



# 2016 Vendor Information



## **INDOOR BOOTHS:**

All indoor booths will be located in Johnson Hall (Gymnasium). When you arrive to set-up you will need to pull into the parking lot. (You will not be allowed to park on the street to unload). You must register for these spots prior to **September 2, 2016**.

Booths are 8' x 10' will include an 8' skirted table and 2 chairs (**NO backdrop**): The cost for each space is **\$175.00**

## **VEHICLE DISPLAY VENDORS:**

All Ambulances and Fire Apparatus will be located in the Johnson Hall parking lot. You must register for these spots prior to **September 2, 2016**. The cost for each space is **\$60.00** (Please one vehicle per space – for safety reasons)

**Important Notice:** *This space is strictly for vehicles such as Fire and Emergency Response Vehicles (Engines, Ladder Trucks, Brush trucks, Ambulance, etc). **No soft good sales** will be allowed at the outdoor space rate, if you want to sell soft goods you will need to pay the indoor booth price. (No Exceptions)*

**Definition of soft goods:** *Soft goods include **all** forms of apparel, such as shirts, pants and various clothing accessories. Footwear, hats and gloves are also included under the umbrella of soft goods.*

## **Display Times:**

Student lunches are staggered and will be served in the Vendor area.

**Saturday - September 24**

7:30 am – 5:00 pm

**Sunday – September 25**

7:30 am – 1:30 pm

**New this year!** Lunch will be served to students, instructors, vendors and staff in the Vendor Hall, this is to allow students more time to visit each booth.

**Set-Up Time:** Set-up is from 3:00 – 6:00 pm on Friday and Saturday from 7:00 – 8:30 am.

**Tear down Time:** Sunday at 1:30 pm no sooner as students will be eating from 11:00 – 1:00 pm

## **Payment:**

All payments must accompany the registration form, you will not be confirmed until payment is received and others that paid may take your spot. We do not except credit cards.

## **DOOR PRIZES:**

All Fire School participants will be eligible for door prizes. Door prize drawings will be held @ 10:00 am each morning of fire school. Please give your donation to a staff member at the Registration table with your business card attached by 9:00 am each morning.

## **LUNCH**

We are looking for lunch sponsors for this year's fire school. With a donation of **\$100.00** or more your company will receive (3) lunch tickets. Otherwise, lunch will be available each day in the Vendor Hall for **\$10.00** each day. You may purchase tickets in advance by checking the appropriate spot on your registration form.

## **HOTEL ROOMS:**

Instructors will be staying at the Comfort Inn and Suites, 2025 Werner Avenue NE, Cedar Rapids. There are a few hotel rooms available at this hotel for Vendors to reserve (first come, first serve). In addition, you and your company representatives are invited to the Hospitality Room on Saturday, September 24th from 5:00 pm—10:00 pm. For beverages, snacks, and networking.