

Vermont Emergency Preparedness Conference 2016

November 4 & 5, 2016
Lake Morey Resort, Fairlee, Vermont

Call for Exhibitors



Sponsored by:



demhs.vermont.gov/conference

Vermont Emergency Preparedness Conference 2016

The 9th Annual Vermont Emergency Preparedness Conference will be held on November 4 & 5, 2016 at the Lake Morey Resort in Fairlee, Vermont. Sponsored by the Department of Public Safety's Division of Emergency Management & Homeland Security, the conference is actively soliciting exhibitors and sponsors.



This conference is the largest gathering of emergency preparedness professionals in the State of Vermont. The Vermont Emergency Preparedness Conference is an excellent opportunity to market to the attendees from across Vermont. 200-300 attendees are expected to take part in this year's conference over the two days events.

Exhibitors with services, products, or information to share with the audience are encouraged to assist in enhance the attendees' learning experience. Exhibitor partners are an important part of the success of the Vermont Emergency Preparedness Conference. We are pleased to offer the opportunity for your company to help support the conference and increase your company's exposure in the Vermont emergency management community.

Benefits of Participating:

- Access to 200-300 emergency preparedness professionals from across Vermont
- Two days of exhibition time
- Conference breaks and reception are held in the exhibitor area to maximize attendee interactions
- Dedicated morning and afternoon breaks for exhibitor face-time each day
- Exhibitor bingo game to encourage attendee visits to each booth
- Exhibitor demonstration area

As the only statewide conference dedicated to Emergency Preparedness in Vermont, this is the place to share your products. Don't miss the opportunity to be involved in this year's conference! Early registration is encouraged as space is limited for exhibitors. Any questions related to the Vermont Emergency Preparedness Conference or exhibitor space can be directed to Brett LaRose at Brett.Larose@Vermont.gov. Additional information including exhibitor registration can be found on the conference website at:

demhs.vermont.gov/conference

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Parking & Unloading:

Parking at the Lake Morey Resort is free. When arriving for set up please do not park directly in front of the Resort and unload. This area must be kept clear due to fire safety regulations. Exhibitors may park in general parking and come in through the front doors. If possible, bring along a small cart to unload product materials since availability of carts at the Resort are limited.

Pre-shipping:

The conference hotel has limited storage capacity for pre-shipped exhibit materials. It is not permitted to pre-ship for arrival at the hotel earlier than Thursday November 3, 2016. All pre-shipped materials must be labeled and sent to:

Lake Morey Resort
Vermont Emergency Planning Conference
November 4 & 5, 2016
Attn: [Exhibitor Representative Name]
1 Clubhouse Drive
Fairlee, VT 05045

Hotel Accommodations:

The Lake Morey Resort is offering a discounted rate of \$101.00 plus tax. You may phone in your reservation by calling 802-333-4311 or 800-423-1211 using the rate code VT Emergency Preparedness Conference to receive the discounted rate.

Travel Accommodations:

Directions to Lake Morey Resort:

From Brattleboro: Take I-91 North to Exit 15 in Vermont. Turn left off exit ramp. Take first right (granite Lake Morey Resort sign on corner). Follow the golf course (on left) and take your first left onto Clubhouse Rd. Resort is on the right.

From Burlington: Take I-89 South to Exit 7 (Berlin/Barre). Take Route 302 East through Barre to Orange. Take Route 25 South to Bradford. Take I-91 South to Exit 15 - Turn right off exit ramp. Take next right (granite Lake Morey Resort sign on corner). Follow the golf course (on left) and take your first left onto Clubhouse Rd. Resort is on the right.

Exhibitor Agreement:

By submitting a exhibitor application, EXHIBITOR agrees to the following:

EXHIBITOR agrees to be present at their assigned exhibitor booth during exhibitor exhibit hours including breaks. Cancellation of Exhibitor attendance will result in forfeit of all Exhibitor fees paid.

Fee Schedule

Conference Exhibitor Registration Includes:

- Tabletop exhibit space with one 6-foot table, tablecloth, and two chairs in the Exhibitor Area
- Electrical access for all booths
- Continental breakfast, lunch and refreshment breaks each day
- Company logo included in the conference printed materials

Conference Exhibitor:

- Corporate Exhibitor - Free, plus 1 raffle prize valued at \$50 or more to be raffled at the booth during the exhibitor reception
- Non-Profit Exhibitor - Free, plus 1 raffle prize valued between \$25 & \$50 to be raffled at the booth during the exhibitor reception
- Non-Attending Exhibitor - \$100*. This option is available for companies that are unable to attend the conference, but wish to support the conference and have their company logo included in conference printed materials.

Outside Vehicle Registration Includes:

- Tabletop exhibit space with one 6-foot table, tablecloth, and two chairs in the outside vehicle area
- Outside exhibit space for up to two vehicles, extra vehicle spaces can be added for \$50 each
- Continental breakfast, lunch and refreshment breaks each day
- Company logo included in the conference printed materials
- Electrical Access Outside will not be guaranteed
- Canopy or tent coverage will not be provided by the conference

Outside Vehicle Exhibitor:

- Outside Vehicle - Free, plus 1 raffle prize valued at \$50 or more to be raffled at the booth during the exhibitor reception
- Non-Profit Exhibitor - Free, plus 1 raffle prize valued between \$25 & \$50 to be raffled at the booth during the exhibitor reception

Exhibitor Demonstration:

- Forty-five (45) minutes dedicated to demonstrating your product to the conference attendees

Refunds and Cancellations:

- If an exhibitor must cancel, they will not be asked back for 2017

Registration:

Exhibitors must register online at <https://www.surveymonkey.com/r/vepcexhibitor>

Booth Assignments

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Booth space will be assigned by conference staff as registration is received. Exhibitors will be given their space assignments during exhibitor check in. All indoor exhibitor booths will be located in the Morey Room, with vehicle exhibitors located outside on the front lawn .

Setup and Breakdown:

Vehicle exhibitors must arrive no later than 7:00 a.m. on November 4, 2016 to ensure entry into the vehicle exhibition area. Late arrivals may not be accommodated. Please plan to arrive early and check in with the conference exhibitor representative.

Exhibit Hall exhibitors can set up between 6:00 p.m. and 7:00 p.m. on November 3, 2016. All exhibitors should check in with the conference exhibitor representative located in the Morey Room. Late arriving exhibitors are welcome to set up on November 4, 2016 between 6:00 a.m. and 7:00 a.m. by checking in at the Registration Desk located in the Resort Lobby. We encourage any exhibitor that has extensive set up to arrive with enough time to complete set up by 7:30 a.m. on November 4, 2016 when the exhibit hall opens.

Exhibit Hall Hours (Times subject to change. Please refer to the final program for exact times):

Friday, November 4, 2016

- 7:30 a.m. to 9:00 a.m.—Registration & Exhibitor Time
- 10:15 a.m. to 10:30 a.m.—Morning Snack Break Served in the Morey Room
- 12:45 p.m. to 1:30 p.m.—Exhibitor Time
- 2:45 p.m. to 3:00 p.m.—Afternoon Snack Break Served in the Morey Room
- 4:15 p.m. to 4:30 p.m. —Exhibitor Time
- 5:15 p.m. to 7:00 p.m.—Exhibitor Reception

Saturday, November 5, 2016:

- 7:30 a.m. to 9:00 a.m.—Registration & Exhibitor Time
- 10:15 a.m. to 10:30 a.m.—Morning Snack Break Served in the Morey Room
- 12:45 p.m. to 1:30 p.m.—Exhibitor Time
- 2:45 p.m. to 3:00 p.m.—Afternoon Snack Break Served in the Morey Room

Exhibitors are encouraged to staff their booth during all breaks located in the Morey Room Exhibit Hall. We require all exhibitors to stay through Saturday, November 5, 2016 at 3:30 p.m. because a number of participants will start their conference attendance on Saturday, November 5th and we want to provide the same exhibitor interaction as the first days ' attendees. Exhibitors may breakdown their to booths after 3:30 p.m. on November 5, 2016.

Except in cases of emergency, if a booth is taken down before 3:30 p.m., the conference planning committee may choose to not invite the Exhibitor back to future conferences. If you must leave because of an emergency, you must inform a conference planner.