

Your packages must arrive at the hotel no earlier than (5) days prior to the date required. No freight will be accepted after 5pm. Charges for all incoming materials will be assessed and charged at a rate of \$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. Transporting of packages is available to Rosen Shingle Creek Convention/Conference attendees are managed on-site. Services include transporting inbound shipments sent to or outbound shipments sent from Rosen Shingle Creek.

### [Provided per 10x10 booth space:](#)

- 10' x 10' space
- 6' skirted table and (1) chair
- Space will be piped & draped

Click [here](#) to view the floor plan.

Click [here](#) to see the list of assigned booths.

### [Trade Show Setup:](#)

Thursday, September 21, 2023  
10:00 a.m. – 1:45 p.m.  
Panzacola F3/F4/G2

### Trade Show & Reception:

Thursday, September 21, 2023

2:00 p.m. – 5:30 p.m.

Panzacola F3/F4/G2

### Trade Show Teardown:

Thursday, September 21, 2023

5:30 p.m. – 6:30 p.m.

Friday, September 22, 2023

8:00 a.m. – 9:00 a.m.

### Extras:

[Click here to order additional items for your booth such as power and video equipment.](#)

[Click here to order additional electronics such as Wi-Fi, printers, etc.](#)