

Attention Facilities Management Professionals:

Again this year, we're counting on your support and participation to make our 5th Annual Reverse Trade Show, presented by the Greater Orlando Chapter of IFMA, a success!

It's **FREE** to all Facility Management Professionals and includes breakfast, lunch **AND a 2-hour educational session!** Win door prizes too! (CFM's earn 2 CFM maintenance points for attending the trade show AND the educational sessions)

WHEN & WHERE: Thursday June 21st 2018 -Country Club of Orlando
1601 Country Club Drive, Orlando, FL 32804

What is a REVERSE Trade Show? The opposite of a regular trade show - the vendors do not exhibit! The FM's are at the tables, waiting to share information on how to do business with their company. *NOTE: Based on feedback from last year, this year we will use a timer so the Vendors can move more quickly from FM table to FM table- Kind of like "Speed-Vending"*

½ DAY SCHEDULE:

8:00AM – 8:30AM- Set up for FM's and breakfast (All Participants MUST arrive by 8AM!)

8:30-10:45AM – Reverse Trade Show (Imperative that you be at your table at 8:30 SHARP!)

(15 minute break)

11:00AM-12:00PM – 1st Educational Session- **Paul Vitchock, Supvr., Special Agent, FBI**
Topic: Get Cyber Smart

12PM-12:15PM- Lunch Buffet

12:20-1:30PM- Keynote Speaker - **James West, Officer, Orlando Police Department**
Topic: Active Shooter/Workplace Violence

1:30PM- You're DONE! Still time to go back to work for part of the day! (if you have to)

What to BRING:

- Plenty of business cards and hand-outs (i.e., How-to-do-Business with your organization, contact lists, etc.)
- You can bring small giveaways if you like, *but not required*
- **Not the person that makes buying decisions for your company? BRING your Procurement Manager along for FREE**
- **Facility Manager for leased space?** Invite your Property Manager for FREE or ask them for some business cards/material to pass out to the vendors/suppliers
- Your smile and be ready to have a great time!

What NOT to BRING:

No large displays, signage, posters, etc. We will provide the table for you and you will most likely be sharing a large table with another FM.

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DON'T FORGET to invite your vendors and suppliers to the event for this great educational scholarship fund raiser for the Chapter! Early Bird Rates in effect through 6/1/18!