

***New England Association of Fire Chiefs, Inc.***  
***1922. . 97th ANNUAL CONFERENCE & EXPO. . 2019***

John Wood, Deputy Commissioner/Chief Ret.  
Event/Exhibit Coordinator  
17749 SE 96th Court  
Summerfield, Florida 34491  
**Phone:** 802-839-6294 **Fax** 781-735-6493  
**email:** jwood@newenglandfirechiefs.org,



October 31, 2018

Dear Expo Vendor,

I am pleased to report to you that the plans for this year's ***Fire-Rescue-EMS Conference and Expo*** are moving along and it looks like this year's event at our new location again was a huge success. The response from repeat registration of vendors from last year has been very strong. Interest by vendors wishing to be on the wait list has been very good as well. The educational programs were much better attended this year and it we received a number of positive vendor comments about the "right attendees" at the expo.

Due to our contractual requirements, your invoice must be paid in full by **April 15, 2019**. Invoices not paid in full by that date will result in your booth space being reassigned to one of the vendors on the wait list. It is also critical that the point of contact listed on the registration form be the person who will handle your company's move in.

The room block for vendors will open on April 15, 2019. Please register with the hotel as soon as you can after April 15 to ensure you get the rooms you need at the reduced rate.

We are all looking forward to another great expo and conference with you.

Sincerely,

*Chief John Wood*

Exhibits Coordinator, NEAFC

***Rules, Regulations, Forms and Hotel Registration can be downloaded at:***

[www.newenglandfirechiefs.org](http://www.newenglandfirechiefs.org)

# *New England Association of Fire Chiefs, Inc.*

## **Exhibitor Registration Form for June 21 and 22, 2019 Fire Rescue EMS Expo**

COMPANY NAME: \_\_\_\_\_ Date \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BY: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NO. \_\_\_\_\_

PRODUCT(S) SOLD/MFG: \_\_\_\_\_

### **Rules and Regulations Acknowledgement**

Exhibitor acknowledges all rules and regulations of the NEAFC. Under no circumstances will an exhibitor be allowed to set up or exhibit if the registration, contract, and payment are not received by **April 15, 2019**. All vendors are required to comply with the Fire Prevention Regulations for exhibition halls as required by the Fire Marshal of the Mashantucket Tribal Nation Fire Department.

I hereby acknowledge that I am responsible for the company exhibit listed above and that I will ensure compliance with all the New England Association of Fire Chiefs, Inc. Rules and Regulations and the Fire Prevention Regulations for exhibition halls as required by the Fire Marshal of the Mashantucket Tribal Nation Fire Department.

\_\_\_\_\_  
**Signature of Company Representative**

\_\_\_\_\_  
**Printed Name of Company Representative**

**Exhibitor Representative**

Please complete this form and return with contract agreement. Vendor badges will be issued per each booth/space purchased. Badges will be issued on the day of vendor set up and must be worn to permit admittance before and during show hours. Swapping or exchanging of exhibitor badges is prohibited. Any person found in violation will forfeit those badges and possible suspension from future conferences.

**Name and contact info of your representative responsible for booth set up and picking up all badges at registration desk: EXHIBIT OFFICE ON THURSDAY, JUNE 21, 2019 OPEN TILL 5:00 P.M.**

Name \_\_\_\_\_ Cell# \_\_\_\_\_ Email \_\_\_\_\_

#### **Make all Drafts Payable to:**

New England Association of Fire Chiefs, Inc.

#### **Mail To:**

John Wood, Deputy Commissioner/Chief Ret.

Event/Exhibit Coordinator

17749 SE 96th Court

Summerfield, Florida 34491

**Phone:** 802-839-6294 **Fax** 781-735-6493

**email:** jwood@newenglandfirechiefs.org,

#### **Credit Card Payments**

**Card No:**

**Expiration:**

**Security Pin:**

**Billing address zip code:**

# *New England Association of Fire Chiefs, Inc.*

## CONTRACT AGREEMENT

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 2018/2019, by and between the New England Association of Fire Chiefs, Inc., party of the first part, and

\_\_\_\_\_, party of the second part. That the party of the first part hereby leases to the party of the second part, in accordance with published "Rules and Regulations," exhibit space as follows: \_\_\_\_\_ booth space(s) and/or \_\_\_\_\_ vehicle or apparatus space(s) for the purpose of a display by the party of the second part at the Annual Expo of the party of the first part to be held at the Foxwoods Resort and Casino June 21 to June 22, 2019. The party of the second **party agrees to pay the party of the first part the sum of** \_\_\_\_\_ ;( \$) \_\_\_\_\_ at the rate of \$ \_\_\_\_\_ per booth or \$ \_\_\_\_\_ per vehicle or apparatus space, for the rental of area above mentioned and dates above noted.

**FULL REMITTANCE** of the cost for each space to accompany the Contract Agreement. **The party agrees to make payment by April 15, 2019 with all required forms as outlined in the Rules and Regulations.** No exhibitor shall be allowed to exhibit unless said fee is paid and all forms have been submitted. Any exhibitor canceling within 30 days prior to the opening of the Expo shall be responsible for the **FULL** amount due. **Any exhibitor that has not paid in full by April 15, 2019 and submitted all required forms will receive NOTICE that the exhibitor will be canceled, deposit and the exhibit space booth(s) will be forfeited and reassigned.** Any checks returned for insufficient funds, closed accounts, etc. will be assessed a fee of \$25.00.

**All applications are subject to acceptance by the New England Association of Fire Chiefs, Inc. Board of Directors. The New England Association of Fire Chiefs reserves the right to reject any applications without cause in its sole and absolute discretion.** The assignment of exhibit space will be determined by the party of the first part; however, every effort will be made to assign space according to request. Previous participant's requirements will be considered first and new applicants will be assigned location nearest their request. The parties hereto have acknowledged this agreement by their authorized agent the day and year first above mentioned.

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Printed Name of Company Representative

\_\_\_\_\_  
COMPANY REPRESENTATIVE PHONE

\_\_\_\_\_  
NEAFC EXHIBITS COORDINATOR

*Floor Plans, Rules, Regulations, Forms and Hotel Registration can be downloaded at:*

[www.newenglandfirechiefs.org](http://www.newenglandfirechiefs.org)