

TEXAS A&M ENGINEERING



MUNICIPAL Vendor Show PROSPECTUS

July 19, 2020



Annual Municipal Vendor Show Location

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

TEEX.org/vendorshow

Revised July 18, 2019

TEEX Municipal Fire School and Vendor Show

The Annual TEEX Municipal Fire Training School will be conducted **July 19–24, 2020**. The Vendor Exhibition coincides with Student Registration and will be held on **Sunday, July 19**, 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.

2020 Exhibit Schedule

SATURDAY, JULY 18	
Vendor Check-In	10 AM – 2 PM
Move-In*	10 AM – 2 PM
SUNDAY, JULY 19	
Vendor Check-In / Move In	7 AM – 10 AM
Exhibit Hall Hours	10 AM – 4 PM
Student Registration	12 PM – 4 PM
Move Out	4 PM – 5 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
979-458-3403 or
Toll Free 866-878-8900
Fax 979-458-4364



Municipal Vendor Show

Thank you for your interest in the TEEEX Municipal Fire School Vendor Show. We hope that you will find this prospectus helpful in answering the most common questions regarding the show. We are pleased to announce that we now have a link on the TEEEX website that contains the most current show information, TEEX.org/vendorshow.

Exhibit Spaces

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. TEEEX reserves right to move booths around within areas, as needed.

Indoor 8x10 Booth Space:

Exhibit Hall B (Lower Level Practice Gym)

Exhibit Hall C (Concourse Level)

Included in space rental: (1) 6' x 30" table with tablecloth (blue) and (2) Chairs; Drapes: 8' Backdrop, 3' Side skirts (all blue); Floor: Exhibit Hall B—wood floor covered with carpet squares or tarp / Exhibit Hall C—concrete floor.

Indoor Apparatus Space:

Exhibit Hall A (Arena Floor)

Included in space rental, if requested: (1) 6' x 30" table and (2) Chairs. There is no draping for this area. Floor: concrete. Note: Chairs and tables are delivered after all equipment has been moved in.

Outdoor Apparatus Space:

Exhibit Hall D (Outdoor Lot, 100A)

No tables or chairs are included with outdoor space. Vendor may bring a quiet generator for electricity. Tents may be brought or rented but must be weighted with concrete or sand bags, no staking in parking lot.

General Information:

See below for specific items included with space rental.

Flooring—Carpeting is not available for rental and not required. Heavy equipment that could damage floors or space will NOT be allowed.

Rentals—Additional tables are \$50 each; additional chairs are \$10 each. (Not available for outdoors). Indoor vendors receive (1) table and (2) chairs, no matter what size the booth.

Electricity (10 amp)—Must be pre-ordered on Registration Form, if needed. Deadline for Electricity is 1 week prior to show. Electricity ordered after this date will incur a \$50 fee.

Wifi—Access must be pre-ordered on the Registration Form, if needed. Password will be supplied to vendor at check in. Wifi is NOT available for public use.

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

Subletting / Sharing / Gratis Use—Not permitted. Only registered exhibitor is permitted to exhibit in exhibit space.

Trading Spaces—Not permitted. If two vendors agree to trade spaces, prior approval is required from TEEEX Vendor Show Coordinator.

Sales Area—An exhibitor may not work, sell, or distribute literature or other items from any area other than in their rented space.

Display—Keep all show displays, booth items, products and signage inside of booth space. Do not block walkways or aisles.

Returning Vendors—If vendor gives up booth space, but later decides to return later as a vendor, he will be placed on the wait list as a new vendor until space becomes available.

No Shows—If registered vendor chooses not to attend, booth space may be forfeited for future shows.

Max Out—There is a (3) booth maximum for 8x10' spaces. Space is offered according to priority policy.

Merchandise / Licenses

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

Use of TEEEX Logo—The TEEEX logo is a registered trademark and only licensed vendors will be permitted to sell merchandise with TEEEX branding. Contact the Marketing Manager with questions.

Sales License—Indoor vendors who bring merchandise or raffle tickets to sell during the show are required to purchase a Reed Sales License for \$75. This license is an option included on the vendor registration form. This license is not required for outdoor vendors.

Apparatus Exhibits—Vendors displaying apparatus must fill out TxDOT MVD for AS-RV2 (Application for Show or Exhibition). Visit: http://txdmv.gov/txdmv-forms/cat_view/21-forms/125-dealers/141-exhibition-shows. The original must be sent to the following address NO LATER than 30 day PRIOR to the show.

Texas Department of Motor Vehicles
 PO Box 26487 | Austin, TX 78755
 Phone 512-456-1260 | Fax 512-465-3666

Regulations

Damages—Vendors shall not deface, injure, or mar Reed Arena. Any damages shall be made good by the exhibitor to Emergency Services Training Institute (ESTI) of Texas A&M Engineering Extension Service (TEEX) or to Reed Arena Special Event Facilities.

Carpet—Carpet tiles may be used in booth, but Carpet Tape and Duct Tape are NOT allowed in building.

Prohibited—The following are not allowed in the Reed Arena facility:

- Carpet or Duct Tape
- Armor All or similar products
- Animals other than Service Dogs
- Smoking
- Outside Food & Beverages

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

Boundaries—No machinery, tent, or exhibit item shall extend outside of said vendor’s exhibit space.

Personal Vehicles—No personal or recreational vehicles shall be parked in Exhibit Area D (100 A). Only apparatus and vendor equipment representative of what vendor sells shall be allowed in exhibit space.

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

Walkways, Doors, and Emergency Exits—Keep doors, walkways, and emergency exits free from obstruction.

Signs & Banners—All signs must be professionally manufactured. Decorations, signs, banners may not be attached, taped, or nailed to any ceiling, window, door, painted surface or wall of the exhibit halls.

Shipping

Booth Materials—Vendor is responsible for all labeling, shipping, moving from loding dock, installing, uninstalling, packing, and returning to loading dock any materials or items needed for show. There is no logistics or production company available onsite to assist with moving items, booth setup, or shipping.

Shipping Directions—Exhibit materials may be shipped to Reed Arena up to (1) week prior to vendor show to the following address.

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

Return Shipping—Vendor shall return packaged items to loading dock and schedule shippin. A copy of shipping details must be turned in to the Reed Arena office before the end of the show. Shipper must pick up materials by 5:00 P.M. on the Monday after show.

Move-In

Vendor Check In—Vendors should check in on the second floor of the main entrance to Reed Arena prior to setting up booth.

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

Loading / Unloading—Vendors must be prepared to personally transport exhibit materials to booth location. Bringing personal dollies and hand carts is recommended since only a few are available onsite. Move trucks and trailers from ramp as soon as possible after unloading and loading.

UNLOADING AND LOADING LOCATIONS	
BOOTH LOCATION	LOADING ZONE
Exhibit Hall A (Arena Floor)	Loading dock on west end of Reed Arena
Exhibit Hall B (Practice Gym-LL)	Southeast Service Entrance with direct access to freight elevator
Exhibit Hall C (Concourse)	Northeast or Southwest Entrance of Reed Arena
Exhibit Hall D (Outdoor)	Enter from Southwest corner only of parking lot. Check-in with outdoor lot attendant for move-in. Exhibits at the back of lot should move in first.

Parking

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

Do NOT park in Lot 102 in front of Reed Arena. Those spaces are RESERVED at all times for those who hold offices in Reed. Vehicles are towed at the owner’s expense.

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. TEEEX 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 limited size of the exhibit areas, exhibit space may be unavailable. Active vendors in good standing may reserve their current space for the following year before space is offered to new vendors.

Waiting List

Currently active vendors and potential new vendors may request to be 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. Should space in Exhibit Area C (concourse) become available, it will be filled by currently active vendors on waiting list.

Currently Active Exhibitors

Pre-Registration—If planning to attend next year's show, it is **strongly recommended that you complete a Pre-Registration form to reserve current booth space(s)**. Currently active exhibitors shall be able to reserve space only in the area(s) currently held. Changes to space may be requested on Registration Form, but are not guaranteed.

Deposits—A TEEEX 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. Exhibitors shall be able to make a deposit only for space in the area(s) as currently held.

Deadlines—If deposit and/or balance payments for reserved 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 first-come, first-served basis until all space is sold out.

REGISTRATION DEADLINES

VENDOR TYPE	DEPOSIT DUE	BALANCE DUE
Currently Active Exhibitors	October 31	March 31
New Exhibitors	Full payment is due with form	
*To reserve currently held booth space(s), Deposits and Balances must be received by the due dates. No refunds after June 1.		

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? 979-458-3403 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 TEEEX.
- No refunds will be made for cancellations after **June 1**.
- Do not email forms with credit card information.

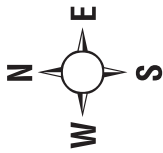
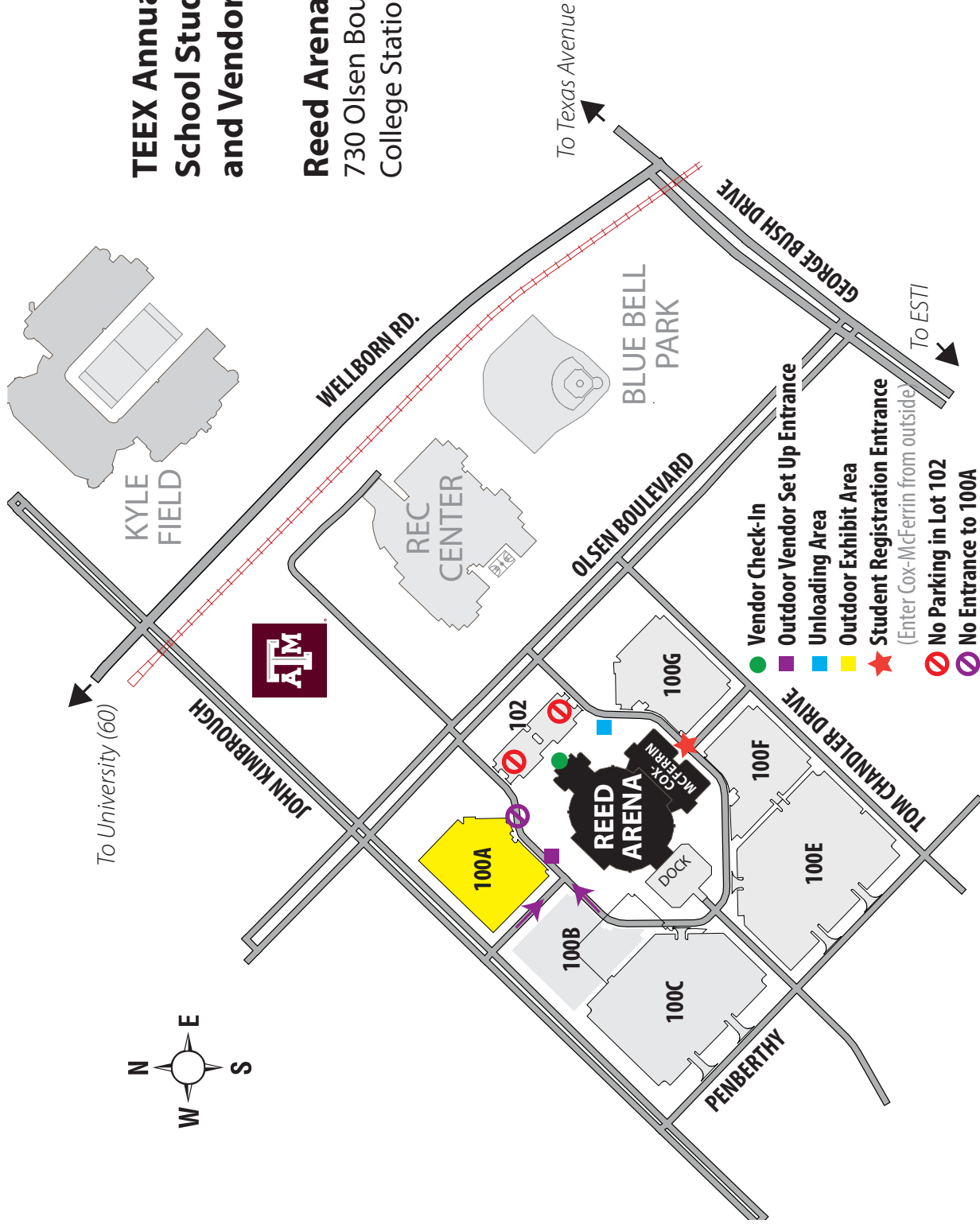
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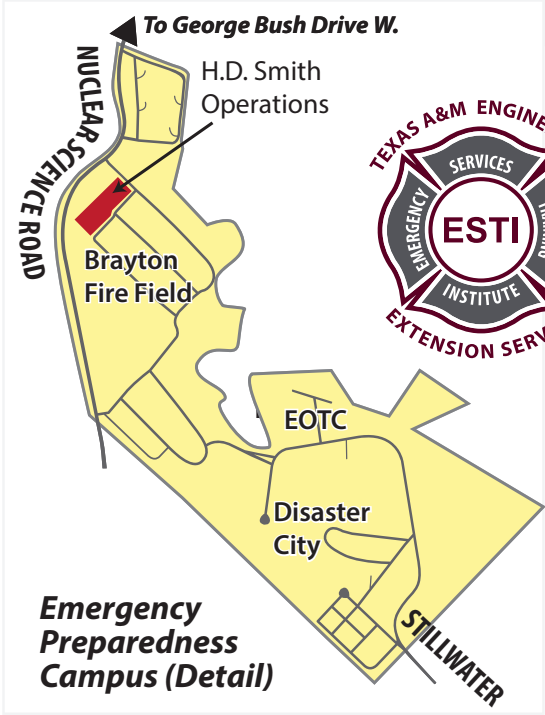
If the desired space is not space available, vendor may request to be placed on the *TEEX Vendor Show Waiting List*. (You may request a copy of the Waitlist Policy from the TEEEX Marketing Staff)

BOOTH LOCATION	SIZE	PRICE
Exhibit Hall A Arena Floor, Indoor	<i>No space currently available. See Waitlist Policy.</i>	Priced per sq. ft. \$775–\$3,525
Exhibit Hall B Practice Gym-LL, Indoor	8x10 skirted booth space with table and (2) chairs	\$600
Exhibit Hall C Concourse, Indoor	8x10 skirted booth space with table and (2) chairs	\$650
Exhibit Hall D Parking Area 100A, Outdoor	Space is priced per square foot.	40x10: \$650 30x20: \$775 60x20: \$1,050

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