



**FROM: MABAS-WI Executive Board**

**DATE: February 2018**

**RE: 2018 Vendor/Exhibitor Information and Registration Form**

- Please join us! We invite you to participate in the 8<sup>th</sup> Annual **MABAS Wisconsin Command & Dispatch Conference**. This event is scheduled for August 9<sup>th</sup> through August 11<sup>th</sup> at the Holiday Inn & Conference Center 1001 Amber Avenue, Stevens Point, WI 54482. The conference agenda will be posted on the MABAS Wisconsin website: [www.mabaswisconsin.org](http://www.mabaswisconsin.org)
- Conference attendance is estimated at 200 participants from the emergency responder community (e.g., state, Dispatchers; EMS; Law enforcement; Fire & Rescue agencies ;.)
- Conferees will have time to view your exhibitions intermittently during the conference on Friday from 7:00 a.m.– 5:00 p.m. Viewing time is also Saturday, from 7:00 a.m. to 5:00 p.m. Be assured adequate client time will be available.
- We also would also like to encourage vendors to bring apparatus and vehicles to showcase everyone will be under roof together in the same vendor room.
- The Holiday Inn has rooms set aside for conference attendees including the vendors. Be sure to indicate to the hotel that you are attending the MABAS Conference. The lodging room rate will be \$82.00 plus tax per night. There will be a link provided on the website that can be used for making reservation online: \_ or by calling (715)344 0200.
- For those vendors bringing vehicles, they can be wash outside the hotel from 09:00 am to 11:00 am, the vendor area opens for vehicles from 11:00 am to 4:00 pm on Thursday. **Please see the information below in the Vehicle Addendum from the hotel regarding how much fuel should be onboard the vehicle before bringing inside the facility.** The Holiday Inn Conference Center is a carpeted facility, and apparatus vendors are responsible for bringing appropriate materials along to protect the carpet under displayed apparatus to prevent damage. Vendors with display apparatus are asked to exercise extreme caution when entering/exiting the facility to prevent damage to carpet squares from turning of apparatus tires.
- Vendor displays can be set up starting Thursday, August 9<sup>th</sup> after 5:00 p.m. and breakdown must be completed by 7:00 pm on Saturday August 11<sup>th</sup> If you need to depart earlier than the scheduled finish of the conference you may do so without penalty.
- Preferred booth spaces will first be offered to our corporate sponsors, All booths available after our corporate sponsors have chosen there space will be assigned on a first come, first serve basis. **Payment and a completed registration form are required to reserve your tabletop or vehicle space.**
- A confirmation email will be sent to you after I receive your registration form and fee. All Credit cards are accepted to pay for the fees. Please RSVP before July, 27<sup>th</sup> 2018. Any reservations received after July, 27<sup>th</sup> 2018 will be non- refundable.

Please feel free to contact: Treasurer Quentin Popp  
PO Box 143  
Sand Creek, WI 54765

[qhpfire@gmail.com](mailto:qhpfire@gmail.com)



8<sup>TH</sup> ANNUAL COMMAND & DISPATCH CONFERENCE  
AUGUST 9<sup>TH</sup> - AUGUST 11<sup>TH</sup>, 2018  
"HOLIDAY INN & CONFERENCE CENTER",  
1001 AMBER AVENUE. STEVENS POINT, WI  
54482

VENDOR REGISTRATION

Company:

Address:

City:

State:

Zip:

**Contact information**

Name:

Email:

Business phone:

Mobile phone:

: I **will not** be attending this year

: I **will** be displaying attending the conference \$ 300.00 Registration Fee

I NEED SPACE FOR VEHICLE(S),

- Type of vehicles:

-Vehicles to park in the vendor area from 11:00 am to 4:00 pm on Thursday.

1- 8' table display with skirted draping and chairs and includes lunch for 1 company representative on Friday & Saturday.

Please bring your own signage.

***I need extra tables @ \$ 25.00 each equaling \$***

I NEED AN ELECTRICAL HOOK-UP

Extra Company Personnel (beyond 1 Company Representative) will need to purchase meals below.

I need additional meals for:      Friday Lunch Cost \$10      #  
Saturday Lunch Cost \$10      #  
Saturday Picnic Cost \$6      #

***Total Dollars in Additional Meals \$***

Mail Registration Form and Check to: MABAS-WI Treasurer, PO Box 143, Sand Creek, WI 54765.

Contact the MABAS-WI Treasurer if you would like to pay by Credit Card.

PLEASE FILL OUT AND RETURN VIA EMAIL EVEN IF YOU ARE NOT ABLE TO PARTICIPATE THIS YEAR



**Conference Sponsorship opportunities.**

**WE ARE NOT INTERESTED AT THIS TIME**

**WE ARE INTERESTED IN A SPONSORSHIP:**

**PLATINUM**      \$ 1500.00 -

Conference registration for 3 persons, 2 - 8' tables your handout material in conference folder with certification of recognition from MABAS Wi. Name of your company announced at the beginning of every break and Company name in print on conference tablet.

**GOLD**      \$ 1000.00 -

Conference registration for 2 person 1-8' table, your handout material in conference folder and Company name in print on conference tablet.

**SILVER**      \$ 500.00 -

Includes handouts in conference folder registration for 1 person Company name in print on conference tablet.

**Bronze**      \$ 250.00 -

Includes handouts in conference folder.

**Sponsor classroom break\*\*\***

**We would like to sponsor.**

**Conference Break - Cost \$ 675**

If you would like to discuss our annual **Corporate Sponsorship Program**. Please contact the MABAS-WI President, Kevin Bierce via email at: [kbierce@pewaukee.wi.us](mailto:kbierce@pewaukee.wi.us)

Hotel provided Wi-Fi INTERNET ACCESS – If you have display items to be shipped to the hotel, please contact The Holiday Inn & Conference Center. If you have any special needs or requests that have not been addressed above, please attach them to this form or contact Quentin @ [ghpfire@gmail.com](mailto:ghpfire@gmail.com) or 715-829-3550 to discuss the details.

**\*We will be able to take credit/debit cards for payment. Please contact the treasurer for help with this.**

Exhibit space is limited, so get your reservation in early. Payment and a completed registration form are required to reserve your tabletop space.

Please feel free to contact: Treasurer Quentin Popp  
PO Box 143  
Sand Creek, WI 54765

[ghpfire@gmail.com](mailto:ghpfire@gmail.com)  
715.829.3550



Holiday Inn Hotel & Convention Center  
1001 Amber Ave.  
Stevens Point, WI 54482  
Phone: 715-344-0200/Fax: 715-254-9944

### **Convention Center Vehicle Addendum**

Holiday Inn Hotel & Convention Center permits fueled vehicles and motorcycles in the Convention Center providing the following policies are adhered to:

- I. Town of Stevens Point provisions of permit:
  - All batteries shall be disconnected (excluding driving in and driving out)
  - Fuel tanks shall not exceed  $\frac{1}{4}$  of a tank capacity or (5) gallons.
  - Fuel tank openings shall be secured / sealed.
  - Vehicles shall not obstruct fire protection equipment or emergency exits.
- II. Hotel Vehicle Policies:
  - Vehicles must be clean and free of debris (upper area as well as undercarriage)
  - Vehicles must be rolled in or driven in on heavy plastic or similar material to protect the carpet.
  - Vehicle tires must rest on heavy plastic or similar material.
  - Plastic, metal tray or large sheet of plastic should be under the engine or any part of the vehicle that may leak on to carpet.
  - Client will be responsible for any damage to Convention Center property or carpet that may occur from vehicles in the Convention Center.
  - Chief Engineer of Holiday Inn Hotel & Convention Center will issue permits, on the property, at no extra charge.



Holiday Inn Hotel & Convention Center  
1001 Amber Ave. Stevens Point, WI 54482  
Vendor policies

- Vendors may not post, attach, paste or affix any placard or signage to walls or doors. Any signs must be posted on an available bulletin board or area agreed upon by the Expo Center. Tape or adhesive is prohibited on any wall or door. Signs, banners, or other items cannot be hung from ceilings.
- Event loading and unloading must be done in designated loading zone areas.
- If a vehicle is part of the Vendor Booth, please contact the sales department for a Vehicle agreement form. Vehicles will not be allowed to set up unless the agreement is signed by vendor and returned before the Vendor arrives for set up.
- Holiday Inn & Convention Center will have hotel staff supervising large vehicle placement in Expo to protect carpet. Damage to carpet/tiles will charged a replacement fee of \$35.00.
- Access to fire exit doors must not be blocked. All event set ups must be compliant with the Stevens Point Fire Codes.
- Large items displayed, housed or presented on any floor must be placed on a tarp or similar covering so as not to stain or damage flooring. Heavy materials must not be dragged, skidded or rolled over floors. All heavy materials or equipment must have matting placed underneath to protect all floor surfaces.
- Expo rooms should be returned in the condition received. All items and property must be removed by the end of the rental period.
- No Fryers, Halogen lighting or Smoke machines allowed in any booth.
- Furnishings: Each booth area is 8' x 10', all furnishings must be contained within booth boundaries (strictly enforced), height not to exceed 8'. Each booth will receive an 8' table and two chairs. Skirting, table cloths, signage and displays are the responsibility of the vendor.
- Electrical: Each booth has the option to purchase electricity for \$10 per booth. Vendors are responsible for providing power surge protection and UL listed extension cords. If vendors need special electrical set up for booths please contact the Holiday Inn & Convention Center in advance for special permission for possible placement. There will be an additional charge for 208/230 Voltage.
- Appearance: All booths must be kept reasonably clean and clear of clutter. If music is played at your booth, please keep it at a level that does not interfere with other vendors or activities.
- Shipping Merchandise to and from grounds: **VERY IMPORTANT:** Any merchandise shipped to the grounds can be received no more than 3 business days before the event, the grounds will not accept the package any time before that. For merchandise being shipped out after the event, it must be scheduled for pick up 1 business day after the event. Shipping and receiving forms must be picked up at the Front Desk and filled out completely. These forms must be attached to the package being shipped of hotel.
- The Holiday Inn & Convention Center is not responsible for any damage that may incur or lost or stolen items.