



MUNICIPAL Vendor Show PROSPECTUS

July 23, 2023



Annual Municipal Vendor Show

Texas A&M University, Reed Arena
730 Olsen Boulevard
College Station, TX 77845

[TEEX.org/vendorshow](https://teex.org/vendorshow)

TEEX Municipal Fire School and Vendor Show

The Annual TEEX Municipal Fire Training School will be conducted **July 23–28, 2023**. The Vendor Exhibition coincides with Student Registration and will be held on **Sunday, July 23**, at Reed Arena on Texas A&M University's west campus.

Student enrollment is expected to be around 2,000. In addition, over 500 guest instructors will be in College Station to assist with the school.

2023 Exhibit Schedule

SATURDAY, JULY 22

EVENT	TIMES
Vendor Check-In	10 AM – 2 PM
Move-In*	10 AM – 2 PM

SUNDAY, JULY 23

EVENT	TIMES
Vendor Check-In / Move In	7 AM – 9 AM
Exhibit Hall Hours	9 AM – 3 PM
Student Check-In/Registration	11 AM – 3 PM
Move Out	3 PM – 4 PM

***Apparatus Move In:** Due to the specific order that apparatus must enter into Exhibit Hall A, all apparatus exhibitors must be staged and ready to enter Arena Floor by **10:00 AM on Saturday**.

Questions?

ESTI Marketing Office

vendor.show@teex.tamu.edu

979-500-6884

Toll Free 866-878-8900

Fax 979-458-4364



Municipal Vendor Show

Thank you for your interest in the TEEX Municipal Fire School Vendor Show. This prospectus should be helpful in answering the most common questions regarding the show. There is also a link on the TEEX website that contains the most current show information, [TEEX.org/vendorshow](https://teex.org/vendorshow).

Exhibit Space

Exhibit spaces are located in four different areas in and around Reed Arena. Current vendors have the option to reserve currently held space for the following year, therefore some areas may not have space available for new purchases. TEEX reserves right to move booths around within areas, as needed.

Indoor 8x10 Booth Space:

-Exhibit Hall B (Upper Level Ballroom, 2nd Floor)

-Exhibit Hall C (Concourse, Ground Floor)

- Includes: (1) 30"x72" Table with blue table cloth and (2) Chairs. Booths have an 8' background drape and 3' side drapes, all in blue. Exhibit Hall B has a carpeted floor. Exhibit Hall C has a concrete floor.

Indoor Apparatus Space:

-Exhibit Hall A (Arena Floor)

- Includes: (1) 30"x72" Table with blue table cloth and (2) Chairs. No draping available. Concrete floor.

Outdoor Apparatus Space:

-Exhibit Hall D (Outdoor Lot, 100A)

- Table and chair rental is not available for outdoor spaces. For outdoor electricity, vendor will need to bring a generator.

General Information:

- **Flooring:** Carpeting is not provided, nor is it required. Heavy equipment that could damage floors or exhibit space will NOT be allowed.
- **Rentals:** Additional tables are \$50 each; additional chairs are \$10 each. (not available for outdoors)
- **Electricity** (10 amp) **must** be pre-ordered on the Registration Form, if needed. **Deadline for electricity requests 1 week prior to show.** Electricity ordered after July 15 will incur a \$50 fee.
- **WiFi** access password will be provided to vendors at check-in, if needed.

Note: All Reed Arena Internet connections are on a closed system (behind a firewall); therefore, credit card processing will not work.

Exhibitors Rules and Regulations

Vendor Exhibit Spaces

- **No subletting of any exhibit space is permitted.** Only the registered exhibitor is permitted to exhibit in space.
- **No trading of booth areas** is permitted without prior approval from TEEX vendor show coordinator.
- **No roaming.** Products may not be marketed in areas outside of purchased exhibit space(s).
- **There is a (3) booth maximum** for 8' x10' spaces. Space is offered according to priority policy.
- **If a registered exhibitor chooses to not attend the show, booth space may be forfeited for future shows.**
- If exhibitor gives up booth space, but later decides to return as a vendor, exhibitor will be placed on waiting list as a New Vendor until space becomes available.

Merchandise / Licenses

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.

The **TEEX logo is licensed**; only licensed vendors will be permitted to sell merchandise with TEEX branding. Contact the Marketing Office with questions.

Sales License: Vendors who intend to sell merchandise or raffle tickets during the show must purchase a **Reed Sales License** for a fee of \$50. This license is an option included on the Registration Form. This license is not required for outside parking lot vendors. Sales must be conducted in the immediate area of booth; no roaming.

Apparatus Exhibits: Vendors displaying apparatus must fill out **TxDot MVD-NF101 (Application for Show or Exhibition)**. https://www.txdmv.gov/sites/default/files/form_files/MVD-NF101.pdf The form must be emailed or faxed to the following address

NO LATER than 30 days prior to the show:

Texas Department of Motor Vehicles

P.O. Box 26487 | Austin, TX 78755

PHONE **512-465-4029** | FAX **512-465-4135**

EMAIL MVD-Show_and_Exhibitions@TxDMV.gov

For additional information, please send an email to: vendor.show@teex.tamu.edu

Regulations

Exhibitors shall not deface, injure or mar Reed Arena. 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 or to Reed Arena—Special Event Facilities.

Carpet tiles may be used in booth, but the following items **are NOT allowed inside the building**:

- No Carpet or Duct Tape
- No Armor All Products
- No Animals other than service dogs
- No Smoking

Vendors exhibiting apparatus or emergency vehicles in Reed Arena must take action to prevent stains on the event center floor from lubricating oil, engine oil and protectant, and tire and wheel care products such as Armor All. **Tire and wheel care products should be applied BEFORE the vehicles enter the arena. Internal combustion engines cannot contain more than a quarter (1/4) tank of gasoline or fuel. Water tanks must be empty upon entering Reed Arena.**

No machinery or exhibit shall extend outside of the boundary of said exhibitor's exhibit space.

No personal or recreational vehicles shall be parked in Exhibit Lot 100A. This lot is reserved for apparatus and vendor equipment only.

TEEX shall have the 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 TEEX.

TEEX 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 TEEX, deemed inappropriate.

TEEX is not responsible for lost or stolen merchandise.

Exhibitor grants to TEEX a fully-paid non-exclusive license to use, display, and reproduce photos of exhibits, logos, company names, and promotional materials. Exhibitor authorizes TEEX to take photographs of exhibitor's booth, exhibit, staff, etc. before, during, and after the show.

Shipping

Exhibit materials may be shipped to Reed Arena up to (1) week prior to vendor show. **Move In:** Received items will be located at the loading dock at the back of the

Arena Floor. **Vendor is responsible for moving and setting up shipped materials.**

Move Out: Vendor must return packaged items to the dock location and schedule shipping. Shipper must pick up materials by 5:00 PM on **Monday, July 24, 2023.**

Shipping Address:

Reed Arena, Texas A&M University

ATTN: TEEX Vendor Show/(Vendor company name)

Loading Dock

730 Olsen Blvd

College Station, TX 77843-1128

Move-In

Vendor Check-In will be located on the second floor at the main entrance of Reed Arena. **Please check in and pick up your badges PRIOR to setting up your booth.**

All payments for additional tables, chairs, electricity, Internet, etc. must be made to the cashier before 9:00 AM on Sunday.

Unloading and loading should be completed quickly. Only a few dollies and handcarts are available. Be

Unloading and Loading Areas	
Exhibit Space	Loading/Unloading Location
A (Arena Floor)	Loading dock on west end of Reed Arena
B (2nd Floor Ballroom)	Southeast Service Entrance with direct access to freight elevator
C (Concourse)	Northeast or Southwest Entrance of Reed Arena
D (Outdoor)	Enter from Southwest corner only. Check-in with outdoor lot attendant for move-in. Exhibits at the back of lot should move in first.
Vehicles must be moved immediately upon completion of loading and unloading.	

prepared to personally transport exhibit materials to your booth location.

Move-Out

No exhibitor shall be permitted to move out prior to the closing of the exhibit halls at 4 PM on Sunday.

Parking

Ample parking is located adjacent to Reed Arena in Lots 100 C-G during Saturday and Sunday of show. .

Exhibitor Badges

Exhibitor badges will be printed prior to the show. Send names to vendor.show@teex.tamu.edu before **July 1**. If names are not sent, badges will show company name only. TEEX will provide a maximum of (2) badges for each 8x10 booth space and (2) badges per 1000 square feet of outdoor and arena space. Additional badges are \$15 each. Badges should be worn at all times during the show hours.

Exhibitor Registration

Reserving Space

Due to the size of the exhibit areas, a limited number of exhibit spaces are available. Current vendors are given an opportunity to reserve their current space before space is offered to new vendors.

Waiting List

Current Vendors and New Vendors have the option of being placed on the *TEEX Vendor Show Waiting List* if the area requested is not available. Send requests to vendor.show@teex.tamu.edu with a description of desired space along with complete contact information.

Current Exhibitors

If you plan to attend next year's show, it is strongly recommended that you complete Pre-Registration to reserve current booth space(s). Current exhibitors shall be able to make a deposit only for space in the area(s) as currently held. Changes to space may be requested on Registration Form, but are not guaranteed.

A TEEX Cashier will be available onsite during the Vendor Show to receive deposits for the next vendor show. Deposit amount shall not be less than 25% of the total amount of space you plan to retain.

If deposit and/or balance payments for current space are not made by the deadlines, vendor **booth space(s) are considered forfeited**. If vendor decides to return to show, vendor will be placed on the waiting list as a new exhibitor.

New Exhibitors

New exhibitors are placed on the *TEEX Vendor Show Waiting List*. After the October 31 deadline has passed, those on the waiting list will be contacted regarding available space and be sent a Registration Form.

Completed Registration Forms returned with full payment will secure space. Space will be reserved on a

Vendor Registration Deadlines		
Exhibitor Type	Deposit Due	Balance Due
Current Exhibitors*	October 31	March 31
New Exhibitors	Full payment due with form	
*To reserve current booth space(s), Deposits and Balances must be received by due dates. No refunds after June 1.		

first-come, first-served basis until all space is sold out.

Payments

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—ESTI
P.O. Box 40006
College Station, Texas 77842

Attn: Cashier—Vendor Show Registration Enclosed

Fax: 979-458-4364

Questions? 979-500-6884 or 866-878-8900

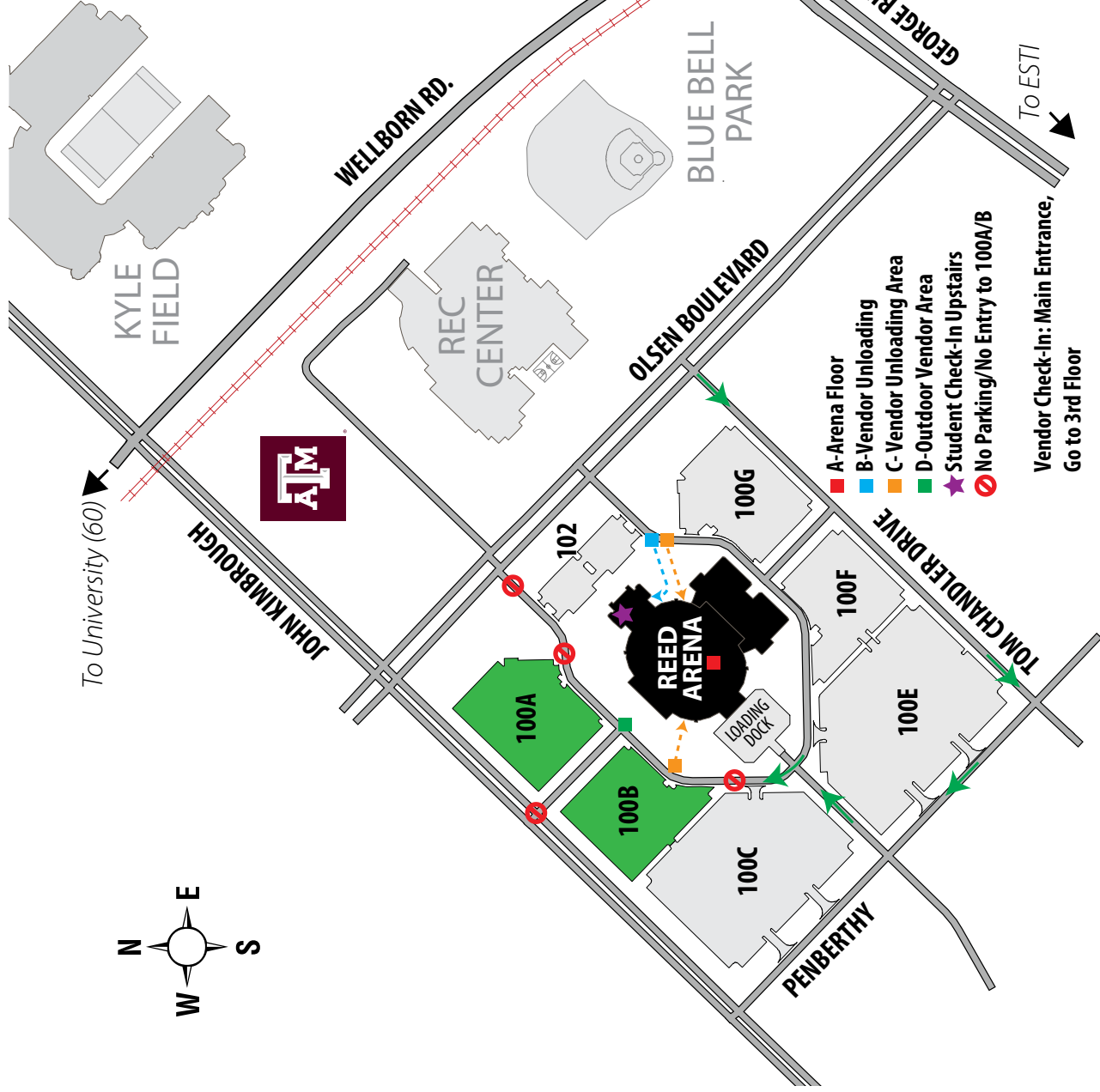
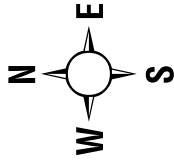
vendor.show@teex.tamu.edu

- 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**.

Pricing

If the desired space is not space available, vendor may request to be placed on the *TEEX Vendor Show Waiting List*.

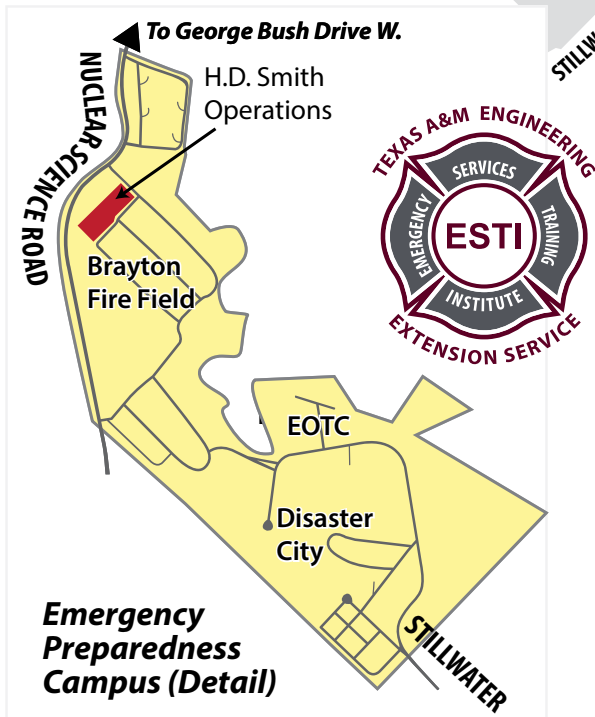
2023 Exhibit Space Pricing			
Size	Sq. Ft.	Space Type	Pricing
Exhibit Hall A (Arena Floor) — Indoor			
9' x 24'	216 sf	Apparatus Space	\$775
40' x 50'	2000 sf	Apparatus Space	\$3,525
Exhibit Hall B2 & B3 (Upper Levels) — Indoor			
8' x 10'	80 sf	Booth Space	\$600
Exhibit Hall C (Concourse) — Indoor			
8' x 10'	80 sf	Booth Space	\$650
Exhibit Hall D (Outdoors) — Uncovered			
9' x 24'	216 sf	Apparatus Space	\$550
20' x 30'	600 sf	Apparatus Space	\$775
45' x 20'	900 sf	Apparatus Space	\$900
40' x 40'	1,600 sf	Apparatus Space	\$1,400



TEEX Annual Municipal School Student Registration and Vendor Show

Reed Arena
730 Olsen Boulevard
College Station, TX 77848





Emergency Services Training Institute (ESTI)

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



Reed Arena

730 Olsen Boulevard
College Station, TX 77848



TEEX Headquarters Office

200 Technology Way
College Station, TX 77845