

New England Association of Fire Chiefs, Inc.
100th ANNUAL CONFERENCE & EXPO, 2022

John Wood, Deputy Commissioner/Chief Ret.
Secretary/Treasurer
PO Box 203
Norton, VT 05907
Phone: 802-839-6294 **Fax** 781-735-6493
email: johnwoodjr@aol.com

Worcester DCU Center
June 23 - 25, 2022

June 14, 2021

Dear Expo Vendor,

I am pleased to report that the plans for the 2022 Worcester DCU Center ***Fire-Rescue-EMS Conference and Expo*** are moving along well. Do to the COVID-19 issues the 2020 and 2021 Expo was canceled. However, most of the booths for the 2021 Expo had been sold prior to cancellation of the Expo. Vendors were given the chance to receive refunds or move their deposits or payments forward to keep their booth space for the 2022 Expo. About 40 vendors decided to take refunds opening 40 exhibit spaces for the 2022 Expo. The response from repeat registration of vendors from last year have been very strong. **Therefore, the remaining booths will be filled on a first come basis with registration deposit or full payment.**

Your invoice must be paid in full by **April 15, 2022**. Invoices not paid in full by that date will be charged an additional \$200.00. 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, 2022. Please register with the hotels 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

Secretary/Treasurer, NEAFC

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

www.newenglandfirechiefs.org

New England Association of Fire Chiefs, Inc.

Exhibitor Registration Form for June 24-25, 2022 Fire Rescue EMS Expo

COMPANY NAME: _____ Date _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

BY: _____ PHONE NO. _____

E-MAIL: _____

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, 2022**. All vendors are required to comply with the Fire Prevention Regulations for exhibition hall as required by the Fire Marshal of the Worcester 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 City of Worcester, MA.

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 3 per 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 23, 2022.

Name _____ Cell# _____ Email _____

Make all Drafts Payable to:

New England Association of Fire Chiefs, Inc.

Mail To:

John Wood, Deputy Commissioner/Chief Ret.
Secretary/Treasurer

PO Box 203

Norton, Vermont 05907

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 _____, by and between the New England Association of Fire Chiefs, Inc., party of the first part, and company name,

_____, 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 Worcester DCU Center June 24-26, 2021. 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 payment or a deposit must accompany the Contract Agreement. **The party agrees to make full payment by April 15, 2022 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, 2022 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