



**This form is for the 21 PREMIUM BOOTHS on the 3RD FLOOR DCU
February 27th and 28th, 2019**

**RESPOND BY EMAIL no sooner than: 10:00 AM Thursday –
November 1, 2018**

FCAMSEC@Comcast.net

**Make all payments to:
FCAM
PO Box 1036
Westford, MA 01886-0736**

Premium booths are sold one to an exhibitor, multiple purchase of premium booths is not available for one exhibitor.

FCAM on site show manager & liaison to exhibitors are Chief Charles Cloutier, Chief Paul Zbikowski and Chief Jack Parow, Ret.

PLEASE take the time to complete this form completely so we have all the information – “a little time now saves a lot of time later”

Company Name:

Point of Contact Name & Phone:

Point of Contact E Mail:

Mailing Address:

Name of Exhibitor Representative(s) attending:

PREMIUM Booth spaces – 21- booths will be available on Level 3 in the Pre-function Area these are booths 3P to 18P, 20P, 21P, 23P and 24P (22P is not available) see the attached diagram – along the outside wall adjacent to the atrium for the escalator, lavatories, classrooms and Jr. Ballroom. These booths are \$1,000 each with no discounts. Payment must be received by November 14th, 2018 or the booth space will go to the next person on the waiting list.

In addition, we have 1 large booth (10X20) 19P, this booth is \$2,500 with no discounts. Payment must be received by November 14th, 2018 or the booth space will go to the next person on the waiting list.

All booths on the 3rd floor will be allotted to those who register – on a first come first serve basis. Only those that RESPOND ON or AFTER 10 AM ON Thursday November 1, 2018 – this is to allow for equal opportunity to those interested. Respond to the Secretary at: fcamsec@comcast.net. Payment must be received by November 14th, 2018 or the booth space will go to the next person on the waiting list.

FCAM will provide for meals and attendance at all program events for two persons/day each day for lunch February 27th and February 28th. There will be continental breakfast each morning.

If you need an invoice prior to payment we can provide one.

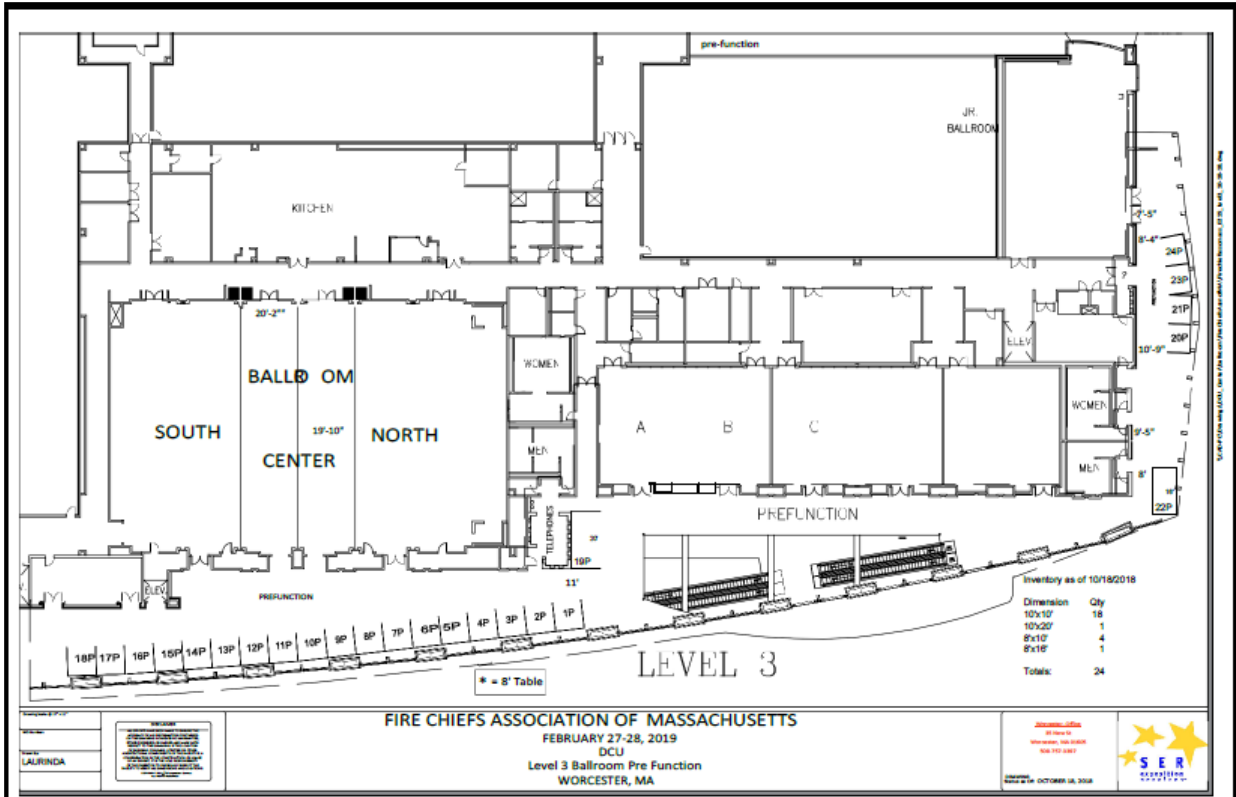
Premium Booth Location Choices - 3P through 24P (22P is not available). Please select your first, second and third Premium Booth Choice.

First Premium Booth Space Choice by booth is number # _____

Second Premium Booth Space Choice by booth is number # _____

Third Premium Booth Space Choice by booth is number # _____

If all three choices have been taken (based on first come first served) we will contact you in the order we received your email and let you know which booth spaces are still available and the exhibitors who have taken the booths adjacent to those available spaces.



EXHIBITOR SERVICES

FCAM has contracted with SER Exposition Services – each exhibitor will receive the following as part of their registration fee:

- Standard booth space is 10' x 10'
- 8' high back wall and 3' high side drape
- One (1) 6' skirted table
 - NOTE: To upgrade to an 8' table for your space add a total of \$100 to your respective registration. **Check here if you will be upgrading to a 8' table** _____
- 2 folding chairs
- One (1) wastebasket with liner
- One (1) 7" x 44" (one line) ID sign with booth number

SER offers various equipment and services. (Electrical and utilities must contract separately with the DCU Center). The cost of the purchase of these is between the exhibitor and SER. The SER Service Manual outlines the equipment and services. The manual can be accessed:

1. Through their secure server
2. The Exhibitor Services Manual will be emailed to by you SER after receipt of your application form.

3. Any exhibitor with limited internet capabilities may call SER exposition services directly and they will email, fax, or mail an Exhibition Services Manual.

Exhibitors are required to keep their areas clear of trash and debris at all times during the show. All trash and debris is to be deposited in the containers provided by the DCU and SER.

PREMIUM BOOTH SET UP and TEAR DOWN TIMES:

Exhibitors Set up time for the Premium Booths is on Tuesday – February 26th from 1:00 PM and 7:00 PM

- **Demobilization:**
 - Exhibitors may take down their exhibits after 3 PM on Thursday February 28th.

Exhibitors are our Partners in this conference

The Fire Chiefs' Association of Massachusetts truly appreciates all participating exhibitors in our conference.

FCAM will provide for meals and attendance at all program events for two persons/day/booth for lunch on the 27th and 28th. There will be continental breakfast in the exhibitor area on the 27th and on the 3rd floor on the 28th.

Exhibitor Appreciation Hour –

On Tuesday – February 26th from 4 PM – FCAM in cooperation with the DCU Center there will be a social hour. Any exhibitors desiring to contribute towards this event contact the Secretary Jack Parow at: FCAMSEC@comcast.net

Electrical service - Those exhibitors requiring electrical service for their exhibit area must indicate this by placing an "X" on the appropriate line below. The cost for electrical service is in addition to you registration fee and will be paid to the DCU Center.

I require electrical service for my display area _____

I do not require electrical service for my display _____

The DCU requires **15 DAYS** advance notice of electrical requirements needs. Electrical requirements – requests made within 48 hours notice will pay an additional set up fee for electrical requirements. Apparatus with special electrical requirements will need to notify the DCU Center in addition to the exhibitor form.

IF YOU ARE SELLING PRODUCT AT YOUR BOOTH – you will need to have your Tax ID with you.

Fire Safety – The Fire Chiefs Association of Massachusetts is naturally concerned with all aspects of fire safety during our conference and we have the utmost confidence that the staff of the DCU Center shares that concern and is working in concert with the Worcester Fire Department. Instructions regarding fire safety from the DCU staff will be considered to be in concert with the Worcester Fire Department.

VENDOR PROFILE – Please provide a one page, two to three paragraph profiling of your business, product or service(s) provided. These profiles will be placed in a booklet arranged numerically by booth space and be placed in each attendee's registration packet. Note any conference specials or promotions that you have for the conference.

For further information about the conference or FCAM contact:
Chief Jack Parow, Ret. FCAM Secretary
FCAMSEC@comcast.net

FCAM
PO Box 1036
Westford, MA 01886-0736

Thank you for your continued support of the
FIRE CHIEFS' ASSOCIATION OF MASSACHUSETTS