

SPANISH SHOW EXHIBITOR PROSPECTUS and GUIDE

July 7, 2019



Annual Spanish Vendor Show

TEEX Brayton Fire Training Field
H.D. Smith Operations Complex
1595 Nuclear Science Road
College Station, TX 77845

TEEX.org/vendorshow

TEEX Spanish Fire School and Vendor Show

The Annual TEEX Spanish Fire Training School will be conducted **July 7–12, 2019**. Student registration and the vendor exhibition will be held on **Sunday, July 7**, at TEEX Brayton Fire Training Field in the H.D. Smith Operations Complex (Building 25). The Spanish Vendor Show runs concurrent with Student Registration. Student Registration is expected to bring in over 600 students and instructors.

2019 Exhibit Schedule

Apparatus Set Up	8 AM – 9 AM	Sunday, July 7
Table Space Set Up	8 AM – 9 AM	Sunday, July 7
Exhibit Hall Hours	9 AM – 3 PM	Sunday, July 7
Student Registration	9 AM – 4 PM	Sunday, July 7

Show Location

Emergency Services Training Institute
TEEX Brayton Fire Training Field
1595 Nuclear Science Road
College Station, TX 77845

H.D. Smith Operations Complex,
Building 25, Room 122

Questions?

ESTI Marketing Office
vendor.show@teex.tamu.edu
979-458-3403 or
Toll Free 866-878-8900
Fax 979-458-4364



Spanish Fire School Vendor Show Exhibitor Rules and Regulations

Thank you for your interest in the TEEEX Spanish Fire School Vendor Show. We hope that you will find this prospectus helpful in answering the most common questions regarding the show. Please visit our link on the TEEEX website that also contains the most current show information, TEEX.org/vendorshow.

Exhibit Spaces

Table Space (Indoor, Room 122)

This exhibit area is set up as table spaces and not booths therefore marketing materials, stands, and merchandise must fit within 1' from the sides or behind your purchased table space.

- (1) 30" x 72" Table (unskirted); (2) Chairs — \$300
- Electricity—limited availability. Requests taken on first-come, first-served basis. Requests for electricity must be made for each year on the registration form.
- Internet—No wired connection is available; check with marketing staff regarding wireless availability. NOTE: Credit Card processing will not work on the TAMU wifi system.
- No outside tables or chairs are permitted in the exhibit area without prior approval from TEEEX Marketing office.
- No heavy equipment that could damage floors or exhibit space will be allowed indoors.

TEEX reserves the right to relocate vendors' spaces as needed.

Apparatus Space (Outdoors)

- (1) Space per apparatus — \$300
- Placement is not reserved. Move in occurs as first-come, first-choice beginning at 8:00 AM on Sunday morning. Check in with parking coordinator upon arrival.
- Tables, chairs, and/or electricity are not provided for outdoor spaces; however, you are welcome to bring your own tables, chairs, pop-up tents, and/or generators.

Regulations

Exhibits should consist of fire suppression equipment, fire prevention devices or material, rescue equipment, emergency medical equipment, fire service training materials or other work-related items.

Exhibitors shall not deface, injure or mar the property of TEEEX Brayton Fire Training field or its facilities. Any damage done shall be made good by the exhibitor to the Emergency Services Training Institute (ESTI) of the Texas A&M Engineering Extension Service.

TEEX shall have the unqualified right to prohibit or require the dismantling of any exhibit or part of an exhibit that in their opinion is not suitable to or in keeping with the character or purpose of the exhibition. Exhibits shall immediately be modified or dismantled at the request of TEEEX. TEEEX reserves the right to remove from the exhibit area any advertising, programs, materials, literature, merchandise, costumed persons or mannequins which are, in the opinion of TEEEX, in bad taste.

Be a good neighbor and do not encroach on or block your neighbor's exhibit area or use space that you have not purchased. No personal tables may be added on aisle.

Do not block doors or exits.

TEEX is not responsible for lost or stolen merchandise.

TEEX Logo Licensing

You must be a *licensed vendor* to sell items with the TEEEX logo. Contact Marketing for more information.

Move-In

Vendor Check-In will be located inside the exhibit area in the H.D. Smith building. **Please check in and pick up your packet PRIOR to setting up your booth.**

During booth set-up, vendors should use the exterior doors to Room 122. Vehicles must be moved immediately upon completion of unloading and loading. Unloading and loading should be done as quickly as possible.

Be prepared to move-in/move-out your exhibit items to your booth location (ie, bring your dollies, carts, etc.).

Shipping

Due to a lack of storage space, it is NOT recommended to ship items for the show. If you must do so, prior arrangements MUST be made with the Marketing Office. Since the show occurs outside of regular field hours, you may be charged overtime rates for moving/storing shipped items. If you are return-shipping items, you are responsible for packing, returning to storage with shipping labels, and scheduling pick-up.

Parking

Ample parking is available in front the H.D. Smith Building. Only apparatus and equipment shall be parked in the outside exhibit space.

Exhibitor Badges

Exhibitor badges will be printed prior to the show. Send names to vendor.show@teex.tamu.edu prior to June 15. If you do not send in names for your booth, you will receive a badge with company name only. TEEX will provide (2) badges for each table space and outdoor space. Additional badges are \$15 each. Badges should be worn at all times during the show hours.

Move-Out

No exhibitor shall be permitted to move out prior to the closing of the show. **Show hours are from 9:00 AM–3:00 PM.** If customers are still in the hall at 3:00 PM, vendors may continue to stay as late as 4:00 PM. All indoor vendors must be moved out by 4:30 PM.

Exhibitor Registration

Deadlines

Due to size of exhibit floor, a limited number of spaces are available. If you wish to exhibit for the following year, please make a deposit as soon as possible so that you do not have to be placed on the waiting list.

Vendor Registration Deadlines		
	Deposit Due	Balance Due
Current Exhibitors*	October 31	March 31
New Exhibitors	Full payment due with form	
* To keep current booth space, you must turn in deposit and balance by due dates. No refunds after June 1.		

Completed registration forms for exhibit space should be mailed or faxed (with credit card payment) to the following address

**Texas A&M Engineering Extension Service
Emergency Services Training Institute
P.O. Box 40006
College Station, Texas 77842**

Attn: Cashier—Vendor Show Registration Enclosed

Fax: 979-458-4364

- Payment must accompany the registration form. All payments must be made in US Dollars.
- Checks should be made payable to: Texas A&M Engineering Extension Service or TEEX.
- No refunds will be made for cancellations after **June 1, 2019.**

Deposits for 2019 Vendor Show

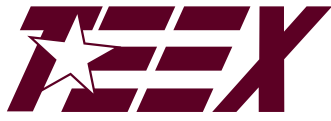
A TEEX Cashier will be available onsite during the 2019 Vendor Show to take deposits for the next vendor show. Deposit amount is 25% of the total amount of space you wish to purchase. **October 31 is the deposit deadline to reserve your space for next year. Remaining balance is due by March 31.**

If you plan to attend next year's show, it is strongly recommended that you place a deposit as soon as possible. Vendors will be able to make a deposit only for the same indoor space as currently held. Changes to space may be requested on registration form. A maximum of (2) indoor booths/tables will be allowed per vendor.

If you do not place a deposit for your current space by deadline, you will forfeit booth space. If later you decide to return to show, you will be placed on the waiting list as a new exhibitor.

New Exhibitors

New exhibitors are placed on a waiting list. **After the October 31 deadline has passed,** new vendors will be contacted regarding available space and be sent a registration form. Completed registration forms returned with full payment will secure space for the vendor show. Space will be reserved on a first-come, first-served basis until all space is sold out.



Emergency Services Training Institute (ESTI)

H.D. Smith Operations, Bldg. 25
1595 Nuclear Science Road
College Station, TX 77845



TEEX Headquarters Office

200 Technology Way
College Station, TX 77845