

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

## ***Division of IAFC***

### **2021 EXHIBITORS RULES AND REGULATIONS**

1. **Application for space** - All applications must be forwarded to New England Association of Fire Chiefs, (NEAFC) Inc., Secretary/Treasurer. The show dates are Friday, June 25th from 9:00 am to 5:00 pm and Saturday, June 26th from 9:00 am to 3:00 pm. **Line up time for apparatus will be Thursday, June 24th at 8:30 AM with truck move in at 9:30 AM.** All other Booth(s) setup time will be Thursday, June 24th from 8:00 AM to 6:00 PM, and Friday, June 25th from 8:00 AM to 9:00 AM.

2. **Acceptance** - All applications are subject to acceptance by the New England Association of Fire Chiefs, Inc., a Division of the IAFC Board of Directors. The New England Association of Fire Chiefs, Inc. Reserves the right to reject any applications without cause in its sole and absolute discretion.

3. **Contracts** - One copy of the enclosed Contract and Agreement shall be returned to the Exhibit Coordinator. A check covering the **FULL** amount for the rental space(s) must accompany the Contract Agreement and **received by April 15<sup>th</sup>**. No exhibitor will be allowed to exhibit unless said fee is paid in full. Any exhibitor canceling within 30 days prior to the opening of the Expo shall be responsible for the **FULL** amount due.

Any checks returned for insufficient funds, closed accounts, etc. will be assessed a fee of \$25.00. **Payments made after April 15<sup>th</sup> are required to be a credit card, bank check or money order check and will be subject to a \$200 late fee.**

4. **Exhibit Space and Requirements** - All inside booths are minimum 10' Wide x 10' Deep. Electrical is **NOT** included. One identification sign indicating the name of the company will be provided at no charge. No exhibit shall be set in place so as to obstruct the general view of other exhibitors.

5. **Outdoor Exhibits** - Exhibit space for aerial apparatus manufacturers will be assigned different locations and will come under the "Rules and Regulations" the same as booth exhibits. **(No outside exhibits in 2021).**

6. **Insurance and Liability** - The Exhibitor's property is shown at his own risk and hazard and neither the DCU Center, their representatives, nor the New England Association of Fire Chiefs, Inc. shall assume any responsibility for any losses incurred due to accident, fire, theft, flood, lightning, or any other act of God beyond the control of the DCU Center. All exhibitors shall assume full liability and shall hold the DCU Center and the New England Association of Fire Chiefs, Inc. harmless from any and all claims arising from any act or omission on the part of the exhibitor, his employees or agents. Exhibitors must present a certificate of General Liability with **Workers Compensation Coverage** insurance acceptable to the Exhibits Committee. Those displaying vehicles must also include Auto Liability insurance. Minimum limits are \$500,000. The "New England Association of Fire Chiefs, Inc." must be shown as an Additional Insured for this event. **INSURANCE COMPANY ISSUING CERTIFICATE MUST BE REGISTERED IN MASSACHUSETTES.** **No waivers will be allowed.**

7. **Hospitality Rooms** - Hospitality rooms for exhibitors may be open from 6:00 P.M. to 12.A.M. Opening of the rooms at any other time will be considered against the "Rules and Regulations" as set forth by the New England Association of Fire Chiefs, Inc. Hospitality rooms shall be closed during designated functions of the Conference such as Memorial Service, Annual Banquet, and Theme Night.

8. **Acknowledgment of Rules and Regulations** - The exhibitor agrees to abide by all rules and regulations adopted by the New England Association of Fire Chiefs, Inc. and will sign for receipt of same.

9. **Compliance with Exhibit Regulations** - An Exhibit Committee comprised of representatives of the New England Association of Fire Chiefs, Inc. will make all decisions and settle all complaints pertaining to compliance with exhibit regulations.
10. **Relocation of Exhibits** - The Exhibit Committee reserves the right to alter locations of exhibits or booths as shown on the official floor plan, if deemed advisable, in the best interest of the exhibit.
11. **Height Limitation of Exhibits** - Exhibits cannot exceed an overall height of 8 feet in locations where this would obstruct other exhibits. If the actual product sold to the industry exceeds the height limitation (whether it is the equipment itself, a store front, or store front and sign), include a complete description of it with your order for space. The Exhibit Committee reserves the right to place these exhibits along the walls if necessary. No booth construction, including the top of the sign shall be over 18 feet from the floor. This does not include vehicles and fire apparatus.
12. **Signs** – With permission from the Exhibit Committee hanging sign's will be permitted over the aisle. No electric flashing signs will be permitted in the exhibit hall unless approved by the Exhibit Committee.
13. **Arrangements of Exhibits** - Exhibits must conform to the size of their space and must not obstruct the view or interfere with other exhibits. Exhibitors will be asked to rearrange their displays if equipment, tables, etc. cause congestion in the aisles or interfere with other exhibits. Aisle space may not be used by exhibitors in any way, including carpeting, etc.
14. **Subletting of Space** - No exhibitor shall assign or sublet space allotted, or exhibit therein, or permit any other party to exhibit therein, goods other than those manufactured or handled in the regular course of business by the exhibitor.
15. **Canvassing and Distribution of Advertising Matter** - Canvassing by a non-exhibiting firm is strictly forbidden.
16. **Amplified Recordings** - If an exhibitor plans to use amplified recordings or other methods of reproducing sound or voices, they must be housed in soundproof partitions so that adjacent exhibits will not be disturbed. Where the use of such equipment is planned, the Committee must be informed at the time of space reservation.
17. **Visual Aids** - Exhibitors must obtain permission from the Committee for use of Visual Aid Materials. Visual aids, tape recording equipment, and similar mechanical devices shall not unduly interfere with or be offensive to other exhibitors. Exhibitors shall not use noise, lighting, or other distractions judged by the Exhibit Committee to be offensive.
18. **Damage to Building** - It is hereby agreed that the lessee will not injure, mar, or in any manner deface the building, and will not cause or permit anything to be done whereby the premises shall be in any manner injured, marred or defaced; and will not drive or permit to be driven any nails, tacks, or screws into the walls, floors or woodwork of the building; and the lessee agrees that if the said premises shall be damaged by the act of negligence of said lessee, its agents, or guests, it will pay to the Building Management such sum as shall be necessary to restore the premises to their usual condition.
19. **Care of Exhibits** - Exhibitors must have their booths and exhibits cleaned and otherwise put in proper order each day.
20. **Receipt of Goods** - The Management will not be responsible for any loss or damage to goods consigned to its care. All goods must be marked plainly with the name of the exhibitor and booth number, and addressed to the Exhibit Committee, New England Association of Fire Chiefs, Inc. See manual by Capital Conventions.

21. **Exhibit Opens** - The Exhibition hours will be as follows: **Friday 9:00 am to 5:00 pm and Saturday, 9:00 am to 3:00 pm.**

22. **Removal of Goods during Show** - No exhibitor will be allowed to remove exhibit, or any part of it, until the close of the exhibition. Exhibitors removing goods or leaving early will be subject to the following penalties: **No Pre-Registration for the following Expo, this means possibility of booth(s) forfeiture. A zero-tolerance policy has been put in place for violation of any rules and regulations by the New England Association of Fire Chiefs Board of Directors.**

23. **Cancellation** - **Any space not occupied at the opening of the show will be forfeited and reassigned; the exhibit fee is not refundable.**

24. **Fire Prevention Regulations** - All exhibitors shall comply with the Fire Prevention Regulations set forth by the City of Worcester Fire Department. **Fuel Tanks are not to have more than ¼ tank of fuel.**

26. **Dress Code** - All exhibitors shall ensure that all individuals working for the exhibitor at the conference are dressed appropriately at all times. Offensive, sexually suggestive or provocative attire is prohibited. Any attire not considered “business casual” should be pre-approved by the Exhibit Chairman. Exhibitor agrees to remove from the Exhibit area any person under the control of the Exhibitor that is deemed not properly attired by the Exhibit Chairman.

**ALL POINTS NOT COVERED BY THESE RULES ARE SUBJECT TO THE DECISION OF THE EXHIBIT COMMITTEE. ANY INQUIRIES OR FURTHER INFORMATION REGARDING EXHIBITS SHALL BE ADDRESSED TO THE CHAIRMAN OF THE EXHIBIT COMMITTEE.**

27. **PROMOTIONAL ITEMS** - No Promotional items of any kind will be THROWN or SHOT from an aerial ladder, aerial platform or other elevated device. Any Exhibitor Distributing Promotional Items Will Hand them out only at Ground level.

28. **OUTSIDE EXHIBITOR DEMONSTRATIONS** - All exhibitors shall ensure that all individuals working for the exhibitor at the conference are advised of the following;

**No Outside Exhibitor Demonstrations are to interfere with other Exhibitors during the Show.**

**This includes Exhibitors who Demonstrate Aerial Ladders or Aerial Platforms. These Demonstrations are to KEEP A Safe Distance from all other Demonstrations and not Interfere in any way with another Exhibitor. No outside exhibits in Worcester.**

Exhibitors or their Representatives who fail to comply with these Regulations will be requested to leave the Exhibit area without Refund or appeal for compensation.

*Rules, Regulations, forms and hotel registration can be downloaded at [newenglandfirechiefs.org](http://newenglandfirechiefs.org)*

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

## **RULES AND REGULATIONS FOR APPARATUS AND VEHICLE EXHIBITORS**

There will be vehicle space available inside the exhibit hall. These spaces will be given using the process approved by the Exhibit Committee of the New England Association of Fire Chiefs. We highly recommend, if you desire certain space, to get your application in early if you rented a booth the prior year (2019). The 2020 Expo was canceled because of COVID-19, which most spaces were moved to 2021 Expo. Available space will be discussed with truck vendors as needed.

### **Staging**

**To retain your preferred space, you must be there on time, NO EXCEPTIONS. Vehicle staging will take place at a location to be determine in the City of Worcester. Exhibitors must be present and have their vehicles in a ready status in the staging area to expedite moving into the exhibit halls on time.** Personnel from the New England Association of Fire Chiefs, Inc. will be in the staging areas for your assistance.

### **VEHICLE PARKING**

Overnight parking of vehicles and apparatus prior to move-in will be conveniently available in the staging area or a parking lot in Worcester. Vehicles parked overnight must be removed prior to 8:00 AM on Thursday, the day of the move-in. All vehicle displays are required to provide some form of protection from oil and grease from the floor of the display area, either in the form of carpeting or plastic "drop cloths.

### **VEHICLE SPACES**

Vehicle spaces are to be used primarily for apparatus and emergency vehicles. Use of a vehicle space for any other exhibitor usage will be handled on an "As Requested" basis.

### **FIRE PREVENTION REQUIREMENTS**

All **inside** vehicles must follow specific instructions as per the direction of the Worcester City Fire Marshal.

### **NATURE OF EXHIBITS**

A. Only products which can be exhibited within the space limitations of the available booth/vehicle space can be accepted. Exhibitors of products of larger size may use models, visual aids, or appropriate literature to promote their product(s).

B. The dispensing of alcoholic beverages and/or food is prohibited in the exhibit area unless the event is approved by the NEAFC Board of Directors and the DCU Center.

## DCU Center Rules

### General Rules & Regulations

1. The use of double face tape and cloth tape is permitted on concrete floor surfaces only. The DCU Center requires the use of Polyken 105 C tape or approved equal. The removal, and associated costs thereof, of tape and tape residue is the responsibility of Licensee.

2. Signs, decorations and related materials may not be taped, tacked, stapled, nailed, etc. to painted surfaces, doors, columns, fabrics or decorative walls in the DCU Center.

3. DCU Center permanent signs, banners, etc. may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent DCU Center signage.

4. No banner larger than 5' x 8' can be hung in the DCU Center without prior written approval of Operator. No exterior banners are permitted.

5. Under no conditions will signs or banners be taped, hung or otherwise attached to the DCU Center's operable walls or doors.

6. The use of helium balloons is prohibited. Costs associated with violation of this are the responsibility of the Licensee.

7. Adhesive backed decals, stickers, and chewing gum may not be distributed in the DCU Center. Costs associated with the removal of decals, stickers, or gum are the responsibility of the Licensee.

8. Movement of operable walls in the DCU Center must be performed by DCU Center personnel only.

9. Use of DCU Center equipment, supplies and other materials is limited to DCU Center personnel unless approved in writing by Operator.

10. The movement of DCU Center furniture, fixtures and equipment must be performed by DCU Center personnel only.

11. House lighting, ventilation, heat or air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during move-in/out.

12. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement.

13. Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other moveable equipment (i.e. dollies, pallet jacks, etc.) are not permitted on any lobby, prefunction, meeting room or ballroom space without the prior written approval.

14. Use of glitter and confetti is not permitted in the DCU Center without the prior written approval of Operator. Costs associated with the clean up of glitter, confetti and related materials are the Licensee's responsibility.

15. All floor load capacities should be strictly observed. Any variations should be approved in writing by Operator.

16. The sale of merchandise is prohibited without prior written approval of Operator.

**17. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by Operator.**

**18. The sale of any foodstuffs, including refreshments, is strictly prohibited unless approved.**

**19. Holes may not be drilled, cored or punched into any part of the DCU Center or exterior premises.**

**20. DCU Center office telephones are reserved exclusively for DCU Center operations. DCU Center numbers may not be published as official show or convention numbers.**

**21. Animals and pets are not permitted in the DCU Center except in conjunction with an approved exhibit, display, show, etc. Service animals in accordance with ADA are permitted.**

**22. Damages to the DCU Center are the responsibility of Licensee. Incidents of damages should be reported to Security immediately.**

**23. Licensee is responsible for procuring all necessary licenses and/or permits. The DCU Center will not secure such licenses/permits on behalf of Licensee.**

**24. Licensee is responsible for removal of bulk trash prior to opening of show. DCU Center will charge Licensee for any additional trash hauls necessary due to event operations. Bulk trash is defined as any material that cannot be readily removed by a standard push broom. Licensee must return the contracted areas to broom swept condition. Costs for returning the said areas to this condition are Licensee's responsibility.**

**25. Licensee must abide by any and all DCU Center labor rules and jurisdictions. The DCU Center will provide Licensee labor guidelines when applicable.**

**26. All facility utilities are property of the DCU Center and it is prohibited to access, tamper with or otherwise utilize said utilities without prior written approval of Operator. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee's responsibility.**

**27. All working personnel will take breaks in DCU Center designated area and will be provided specific facilities for restrooms and lunch rooms (when available).**

**28. No soliciting is permitted in the DCU Center or on DCU Center premises.**

**29. The DCU Center will remove disruptive parties as necessary.**

**30. The DCU Center provides on an exclusive in-house basis: all electrical, utility, security, labor, housekeeping, telecommunications, and food and beverage services.**