

**2018 JOHN J. JENNINGS EDUCATIONAL SEMINAR
of the
PROFESSIONAL FIRE FIGHTERS OF MASSACHUSETTS**

Official Exhibition Rules and Regulations

SHERATON FRAMINGHAM
1657 WORCESTER ROAD
FRAMINGHAM, MA 01701

PFFM

The letters “PFFM” refer to the PROFESSIONAL FIRE FIGHTERS OF MASSACHUSETTS acting through its officers, employees, or agents.

EXHIBITOR

The word “EXHIBITOR” used herein shall refer to any person, organization, or their representative who has entered into agreement with the PFFM to display their product(s) and/or services at the 2018 JOHN J. JENNINGS EDUCATIONAL SEMINAR of the Professional Fire Fighters of Massachusetts.

VENDOR/SPONSOR

The words “VENDOR/SPONSOR” used herein shall refer to any person, organization, or their representative who has entered into agreement with the PFFM to display their Logo, Company Name or similar in print, digital, or other format at the 2018 John J. Jennings Educational Seminar of the Professional Fire Fighters of Massachusetts.

EXHIBITION LOCATION, DATES, AND TIMES

Exhibits will be held at the SHERATON FRAMINGHAM, FRAMINGHAM, MA. All exhibitors must be opened and staffed during the hours listed below. The PFFM reserves the right to change the dates and/or times and will notify all registered exhibitors of any such changes as soon as possible.

Move In Exhibition Hours:

Sunday, June 10, 2018	2:00 PM to 5:00 PM
Monday, June 11, 2018	6:00 AM to 8:00 AM

Exhibition Hours:

Monday, June 11, 2018	8:00 AM to 4:00 PM
Tuesday, June 12, 2018	8:00 AM to 4:00 PM
Wednesday, June 13, 2018	8:00 AM until the close of Seminar/Convention business.

Move Out Exhibits:

Wednesday, June 13, 2018	5:00 PM or close of Seminar/Convention business (which ever is earliest)
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DISPLAYS

Exhibitor displays must be self-supporting; attachments, including nails and screws are not permitted in the building floors, columns or walls. Exhibits must not obstruct the view or interfere with the displays of neighboring exhibits.

SPACE ASSIGNMENTS

Space is assigned based on date of receipt and availability and the discretion of the PFFM. Preference for exhibit space and special requests will be accommodated if possible. All dimensions are approximate. The PFFM reserves the right to make modifications. Under NO CIRCUMSTANCES are exhibitors to change assigned space locations unless approved by the PFFM.

USE OF EXHIBIT SPACE

No exhibitor shall reassign, sublet or share space allotted except as described in specific sponsorship levels in **ADDENDUM A** and without written consent of the PFFM. Demonstrations, interviews and other activities must be confined to the allotted space. To maintain uniformity and prevent the obstruction of view to adjoining vendors, displays must not be higher than 8 feet in the back and 3 feet along either side.

USE OF PFFM LOGO

Vendors are prohibited from using the PFFM logo or name PROFESSIONAL FIRE FIGHTERS OF MASSACHUSETTS or INTERNATIONAL ASSOCIATION OF FIREFIGHTERS or the IAFF Logo in print digital or other media unless the vendor is authorized with prior written approval of the PFFM &/or the IAFF. The PFFM reserves the right to revoke an exhibitor's permission to operate a booth if this Policy is not followed.

SALES OF ITEMS

Vendors at PFFM Conventions are limited to selling items that are made in the United States or Canada and are union made whenever possible. Vendors are prohibited from selling items bearing the PFFM Logo unless the vendor is authorized with prior written approval of the PFFM. The PFFM reserves the right to revoke an exhibitor's permission to operate a booth if this Policy is not followed.

EXHIBITOR'S AUTHORIZED REPRESENTATIVES

The PFFM will have sole control over all admission to the Seminar.

REGISTRATION OF BOOTH REPRESENTATIVES

By **JUNE 1, 2018**, each exhibitor shall provide the PFFM with a list of all personnel who will be responsible for the installation, operation and removal of the display at the Seminar along with their contact information (cell phone) onsite. A badge will be issued to each of these individuals and shall be worn at all times during the Seminar.

ACCEPTABILITY OF EXHIBITS

All products and services exhibited must be consistent with the interests of the PFFM and its affiliates, and exhibits must be operated in a way that will not detract from other exhibits or the Seminar as a whole. Exhibitors may not advertise or display goods or services other than those manufactured and/or sold by them in the normal course of business. The PFFM reserves the right to determine eligibility of any organization/products for inclusion in the exhibition and reserves the right to require immediate withdrawal of any exhibit/product.

SIGNS AND GRAPHICS

Absolutely no signs or graphics may be placed outside of the assigned exhibit space(s). This includes the walls in or adjacent to the standard table, as well as the aisles hallways, stairwells and such.

PUBLIC ANNOUNCEMENT SYSTEMS

The Hotel and/or Seminar hall public announcement system is not to be used for any announcements other than those expressly approved by the PFFM.

RESTRICTIONS IN OPERATION

If the operation of any equipment or apparatus produces noise of a certain volume or objectionable odors to neighboring exhibitors or guests we will require that such operations be discontinued. The exhibitor agrees that PA systems, radio, television, motion pictures or other sound or visual aids will be operated in such a manner and places as to provide no inconvenience to other exhibitors, guests or presentations.

No copyrighted music if licensed through ASCAP, BMI, or SESAC may be played in the exhibit area(s) at any time. This applies to both recorded and live music. All wiring of booths or display fixtures must meet local fire department regulations. This applies to all presentation materials to include upright displays; boards; screens; and such and includes any and all electronic equipment. Be sure these specifications are met before sending your display to the exhibit site. The PFFM reserves the right to prohibit use of any equipment contravening these rules. No balloons or other helium-inflated items can be used within the exhibit area unless approved in advance by the PFFM.

MEETING ROOMS

Except as provided in specific Sponsorship Levels listed in **ADDENDUM A**, the assembling of attendees in any meeting or special function room at the Sheraton Framingham by any exhibitor/organization for any business, social or other event without the expressed written consent of the PFFM is prohibited.

ON SITE SALES

Cash or Credit Cards sales are permitted. License, taxes to sell, payment of sales tax and any other legal business requirements are the sole responsibility of the exhibitor. Purchasers of goods must be provided with a bill of sale or receipt.

INSTALLATION AND DISMANTLING

Exhibitors who require early installation & move-in may begin so on Sunday, June 10, 2018, beginning at 2:00 PM. Move in is also authorized on Monday, June 11, 2018, beginning at 6:00 AM until 8:00 AM. Breakdown and dismantling of vendor tables and exhibit space(s) shall not commence until 5:00 PM on Wednesday, June 13, 2018, or the close of Seminar/Convention Business; which ever is earliest; without permission of the PFFM in an effort to minimize noise & distraction during the Seminar.

STORAGE OF PACKING CRATES/BOXES

Exhibitors will not be permitted to store storage crates and/or large boxes within their exhibit space(s) that block points of egress hallways; doorways; & such throughout the Seminar. It is the responsibility of the exhibitor to find adequate storage for materials and such ensuring such storage does not impede points of egress hallways; doorways & such. The PFFM assumes no liability in the storage of any exhibitor items.

CARE OF FACILITIES

The exhibitor in the installation and dismantling of the booth display may not post, tack, staple or otherwise affix anything to the exhibit hall property. The exhibitor shall be liable for any and all costs to repair and/or replace property damaged or destroyed.

SECURITY

The PFFM assumes no liability for loss, theft, or damage to Exhibitors property.

FIRE, SAFETY AND HEALTH

The exhibitor assumes all responsibility of compliance with local, city and provincial ordinances as well as regulations covering fire, electrical wiring, safety and health. Cloth decorations must be flameproof. Wiring must comply with local fire department rules. Aisles and fire exits must not be blocked at any time by exhibit materials, crates and/or boxes, etc. No combustible decorations, such as crepe paper, cardboard etc. shall be used at any time. All packing containers, wrapping materials, etc. shall be removed from the floor and may not be stored in the exhibit area.

LIABILITY, INSURANCE AND INDEMNIFICATION

The exhibitor is responsible for all damages to the exhibit facilities, which includes any and all claims and/or demands on account of any injury or damage to property done, occurring in or about the premises used by the exhibitor, his/her agents, employees, servants licensees or contractors occasioned by negligent or intentional conduct. The exhibitor agrees to indemnify and hold harmless, the PFFM, their agents, employees, affiliates, and contractors for any liability arising from operation of the exhibit, excluding any liability caused solely by the PFFM. The exhibitor is responsible for and must provide adequate insurance to cover indemnification. The exhibitor further acknowledges that he/she is responsible for obtaining insurance in such amounts as deemed necessary to comply with obligations contained herein and for his/her own protection during the course of the event including transport.

FULFILLMENT OF CONTRACT

In the event that any part of the exhibit facility is damaged or destroyed by fire, the elements, civil commotion, labor unrest or by any other cause of circumstances that warrant it impossible for the PFFM to permit exhibits to occupy the exhibitor's assigned space assigned during any part of the period covered, the exhibitor will be charged for space only for the period that the space was or could have been occupied. During such circumstances, the PFFM will not be liable for the fulfillment of the contract as to the delivery of space.

GENERAL / AMENDMENTS

These rules and regulations are to be construed as part of all space contracts. All interpretations as well as answers to questions or matters not specifically covered by the rules and regulations will be decided by the PFFM. These rules and regulations may be amended at any time by the PFFM and will be equally binding on all parties affected. Written notification of any such amendments will be provided to exhibitors.

DISABILITIES

Please advise the PFFM if you or any of your exhibiting staff may require special assistance or accommodations to maximize your participation.

CONTRACT FOR SPACE

All Applications for exhibit space or sponsorships are to be received on the provided PFFM Application Form.

Full payment for the selected sponsorship level is required at time of submission of Application. Cancellations must be in writing and received by May 1, 2018. If the exhibitor, Sponsor/vendor cancels the contract on or before this date, 10% of the fee will be retained for handling and processing. The remainder of the fee will be returned. If the exhibitor, sponsor/vendor cancels between May 1, 2018, and May 18, 2018, 50% of the fee will be retained and 50% returned. After May 18, 2018, no refund for cancellation will be issued. Space not occupied by the registered exhibitor by 11:00 AM on Monday, June 11, 2018, will be forfeited and no monies shall be returned.



ADDENDUM A

SPECIFIC SPONSORSHIP INFORMATION

AD BOOK PAGE

Sponsors/Vendors must provide a high resolution black & white logo or artwork preferably PDF format no later than April 20, 2018. Failure to provide the PFFM with a logo or artwork by this date may exclude the vendor's ad from making the printing deadlines.

TABLE

Sponsors/Vendors will receive one (1) 8' skirted table and two (2) chairs for four (4) days of the Seminar. (June 10-13, 2018).

CONVENTION WEB SITE

As part of specific sponsorship levels, the PFFM will allow sponsor/vendors to link to their own website from the PFFM website page devoted to the 2018 John J. Jennings Educational Seminar of the Professional Fire Fighters of Massachusetts. In addition, the vendor may provide to the PFFM a brief (up to 100 words) description of the organization/company and their website address which will be placed with the link on the PFFM site.

The PFFM anticipates this section of our website (pffm.org/edsem18) will be available by February 23, 2018, and will remain available for at least one (1) month after the close of the Seminar. The PFFM will update the vendor information within ten (10) working days after receipt of the appropriate sponsor/vendor fee & signed agreement of this contract.

PRIVATE ROOM

As part of a specific sponsorship level (5th ALARM SPONSOR), the PFFM will furnish a private room for sponsor/vendors to showcase products, conduct product demonstrations wear tests and similar. All Exhibition Rules and Regulations apply to said spaces. Multiple sponsor/vendor(s) are authorized to price share these spaces, only with the prior written consent of the PFFM. A list of all sponsor(s)/vendor(s) and contact information (cell phone) onsite must be furnished to the PFFM no later than June 1, 2018. A principal point of contact (Responsible Party) should also be provided to the PFFM to include name and contact information (cell phone) onsite.

GENERAL ALARM SPONSORSHIP LEVEL

As part of this specific sponsorship level, the vendor/sponsor will be listed as the primary sponsor of the 2018 John J. Jennings Educational Seminar. This sponsor will have the exclusive opportunity to include their name, and/or logo under the official logo of the Seminar on print & digital media.

ADDENDUM B

SPONSORSHIP LEVELS

FIRST RESPONDER LEVELS:

1/4 PAGE AD	\$250.00
1/2 PAGE AD	\$500.00
FULL PAGE AD	\$1,000.00
TABLE ONLY SPONSOR	\$2,000.00

BOX ALARM SPONSOR: \$2,500.00

- Full Page ad
- Table

1ST ALARM SPONSOR: \$3,500.00

- Full page ad
- Table
- Company/Product Link & info on our Seminar web site

2ND ALARM SPONSOR: \$4,000.00

- Full page ad
- Table
- Company/Product Link & info on our Seminar web site
- Company Logo featured on screen rotator on Screen in General Session Hall during break.

3RD ALARM SPONSOR: \$4,500.00

- Full page ad
- Table
- Company/Product Link & info on our Seminar web site
- Company Logo featured on screen rotator on Screen in General Session Hall during break.
- Company Logo featured on back of one (1) Delegate Material.

4TH ALARM SPONSOR: \$5,000.00 ++BEST VALUE

- Full page ad
- Table
- Company/Product Link & info on our Seminar web site
- Company Logo featured on screen rotator on Screen in General Session Hall during break.
- Company Logo featured on back of one (1) Delegate Material.
- Company recognized at the podium during general session.
- Company Logo to appear on Seminar signage on exterior of hotel.

5TH ALARM SPONSOR: \$10,000.00

- Full page ad
- **PRIVATE 620 SQFT ROOM to showcase product/demos.**
- Company/Product Link & info on our Convention web site
- Company Logo featured on screen rotator on Screen in Convention Hall during break.
- Company Logo featured on back of one (1) Delegate Material.
- Company recognized at the podium during general session.
- Company Logo to appear on Convention signage on exterior of hotel.
- Presentation opportunity at the podium during General Session. Time & Date TBA.

GENERAL ALARM SPONSOR: \$30,000.00

- ALL 5th Alarm Amenities (with the exception of the Private 620 sqft room)
- **COMPANY NAME &/OR LOGO LISTED AS PRIMARY SPONSOR ON PRINT & DIGITAL MEDIA FOR SEMINAR.**

APPLICATION

This application should be filled out completely and submitted along with a signed and dated copy of the Exhibition Rules and Regulations and a check payable to PFFM for the entire sponsor/vendor fee.

Logo, artwork and web address of organization/business should be emailed to vendor@pffm.org

Please check which Sponsorship Level you are applying for:

FIRST RESPONDER LEVEL SPONSORS

- 1/4 page ad \$250.00
- 1/2 page ad \$500.00
- Full page ad \$1,000.00
- Table only Sponsor \$2,000.00

MULTIPLE ALARM LEVEL SPONSORS

- Box Alarm Sponsor \$2,500.00
- 1st Alarm Sponsor \$3,500.00
- 2nd Alarm Sponsor \$4,000.00
- 3rd Alarm Sponsor \$4,500.00
- 4th Alarm Sponsor \$5,000.00 ***BEST VALUE*****

PREMIUM SPONSORS

- 5th Alarm Sponsor \$10,000.00
- General Alarm Sponsor \$30,000.00

PRINTED NAME

SIGNATURE

DATE

VENDOR NAME / ORGANIZATION

CONTACT NAME

PHONE NUMBER

EMAIL

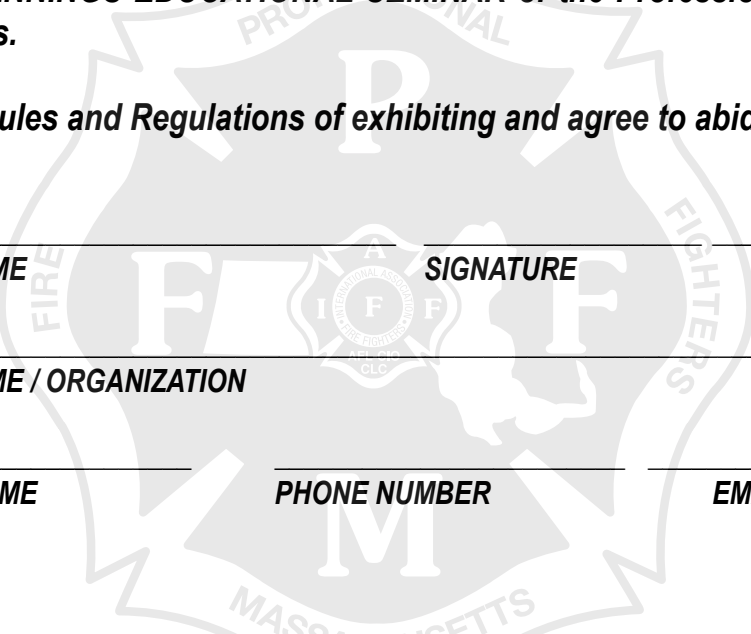
AGREEMENT

This Agreement is not effective until approved & signed by the PFFM Secretary-Treasurer Jay Colbert.

Any exhibitor and/or sponsor/vendor who has any doubt as to whether he or she is in compliance with any part of these Rules and Regulations is urged to contact the PFFM prior to submitting an Application.

I certify by my signature that I am a representative of the Registered Exhibitor for the 2018 JOHN J. JENNINGS EDUCATIONAL SEMINAR of the Professional Fire Fighters of Massachusetts.

I have read the Rules and Regulations of exhibiting and agree to abide by them.



_____ PRINTED NAME	_____ SIGNATURE	_____ DATE
_____ VENDOR NAME / ORGANIZATION		
_____ CONTACT NAME	_____ PHONE NUMBER	_____ EMAIL

**PLEASE PRINT OUT ENTIRE RULES & REGULATIONS AND APPLICATION
SIGN AND RETURN THE ENTIRE PACKAGE TO:**

BILL CABRAL
SECRETARY-TREASURER
PROFESSIONAL FIRE FIGHTERS OF MA
ATTN: SEMINAR VENDOR REGISTRATIONS
2 CENTER PLAZA SUITE 4M
BOSTON, MA 02108