



2024 Leadership Conference Exhibitor Packet

Sponsor Contact: Chloe Watson, chloewatson@flowcontrolgroup.com

Exhibition Venue: Four Points by Sheraton Wakefield Boston Hotel & Conference Center
One Audubon Road, Wakefield, Massachusetts, 01880
Phone: 781-245-9300

Event Dates: August 12-15, 2024 (**Sponsors do not attend meetings on August 15**)

Exhibition Hours: Tuesday, August 13, 2024
8:00 AM – 5:30 PM

Move In Hours: Monday, August 12, 2024
After 6:00pm (no earlier)

Move Out Hours: Wednesday, August 14, 2024
Before 11:00am

Exhibitor Booth: Platinum Sponsors: Two (2) 6' skirted table/4 chairs
Other Sponsors: One (1) 6' skirted table/2 chairs
Electrical provide by request only

Booth & Material Shipments: See page 3 for **important** shipping instructions.

Submit Logo: Sponsor logos will be included on all appropriate marketing material and exhibitor punch cards. Logo must be high-resolution jpeg or png.
Submit to: chloewatson@flowcontrolgroup.com or karriewilliams
Deadline: ASAP; on later than July 15, 2024

Digital Ad: Sponsor can submit a one-page digital ad in PowerPoint format. A master slide deck will be created with all sponsors' digital ads and will loop on meeting monitors when appropriate.
Slide format: widescreen layout 16:9.
Submit to: chloewatson@flowcontrolgroup.com
Deadline: ASAP; on later than July 15, 2024

Hotel Reservations: Event reservations **MUST BE COMPLETED** by **July 15, 2024**

FCG 2024 Leadership Conference Exhibitor Packet

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FCG will secure hotel accommodation for Sponsors.

Visit the sponsor portal to register: <https://fcgleadership.com/sponsor-event-registration/>

Travel

Recommendations:

Platinum / Gold Level:

- Sponsorship includes 2 rooms/2 nights
 - Check-in: Monday after 3:00pm; Check-out: Wednesday
- Conference is Tuesday morning and ends Wednesday at Noon.
- Sponsors are encouraged to stay for our Sponsor golf event on Wednesday

Silver Level:

- Sponsorship includes 1 rooms/2 nights
 - Monday after 3:00pm; Check-out: Wednesday

Event Options:

Please see www.fcgleadership.com for the event agenda. Sponsors can attend any event that is not marked as Employee Only.

Events & Excursions:

Platinum

- Tuesday:
 - Two (2) attendees at General Session Meetings
 - Workshop participation (TBD)
 - Double-sized tradeshow booth space with prominent placement
 - Exclusive Platinum Sponsor Cocktail Event
 - Two (2) attendees, plus two (2) guests at Celebration Dinner
 - One (1) seat at CEO Table & one (1) seat at Executive table
- Wednesday:
 - Round of golf with CEO or President -Or- Pickleball event representative only)
 - Round of golf Executive Committee Member -Or- Pickleball (1 representative only)

Gold Level:

- Tuesday:
 - One (1) attendee at General Session Meetings
 - Tradeshow booth space with prominent placement
 - Two (2) attendees at Celebration Dinner
 - One (1) seat at Executive table

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- Wednesday: ○ Round of golf Executive Committee Member -Or- Pickleball (1 representative only)

Silver Level:

- Tuesday:
 - One (1) attendee at General Session Meetings
 - Tradeshow booth space
 - One (1) attendee at Celebration Dinner
- Wednesday:
 - Pickleball Event (1 representative only)

Meals:

Platinum / Gold Level:

- Breakfast: Tuesday, Wednesday
- Lunch: Tuesday, Wednesday
- Sponsor Reception: Tuesday
- Celebration Dinner: Tuesday
- Golfing event: Wednesday

Silver Level:

- Breakfast: Tuesday, Wednesday
- Lunch: Tuesday, Wednesday
- Celebration Dinner: Tuesday
- Harbor Tour event: Wednesday

Schedule:

Please see event schedule on the Leadership Summit website:
<https://fcgleadership.com/>

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Booth & Material Shipments

Material shipping instructions and policy provided by Four Points by Sheraton Wakefield Boston Hotel & Conference Center

The Four Points by Sheraton Wakefield 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 in an effort to avoid the group's contracted drayage company.

It is requested that packages arrive at the Hotel no earlier than five (5) days prior to the date required. Storage for boxes received more than 5 days prior to the group's (or recipient's) arrival will be charged a fee of \$5 per box per day, and \$50 per pallet per day.

Shipments should be labeled and identified as follows:

(No shipment will be accepted after 5:00 pm)

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Phone: 781-245-9300

Group Name/Dates: FCG Leadership Meeting / August 12, 2024 – August 15, 2024

Hold for: [Your name]

Arrival Date: [Your arrival date]

Attention: Food and Beverage & Sales Department

For shipping out, please pre-label all packages and schedule a pickup through your carrier. Please notify Director of Food and Beverage & of the pickup time scheduled.

For Information Contact:

Karrie Williams
Flow Control Group
karriewilliams@flowcontrolgroup.com
936-828-6626

Mike Smith
Director of Food and Beverage
MSmith@fourpointswakefieldboston.com
781-876-6070

Colleen Barry
Corporate Sales MGR
Cbarry@fourpointswakefieldboston.com
781-876-6015