



ARKANSAS FIRE CONVENTION 2020

June 24, 2020-June 28, 2020
Hot Springs Convention Center

Personal Marketplace Registration

Company Name _____ Address _____ _____ _____	Representative Name _____ Representative Phone _____ Email _____ Company Phone _____
Number of exhibit hall passes needed: _____ (Each person working your booth will need a hall pass) What will you be selling? _____	

10'x10' booth includes a 6'skirted table, 2 chairs, and rear/side draping. It does not include electricity, which can be added below. Any other amenities such as extra tables, chairs or carpet/padding can be ordered directly from Southwest Designs. See their information on page three.

Type of Space	Cost	# of Spaces Requested	Fee/Space	Total Cost
10'x10' Booth Space	\$100	XXXXXXXXXX		
10'x20' Booth Space	\$175	XXXXXXXXXX		
*Electricity 20 Amp 125 V Electrical Outlet	\$60/hookup			
*Electricity After 6/1/20 (per space)	\$120/hookup			
Advertising Opportunities				
Company Name Listed: convention book, website, tv at registration	\$75	XXXXXXXXXX XXXXXXXXXX		
Water Stations name displayed as sponsor at all stations, convention book, website, tv at registration	\$125	XXXXXXXXXX XXXXXXXXXX		
Coffee Stations name displayed as sponsor at all stations, convention book, website, tv at registration	\$150	XXXXXXXXXX XXXXXXXXXX		
Memorial Stair Climb name displayed as sponsor at event, convention book, website, tv at registration	\$200	XXXXXXXXXX XXXXXXXXXX		
			Grand Total:	

Make checks payable to: **Arkansas Fire Convention**

<p><u>Mail Registration to:</u></p> <p>Arkansas Fire Convention Attn: Patty Higginbotham 1000 Hickory Street Crossett, AR 71635</p>	<p>Register online by visiting</p> <p>arkansasfireconvention.com</p>
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Information and Questions:
Patty Higginbotham, Vendor/Trade Show Coordinator
arkansasfireconvention@gmail.com
870.415.0200

Information:

- All booth spaces include one (1) 6' skirted table, two (2) chairs, and rear/side draping. It does not include electricity. Extra tables and chairs can be rented at an additional charge.
- All apparatus/trailer spaces include one (1) 6' skirted table and two (2) chairs. It does not include electricity. Extra tables and chairs can be rented at an additional charge.
- Southwest Designs will be on site Thursday during load-in, providing extra tables and chairs at an additional charge. You will pay the draping company directly that day for extras or if you know ahead of arrival you may order online through them. See page three from their information.
- If you would like extra amenities such as carpet/padding, you will go through Southwest Design directly. See page three for their information.
- Lunch will be provided for you on Friday in the exhibit hall.
- Please send a number of all attending your exhibit space, on the registration form.
- If bringing an apparatus, we require you to send type and dimensions.

DO NOT SHIP ANYTHING TO THE CONVENTION CENTER!! IT WILL BE RETURNED TO YOU.

If you need items shipped, please see page three under Southwest Design Information for instructions.

**Please do not use *Armor All* or any similar product on Apparatus/Trailers
inside the Convention Center.**

Southwest Design Information:

Accessories, freight, plant, or additional signage orders can be placed at www.southwestdd.com, under the vendor form tab. It will have step by step instructions. If you have any questions or concerns please contact Southwest Design and Display at (501) 376-9114 or office@southwestdd.com

**DEADLINE FOR ORDERS TO BE PLACED IS June 15, 2020.
ANY FREIGHT MUST BE RECEIVED NO LATER June 18, 2020 BY 3PM.**

Outbound freight can be picked up beginning Tues June 23 from the advanced warehouse.

**Advanced warehouse shipping address is:
1310 Jackman St. Benton AR 72015
Shipping hours Mon-Fri 8am-3pm**

Exhibit Dates/Times

Thursday, June 25th:

Load In/Set Up Enter through loading door of Hall C located behind convention center.

- **APPARATUS/TRAILERS ONLY 9:00 a.m. – 11:00 p.m.**
- **BOOTH SPACES 11:00 a.m. – 2:00 p.m.** Please allow us to place the Apparatus/Trailers before trying to set up your booth. This is a safety issue due to foot traffic around the larger vehicles in motion.

***No Admittance to the Exhibit Hall after 2:00 p.m. for security reasons.**

This is the Arkansas Fire Convention policy not the Hot Springs Convention Center.

Friday, June 26th:

Hall opens 9:00 a.m.- 4:00 p.m. *Open to exhibitors at 7:30 a.m. The loading door of Hall C will be open at this time. Coffee will be provided in the event manager's office located at the front entrance of the Hall.

Saturday, June 27th:

Hall opens: 8:00 a.m.-12:00 p.m. *Open to exhibitors at 7:30 a.m. The loading door of Hall C will be open at this time. Coffee will be provided in the event manager's office located at the front entrance of the Hall.

Load-out: 12:00 p.m.– 2:00 p.m. **PLEASE DO NOT BEGIN PACKING UP UNTIL THE HALL CLOSSES AT NOON THIS DAY.** We have had firefighters/chiefs drive many hours to come to the vendor hall on Saturday and many vendors have already left or in the process of leaving. We realize that the foot traffic is diminished on Saturday but we ask that you wait until noon to pack up. If there is an emergency and you need to leave early, please let us know.