



CFI FCICA 2024 Convention and Trade Show Exhibitor Information Rosen Shingle Creek – Orlando, FL October 1 – 3, 2024

Thank you for registering as an exhibitor at the upcoming CFI (Certified Flooring Installers) and FCICA (Floor Covering Installation Contractors Association) 2024 Convention and Trade Show.

Event Details

Date: October 1 – 3, 2024

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

We are thrilled to have you participate in the Trade Show. 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 event provides an opportunity to engage with fellow industry leaders, network with potential clients and stay informed on the latest developments in the floor covering community.

Again, thank you for your support. We look forward to collaborating with your company and celebrating the shared passion we all have for the floor covering industry.

Thank you.

The CFI and FCICA Team
CJ Church, FCICA Executive Director
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(816) 231-4646

[Hotel Reservations](#)

Book hotel reservations at Rosen Shingle Creek at [this link](#). Be sure to adjust the dates of your stay. September 3 is the cutoff for the discounted rate.

[Airport Information](#)

Orlando International Airport (MCO)

[Shipping](#)

Please use the following shipping information on all package labels, identifying them for the CFI FCICA Convention:

Rosen Shingle Creek
CFI/FCICA Convention
October 1 – 3, 2024

Hold For:

Your Arrival Date:

Attn: Cecilia Stefan
9939 Universal Boulevard
Orlando, FL 32819

A package room is available for receipt, holding, and delivery of small packages to guests in rooms and meeting spaces. The package room may not be used as storage, nor will it be available to store exhibits or large crates.

It is requested that **packages arrive at the hotel no earlier than (5) days prior to the date required**. No freight will be accepted after 5 pm. 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 and are managed on-site. Services include transporting inbound shipments sent to or outbound shipments sent from Rosen Shingle Creek.

[Booth Space / Set Up and Tear Down](#)

View the Trade Show floor plan [here](#). View the assigned booth spaces [here](#).

Exhibitor space includes:

- 10' x 10' space
- (1) 6' skirted table and (2) chairs
- Space will be piped and draped

Booth Extras

See included Exhibitor Kit for additional information.

Trade Show and Dinner Reception

Wednesday, October 2

Trade Show – 3:00 pm – 8:30 pm

Reception/Dinner – 6:00 pm – 8:30 pm

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Trade Show Setup

Tuesday, October 1

5:00 pm – 11:59 pm

Wednesday, October 2

10:00 am – 1:45 pm

Trade Show Teardown

Wednesday, October 2

8:30 pm – 11:00 pm

Thursday, October 3

7:00 am – 8:30 am

Exhibitor Kit

- [Floor Plan](#)
- [Booth Assignments](#)
- [Click here](#) to order additional items for your booth such as power and video equipment through the Encore Exhibitor Electrical Audio-Visual Services Order Form
- [Click here](#) to order additional electronics such as Wi-Fi, printers, etc. through Millennium Technology Group

Please be sure to review these important documents and place booth electrical, AV, internet orders in advance. Also, note important shipping information.