



ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION



THE UNIVERSITY OF
ALABAMA
BRYANT
CONFERENCE CENTER

Dear Vendor:

The 2017 Fire Chiefs' Executive Development Conference is scheduled for January 31st – February 3rd, 2017 at the Bryant Conference Center in Tuscaloosa, Alabama. The conference continues to grow each year with more vendors in attendance, attracting many first-time vendors, as well as, returning vendors. We welcome each of you to this year's conference.

The Fire Chiefs' Planning Committee asks you to consider the great value, you, as a vendor, receive from the conference: first-class meeting space, great food, and lots of vendor time. To continue in this venue and to continue to provide the value vendors have come to expect, we invite you to participate this year.

This year's conference will also feature many of the amenities vendors have come to expect. There will be vendor space available in the Sellers Lobby, the Auditorium areas, and the Rest Room, with lots of extended time for vendors throughout the conference. A special Vendors' Reception will be held on Wednesday night (February 1st). All of these features are designed to promote attendee and vendor interaction in a first-class conference setting.

Sponsorships for breaks and luncheons are available. If you would like to provide items for the attendee bags they must be received at the Fire College by January 15, 2017. These items should be shipped to Mary Beth Finn, Alabama Fire College, 2501 Phoenix Drive, Tuscaloosa, AL 35405.

A registration form is enclosed for your convenience. Please submit your registration as soon as possible so we can make plans for the event. Please indicate which room you would prefer with a second and third choice. The registration form can be emailed or mailed to Mary Beth Finn, Alabama Fire College, 2501 Phoenix Drive, Tuscaloosa, Alabama 35405 or mfinn@alabamafirecollege.org.

The Fire Chiefs' Planning Committee thanks you for your continued support. We look forward to seeing you at the conference in February.

The Bryant Conference Center is located at 240 Paul W. Bryant Drive, Tuscaloosa, Alabama 35405.

Sincerely,

Fire Chiefs' Planning Committee



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Vendor Space Reservation Form

2017 Fire Chiefs' Conference

I would like to reserve the following number of table(s) for the 2017 Fire Chiefs' Conference. Please indicate your first, second, and third choice for table location.

| | |
|-------------------------------|--------------------|
| Table Location: Choice # ____ | Sellers Auditorium |
| _____ | Rast Room |
| | |
| How many tables: | |
| | |
| Name: | |
| Company Name: | |
| Company Address: | |
| City, State, Zip | |
| Contact Number: | |
| Email Address: | |
| Attendee Names | |
| | |
| Electricity needed: Yes or No | |

Reservations are on a first-come, first-served basis.



Conference Agenda

Tuesday, January 31st, 2017:

- 2:00 p.m. – 5:00 p.m. Conference Registration
- 2:00 p.m. – 4:00 p.m. AAFC Executive Board Meeting
- 4:00 p.m. – 5:00 p.m. Pre-Conference Business Meeting

Wednesday, February 1st, 2017:

- 7:30 a.m. – 8:30 a.m. Continental breakfast (Bryant Conference Center)
- 8:00 a.m. – 8:30 a.m. Late Registration (Bryant Conference Center)
- 8:30 a.m. – 9:00 a.m. Opening Ceremonies – Honor Guard and Chaplain
- 9:00 a.m. – 9:30 a.m. Break and Vendor Time
Coffee Break Sponsor: _____
Coffee Break Sponsor: _____
- 9:30 a.m. – 10:00 a.m. Break-out sessions
Vendor _____ Room _____
Vendor _____ Room _____
- 10:00 a.m. – 11:30 a.m. Keynote address –
- 11:30 a.m. – 1:00 p.m. Lunch – Hotel Capstone
Luncheon Sponsor: _____
Luncheon Sponsor: _____
- 1:00 p.m. – 2:30 p.m. Speaker
- 2:30 p.m. – 3:00 p.m. Break and Vendor Time
Coffee Break Sponsor: _____
Coffee Break Sponsor: _____
- 3:00 p.m. – 4:30 p.m. Speaker
- 4:30 p.m. – 6:30 p.m. Vendors’ Reception – Lobby Bryant Conference Center

Thursday, February 2nd, 2017:

- 7:00 a.m. – 8:00 a.m. Continental breakfast (Bryant Conference Center)
- 8:00 a.m. – 8:30 a.m. Announcements & MDA presentation
- 8:30 a.m. – 9:00 a.m. Alabama Fire College Update – Allan Rice
- 9:00 a.m. – 10:00 a.m. Break and Vendor Time (Vendors can break down starting at noon)
Coffee Break Sponsor: _____
Coffee Break Sponsor: _____



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- 10:00 a.m. – 11:30 a.m. Speaker
- 11:30 a.m. – 1:30 p.m. Luncheon: Hotel Capstone Chiefs' Luncheon – Speaker
Luncheon Sponsor: _____
Luncheon Sponsor: _____
- 1:30 p.m. – 2:45 p.m. Speaker
- 2:45 p.m. – 3:00 p.m. Break
Coffee Break Sponsor: _____
Coffee Break Sponsor: _____
- 3:00 p.m. – 5:00 p.m. Speaker
- 5:00 p.m. Critiques, Certificates, and Challenge Coins

Friday, February 3rd, 2017:

- 8:00 a.m. – 8:30 a.m. Coffee (Hotel Capstone)
- 8:30 a.m. – 10:30 a.m. Fire Chiefs' Business Meeting (Hotel Capstone)



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2017 FIRE CHIEFS' EXECUTIVE DEVELOPMENT CONFERENCE VENDOR REGISTRATION FORM

PAYMENT IS DUE AT THE TIME OF REGISTRATION

Company Name: _____

Invoice Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____

List names of all company representatives who will be attending the Conference

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

| VENDOR SPACE REQUEST | | | |
|-------------------------|--|----------------------------|-------------|
| Display Space | Display Space Prices | Number of Spaces Requested | Total Price |
| Auditorium | \$450.00 per table | | |
| Rast Room | \$400.00 per table | | |
| Apparatus | \$100.00 per apparatus (need dimensions) | | |
| Wed Luncheon | \$20.00 per person | | |
| Vendor Breakout Session | \$200.00/session – designated room and posted on agenda (Wednesday only) | | |
| | | Total Due | |

Electricity requested for my booth: _____ **Yes** _____ **No**

| COFFEE BREAK SPONSORSHIP | | | |
|--|--------------|----------|-------------|
| | Event | Price | Total Price |
| Wednesday (9:00, 9:30, or 2:30) Be circle time desired | Coffee Break | \$400.00 | |
| Thursday (9:00, 9:30, or 2:45) Circle One | Coffee Break | \$400.00 | |
| LUNCHEON SPONSORSHIP | | | |



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| | | | |
|---------------------------|----------|-----------|--|
| Wednesday | Luncheon | \$1000.00 | |
| Thursday | Luncheon | \$1000.00 | |
| VENDOR INFORMATION | | | |

- Vendor spaces are assigned on a first-come, first-served basis.
- Vendor space is an 8x10 ft. space with a 6 foot table and two chairs.
- Please be respectful of other vendors' space when setting up displays.
- Set-up time is Tuesday, January 31st, from 1:00 – 5:00 p.m.
- **Breakdown time is Thursday, February 2nd, from 11:45 a.m. – 1:00 p.m. – otherwise vendors are requested to wait until afternoon breaks or until the end of the conference to dismantle displays and booths.**
- **Please do not take down displays and booths during speaker presentations.**
- Electricity is available upon request – please make your request at the time of registration.
- Vendor and apparatus parking is available adjacent to the Bryant Center in the Moody Music Building Parking Lot.
- Temporary parking (15 minute limit) is available at the Loading Dock of the Conference Center. Please move all vehicles to the Moody Parking Lot after unloading/loading as a consideration to other arrivals.
- Vendors and vendor personnel must wear their name badges at all times, including social functions. Lanyards and name tags are required to attend all events and gain entry into the exhibition hall.
- Vendors may only represent the company name for which registration was received.



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METHOD OF PAYMENT

Check: in the amount of \$ _____ (made payable to the Alabama Fire College)

Purchase Order: PO# _____

Invoice Address: _____

Credit Card: amount to be charged \$ _____ [] Personal [] Business

VISA Card# _____ - _____ - _____ - _____ Exp. Date _____

MASTERCARD Card# _____ - _____ - _____ - _____ Exp. Date _____

American Express # _____ - _____ - _____ - _____ Exp. Date _____

Card Holder Name: _____

(please print)

Card Holder Signature: _____

PAYMENT AND CANCELLATION POLICIES

- Payment is due at the time of registration – registrations are not complete until payment has been received.
- Written cancellation must be received two weeks prior to the beginning of the conference to receive a full refund.
- Cancellations received less than two weeks prior to the beginning of the conference will not receive a refund.
- No-shows will not receive a refund.