

2026 Partner & Exhibitor Service Kit



Conference Location

Sunseeker Resort, 5500 Sunseeker Resort, Charlotte Harbor, FL 33980

Exhibit Hall Dates and Hours

The exhibit hall is in the Great Egret Foyer, adjacent to the General Session area, and will be open continuously during these hours. Please plan to staff your exhibit during non-conflicting times. See detailed conference agenda on Page 2 for information.

Monday, June 22	
9:00 AM – 5:30 PM	Open Continuously
11:30 AM – 1:00 PM	Lunch with Exhibitors
4:30 – 5:30 PM	Opening Reception in Exhibit Hall
Tuesday, June 23	
8:00 AM – 3:15 PM	Open Continuously
6:00 PM – 8:00 PM	Conference Social <i>OffSite. All exhibiting companies receive 2 tickets.</i>
Wednesday, June 24	
7:30 AM – 8:00 AM	Grab 'n Go Breakfast in Exhibit Hall

Move-In

Sunday, June 21 3:00 PM – 5:00 PM
Monday, June 22 7:30 AM – 9:00 AM

Move-Out

Wednesday, June 24 8:00 AM – 11:00 AM

Exhibitors are welcome to leave your tables open through breakfast and the Closing Plenary Session on Wednesday morning. If you choose to dismantle on Wednesday morning, please pause move-out activities from 11:00 AM-12:15 PM so as not to interfere with the closing session.

Important Contacts

Partner/exhibitor benefits and opportunities:

Kelsey Jaffer
kelsey.jaffer@uwcf.org
407-595-2492

Lindsay Zimmerman
lindsay@cfdc.org
561-307-5231

Important Deadlines

May 15	Reserve your hotel room(s) at the discounted group rate. After registering your exhibit representatives, you will receive instructions for making hotel reservations at the discounted rate. <i>Hotel block will close at the end of the month, please make reservations as soon as possible.</i>
May 22	Email your ad for the printed conference program to Michele Peters at mcalvopeters@gmail.com ; see prospectus for ad specs and instructions. See also Additional Promotional Opportunities.

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June 1	Confirm power order with hotel.
June 20	Items for conference bag must be received at the hotel (350 qty). All partners and exhibitors can provide one (1) item for the conference bags. See Shipping information below for details.

Conference Agenda

Registered partners and exhibitors are invited to participate in plenary sessions, educational track sessions, and networking events. [Online registration](#) deadline is **Friday, June 8, 2026**. Agenda is current as of May 1, 2026, and subject to change. [View current agenda online](#). *Non-conflicting times appear in blue.*

Sunday, June 21	
3:00 - 5:00 PM	Registration Open; Exhibitor Move-In
3:00 - 4:30 PM	Pre-Conference Sessions
Monday, June 22	
7:30 - 9:00 AM	Exhibitor Move-In
9:15 - 10:30 AM	Educational Session 1
10:45 - 12:00 PM	Educational Sessions 2
12:00 PM - 1:15 PM	Lunch with Exhibitors
1:30 - 2:45 PM	Educational Sessions 3
3:00 - 4:15 PM	Educational Sessions 4
4:30 - 5:30 PM	Opening Reception in Exhibit Hall
Tuesday, June 23	
8:00 - 9:00 AM	Breakfast with Exhibitors
9:00 - 10:15 AM	Educational Sessions 5
10:30 - 11:45 AM	Educational Sessions 6
12:00 PM - 1:15 PM	Lunch Plenary
1:30 - 2:45 PM	PP Mainstage Minis
2:45 - 3:15 PM	Snack Break with Exhibitors
3:30 - 4:45 PM	PP Mainstage Minis
6:00 - 8:00 PM	Conference Social – offsite
Wednesday, June 24	
7:30 AM - 8:00 AM	Grab 'n' Go Breakfast
8:00 - 9:15 AM	Educational Sessions 7
9:30 - 10:45 AM	Educational Sessions 8
11:00 AM - 12:15 PM	Closing Brunch Plenary

Exhibit Package Information

Each tabletop exhibit package includes:

- (2) Complimentary conference registrations – *must be claimed online*
- (2) tickets to conference social – *must be claimed with online registration*
- (1) 6' linen-less table (metal top)
- Two (2) chairs
- 1 piece of information and/or 1 specialty item inside conference bag*
- Pre- and post-conference attendee list (opt-ins only)

Conference Bag inserts* - If you wish to participate with a specialty item in the conference bag, all items must be received no later than **Friday, June 15. Please see Shipping and Receiving information.

Additional Promotional Opportunities

Program ads

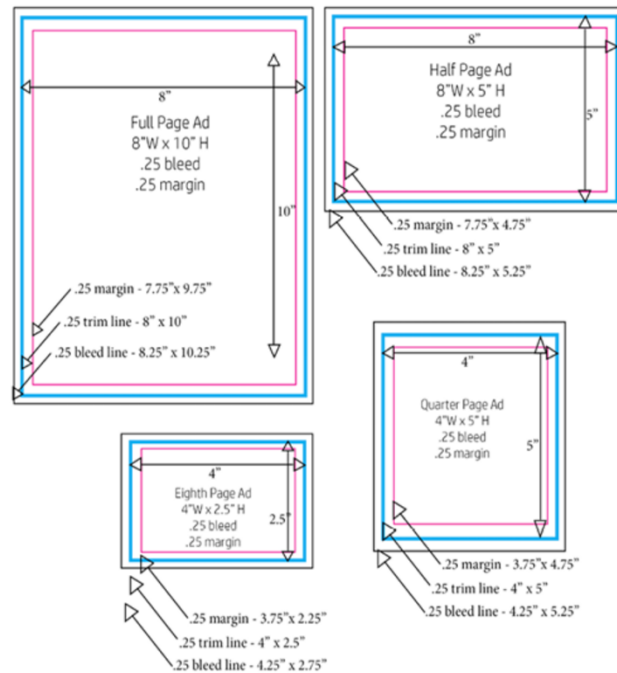
Most partnership packages include a program ad; check the [prospectus](#) for your inclusions.

Print-ready files should be emailed directly to Michele Peters, mcalvopeters@gmail.com no later than **May 22**. Please see instructions below and let us know if you have any questions.

Add-On Program Advertisements

Program ads are due no later than **May 07, 2026**. Please e-mail final ads to mcalvopeters@gmail.com.

Full Page Ad - 8" w x 10" h	\$350
Half Page Ad - 8" w x 5" h	\$275
Quarter Page Ad - 4" w x 5" h	\$200
Eighth Page Ad - 4" w x 2.5" h	\$100



Please send PDFs created and saved in the following way:

1. Convert all colors and color photos to CMYK
2. Supply a resolution of 300 dpi or larger
3. Embed all fonts and art
4. No Crop Marks

Registration

All exhibitor representatives must be registered for the conference. Exhibitor packages include two (2) complimentary registrations and two (2) tickets to the conference social – both registrations and conference social tickets must be claimed online. Registrations and tickets not claimed online will be considered forfeit. Please refer to the registration instructions you received by email for your registration codes. Additional registrations for staff or representatives attending may be [purchased online](#) at the prevailing rate. Registrations include access to all conference meals and sessions.

Online Registration Deadline: **Friday, June 8, 2026**

Exhibitor Services

Drayage/shipping, storage, electricity, pipe/drape are NOT included in exhibitor or partner rates and will require additional charges to be paid directly to the hotel and their vendors. Wireless internet will be available through a network specific to the conference, which is accessible by all conference sponsors, exhibitors, and attendees. Dedicated internet bandwidth will be available at exhibitor cost.

AV and Electricity

Audio-visual and electrical services may be ordered through the hotel. Please order these services online in advance here https://eventnow.encoreglobal.com/myevents/result/index/show_id/9f60e0b8-0042-f111-88b3-7c1e5246b7f8/

Shipping and Receiving

All exhibit-related items, including bag insert materials, must be received by the hotel no later than **Wednesday, June 20, 2026**. *Bag inserts received after this date will not be included in the attendee bags.*

All inbound and outbound shipping charges are the responsibility of the exhibiting company. Please see detailed information regarding handling, storage, and outbound shipping procedures attached to this document.

Internet

Complimentary wireless internet will be available in the exhibit space. If additional connectivity services are required, please order that service here:

https://eventnow.encoreglobal.com/myevents/result/index/show_id/9f60e0b8-0042-f111-88b3-7c1e5246b7f8/

Security

Exhibitors are responsible for safeguarding of their goods, materials, equipment and exhibits. Do not leave valuables unattended.

Parking

Self-parking \$25 per vehicle, per night

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PACKAGE SHIPPING, RECEIVING & DELIVERY INFORMATION

A package room is available for the receipt, holding, and delivery of packages to guests in rooms, meeting spaces, and the exhibit hall. Convention and meeting materials should be identified with the name of the organization, meeting name and date of arrival. If possible please include your exhibit booth number.

If any vendors have specific scheduled drop off and pickups, we need to be made aware ahead of time to let the warehouse know of anything large incoming and banquets to know of dates and times items must be down at the dock for pickup.

Vendors are not permitted to load in their booth items through the front drive or to utilize valet staff or carts for multiple trips with large gear. Please review and make vendors aware of the below dock hours for scheduled deliveries and pickups

MONDAY-FRIDAY- 7:00 AM-2:00 PM
SATURDAY-SUNDAY- CLOSED

If items are needed for the weekend, please make sure all items are scheduled to be delivered the Friday prior or you may see delays with your package until Monday.

Packages should be labeled as follows. **It is very important that you distinguish between items intended to be inserted into the conference bag, and items intended to be part of your exhibit table display.**

ITEMS FOR CONFERENCE BAG	ITEMS FOR YOUR EXHIBIT TABLE
Hold for: Exhibiting company name **CONFERENCE BAG MATERIALS** Attn: <Guest Name> Planet Philanthropy June 22-24, 2026 Sunseeker Resort Florida Gulf Coast 5500 Sunseeker Way Charlotte Harbor, FL 33980	Hold for: Exhibiting company name, Hotel Guest Attn: <Guest Name> Planet Philanthropy June 22-24, 2026 Sunseeker Resort Florida Gulf Coast 5500 Sunseeker Way Charlotte Harbor, FL 33980

To expedite handling of your packages, please ensure the name of the individual who will be responsible for signing for their receipt is on each package. Please do not address packages to your Convention Services Manager or any other Hotel employee as this will result in delays. Packages (excluding pallets/crates) will be available for pickup at the Hotel.

Once packages are received, they will undergo processing, including a security scan. All packages received will require a signature release from the recipient. **If your packages arrive prior to your arrival at Sunseeker, the Hotel will accept and store them for up to 72 business hours prior to your check-in date.** Fees applied include handling and are in addition to standard shipping rates. All fees can be applied to a guest room, master account, or billed to a credit card and are subject to a 26% Service Charge and 7% Sales Tax.

HANDLING FEES (RECEIVING):

DESCRIPTION	INBOUND FEE
Small Box	\$5.00++ Per Box
Medium Box	\$10.00++ Per Box
Large Box	\$10.00++ Per Box
Rolling Case	\$10.00++ Per Case
Crate	\$75.00++ Per Case
Pallet	\$75.00++ Per Case
Letters, envelopes	No charge
Boxes, cases, pallets	\$1.00 per lb.
Storage (7 days prior to arrival)	\$5.00 per box per day/\$50.00 per pallet per day

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OutBound Shipping

All Boxes, Cases, Crates and Pallets to be shipped out must be properly packaged and labeled with affixed carrier bill containing shipping address with name, return address with name, and method of payment.

The Hotel is not responsible for packing or for supplying any packing materials.

Customers are responsible for re-packing their own Pallets or Crates. Scheduling for this must be coordinated through your convention services manager in advance.

Fees applied include handling and are in addition to standard shipping rates. All fees can be applied to a guest room, master account, or billed to a credit card and are subject to a 26% Service Charge and 7% Sales Tax

HANDLING FEES (SHIPPING WITH OWN ACCOUNT):

DESCRIPTION	OUTBOUND FEE
Small Box	\$5.00++ Per Box
Medium Box	\$10.00++ Per Box
Large Box	\$10.00++ Per Box
Rolling Case	\$10.00++ Per Case
Crate	\$75.00++ Per Crate
Pallet	\$75.00++ Per Pallet
Letters, envelopes	\$5.00 per piece
Federal Express/UPS provided boxes, tubes	\$5.00 per piece
Boxes, cases, booths up to 50 lb.	\$10.00 per piece
Boxes, cases, booths over 50 lb.	\$20.00 per piece
Pallets	\$100.00 per pallet

Shipping Services Customers are responsible for scheduling carrier pickup/ delivery. Available carriers include FedEx, UPS and United States Postal Service (USPS). Saturday pick-up and delivery is subject to carrier availability and is subject to additional fees.

After Program Storage Any boxes, cases, crates or pallets left behind without shipping instructions will be discarded 72 business hours after your departure date.

2026 Planet Philanthropy Exhibitor Terms and Conditions

1. Application and contract: The application for space is subject to approval by the AFP Florida Caucus Planet Philanthropy Planning Committee, which reserves the right to, at its sole and absolute discretion, accept, reject, or limit the exhibit or sponsorship opportunities requested by any organization. The application for space and the formal notice of assignment by the AFP Florida Planet Philanthropy constitutes a contract for the right to use the space allotted.

2. Assistance to persons with disabilities: Persons with disabilities who plan to attend this meeting who may need auxiliary aids or services are requested to contact the conference via email at lindsay@cfdc.org at least 10 working days prior to the conference so that the appropriate arrangements can be made.

3. Move-In and Move-Out: Exhibitors are required to use the loading dock or approved loading areas at all facilities. Early dismantle is not allowed. Anyone moving out before the designated move-out time may be prohibited from exhibiting in future meetings. Exhibitors utilizing appointed contractors (EACs) must notify the exhibiting office or turn in an EAC form at least 30 days prior to the meetings. Proof of liability insurance must also be turned in from the EAC 30 days prior to the meeting.

4. Payment and cancellation: Exhibitor and partnership payments are non-refundable. Force Majeure, Effect on Sponsorship Fee: Association Fund Raising Professionals AFP Florida Planet Philanthropy shall not be liable in damages for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to acts of God, government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of AFP Florida Planet Philanthropy. Sponsor/exhibitor shall be released and discharged from any obligation or liability under this Agreement, including their obligation to pay a Sponsorship Fee to AFP Florida Planet Philanthropy for an Event that is cancelled due to Force Majeure, and AFP Florida Planet Philanthropy will promptly refund to sponsor/exhibitor any applicable portion of the Sponsorship Fee for such Event already received by AFP Florida Planet Philanthropy.

5. Conference registration: All exhibitor representatives must be registered for the conference. Exhibitor packages include two (2) complimentary registrations to the conference and two (2) tickets to the conference social event. Additional registrations for staff or representatives attending may be [purchased online](#) at the prevailing rate. Registration includes access to conference meals and sessions, except the Tuesday night social event, which requires a separately purchased ticket.

6. Liability and insurance: Sponsor/exhibitor shall indemnify and hold harmless AFP Florida Planet Philanthropy, and its agents, third-party event planning company or affiliates from all liability which might ensue from any cause related to transporting, placing, or removing exhibits. The sponsor/exhibitor assumes all responsibility for any and all loss, theft or damage to exhibitor's displays, equipment, and other property while on premises, and hereby waives any claim or demand it may have against AFP Florida Planet Philanthropy or its affiliates arising from such loss, theft or damage. In addition, the sponsor/exhibitor agrees to defend (if requested), indemnify and hold harmless AFP Florida Planet Philanthropy., and its respective parent, subsidiaries and other related or affiliate companies, from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorney's fees and costs, arising from or in connection with the sponsor/exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission of the exhibitor or its employees, subcontractors or agents.

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7. List agreement: If using the attendee list that is provided as part of the exhibitor package, the sponsor/exhibitor agrees that: 1) They will not disclose, transfer, duplicate, reproduce or retain any portion of the list in any form, nor will they permit any third party, agent, employee or contractor or their respective agents and employees to do so. 2) The attendee list provided as part of the exhibitor package is only to be used for one email during or after the conference. 3) Recipient email addresses must not be visible in the body or header of emails sent to attendees. The addresses must be in the bcc: line or otherwise disguised by an email client. 4) The attendee list provided to them shall only be used as permitted herein unless specifically approved in writing by AFP Florida Planet Philanthropy.

8. Ancillary functions: Sponsors/exhibitors must notify the AFP Florida Planet Philanthropy Planning Committee of any ancillary functions planned during the meeting, and these functions must be approved in advance by the Committee and may be subject to fees.

9. Floor plan / Space assignments: All dimensions and locations shown on the floor plan are believed, but not warranted, to be accurate. AFP Florida Planet Philanthropy reserves the right to make modifications, to whatever extent deemed appropriate, to the floor plan as may be in the best interest of the meeting. AFP Florida Planet Philanthropy may decline, reassign, or prohibit any exhibit that, in their judgment, is out of keeping with the character of the meeting. All sponsors/ exhibitors shall ensure that their booths are not impeding on other spaces via aisles or height of signs.

10. Fire Regulations: To ensure the safety of all participants, exhibitors shall observe all state and local fire regulations. The cost of repairing any damage to the hotel caused by the exhibitor will be billed to the responsible exhibitor. Nothing can be posted, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, or furniture.

11. Control of Events: AFP Florida Planet Philanthropy shall maintain full control over all meeting planning, including content, quality, scientific integrity, implementation, promotion, evaluation, selection of presenters and moderators, and selection of planning committee members, or other persons and organizations that will be able to control meeting content. AFP Florida Planet Philanthropy will ensure that meeting presenters and moderators have the requisite qualifications, training, and expertise to conduct such meeting and will not solicit input from sponsor/exhibitor on meeting program content.

12. Sponsor/Exhibitor Representations and Warranties: Sponsor/exhibitor agrees to abide by applicable state and federal laws, regulations, and policies.

13. Trademarks: Sponsor/exhibitor hereby grants AFP Florida Planet Philanthropy a non-exclusive limited license to use, display, and reproduce its logos, trademarks, service marks, and trade names only in connection with the promotion and advertisement of the meetings and any listing of the sponsors of the meetings during the term of this Application and Contract. Sponsor/exhibitor represents and warrants to AFP Florida Planet Philanthropy and unconditionally guarantees that all their Trademarks are owned by them or that they have permission from the rightful owner to use each of these elements.

14. Nature of Relationship: The parties agree that nothing in this Application and Contract shall be construed as creating a joint venture, partnership, franchise, agency, employer/employee, or similar relationship between the parties, or as authorizing either party to act as the agent of the other. Nothing in this Application and Contract shall create any obligation between either Party or a third party.