



Maine Fire Chiefs' Association
**PROFESSIONAL
DEVELOPMENT
CONFERENCE 2024**

In conjunction with



March 27-29, 2024



SUNDAY RIVER
Grand Summit Resort Hotel
& Conference Center
Newry, Maine

EXHIBITORS • EDUCATIONAL SESSIONS • MEMBERSHIP MEETING • NETWORKING

EXHIBITOR PACKET

WWW.MAINEFIRECHIEFS.COM

PLEASE JOIN US!



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Chief Thomas Higgins

1st Vice President
Chief William Gillespie

2nd Vice President
Chief Matthew Bartlett

Sgt. at Arms
Chief Michael Robitaille

Correspondence Secretary
Chief Brent Libby

Treasurer
Chief Kenneth Brilliant

Past President
Chief Darrell White

The Maine Fire Chiefs' Association will be hosting its annual 2024 Professional Development Conference at Sunday River Grand Summit Resort Hotel & Conference Center, in Newry, Maine on March 27-29, 2024. The Maine Fire Service Institute and Maine Fire Protection Services Commission will be co-sponsoring the Professional Development Conference. The Annual Membership Meeting will take place Wednesday, March 27 at 3:15 p.m. in the classroom area in the back of the ballroom. The Maine Fire Chief of the Year award (MFCA), Best Practices award (MFPSC) and Instructor of the Year award (MFSI) presentations will take place, followed by an "Appreciation Hour with the Vendors" social in the exhibit area from 4:45 – 6:00 pm. The main conference will take place on Thursday & Friday, March 28 & 29.

Keynote Speaker:

Deputy Chief Frank Vancuso, Leadership & Team Building Specialist
"Step Up and Lead" Seminar

The Maine Fire Chiefs' Association would again like to invite you to participate in our annual 2024 Professional Development Conference. Our goal is to attract and bring together the region's fire and rescue personnel, emergency managers, law enforcement officers as well as municipal officials for our conference each year. The past few years we have been very successful and provided a great venue for the sharing of ideas as well as best practices. This event has grown each year and now provides an open and comfortable environment to network with our peers, share information, as well as test and discuss new products currently utilized within our industry. The conference continues to grow and will offer you excellent opportunities to promote and maximize the visibility of your products to the leading experts on all facets of fire, emergency services and municipal decision-makers. Exhibitors will be given multiple blocks of exhibitor time throughout both days, and there will be multiple networking opportunities including the "Appreciation Hour with the Vendors" on Wednesday, Thursday Evening's "New England Barbeque" at the Jordan Hotel, as well as vendor sponsored events in the Camp Restaurant at the Grand Summit.

Exhibitors are welcome and encouraged to attend a session or sessions of interest to them, as well as attend all other Conference functions. This will provide you an expanded opportunity to interact with attendees and to access their concerns and needs. We value this casual interaction with our vendors.

The exhibit hall will be open for installation on Wednesday, March 27, from 9:00 a.m. to 3:30 p.m. Please be sure to set up your booth space on Wednesday, so you don't miss the Appreciation Hour with the Vendors! Exhibit hours will be Thursday, March 28, 7:30 a.m. to 4:00 p.m. and Friday, March 29, 7:30 a.m. to 11:00 a.m. Booths are 8' (aisle) x 6' (depth).

There are also numerous Sponsorship Opportunities available in 2024 –please review the sponsorship opportunities page for specifics. Prizes will be raffled off following the morning presentations around 10:45 AM. Exhibitors are welcome to donate prizes for this raffle and will be recognized for their contributions. If interested in donating prizes, please provide them to the conference registration desk.

The following Exhibitor packet includes an Exhibit Area Diagram, Exhibit Space Application/Exhibitor Sponsorship Opportunities, Exhibit Rules & Regulations and Overnight Accommodation form. Return a completed copy of the Exhibit Space Application form by **March 15, 2024**. Please contact the MMA Affiliate Services Office at (207) 623-8428 or (800) 452-8786 with questions or concerns.

I would like to take the time to thank you in advance for supporting the Maine Fire Chiefs' Association as well as the other Affiliated Groups that co-sponsored this Professional Development Conference. We look forward to seeing you at the Conference!

Sincerely,
Chief Thomas Higgins, President
Maine Fire Chiefs' Association



**2024 Professional Development Conference
Exhibitor Space Contract
Sunday River Grand Summit Resort Hotel & Conference
Center March 27-29, 2024
REGISTRATION & PAYMENT DEADLINE: March 15, 2024**

RETURN COMPLETED FORM TO: MFCA • 60 COMMUNITY DR. • AUGUSTA, ME. 04330

EMAIL COMPLETED FORM TO TRAINING@MEMUN.ORG

Company Name: _____

*Contact Name: _____ Contact Email: _____

**All Correspondence will be sent to the contact person listed above*

Billing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Booth Quantity: _____ @ \$600 per booth = _____

Booth Location: Choice 1: _____ \$ Choice 2: _____

If your choices are unavailable, we will assign the next closest booth space location.

Each Exhibit space includes: 2 Registrations, 2 Vendor Appreciation Social Hour drink tickets, Admittance for 2 to Thursday's luncheon, 2 Thursday night BBQ meal tickets, 2 Friday Camp breakfast tickets, one 8 ft. booth space with 2 chairs, one standard electrical outlet & WiFi. *(One meal ticket/admittance will be provided per attending exhibitor. If there is only one exhibitor attending, you will only receive one meal ticket/admittance for each meal event).*

Exhibitor 1 Name: _____ Email: _____
Full Conference (3/28-29) Day 1 Only (3/28) Day 2 Only (3/29)

Exhibitor 2 Name: _____ Email: _____
Full Conference (3/28-29) Day 1 Only (3/28) Day 2 Only (3/29)

Additional Booth Space Representative @ \$200.00 per rep. *(Limited to two)*

Name: _____ Email: _____
Full Conference (3/28-29) Day 1 Only (3/28) Day 2 Only (3/29)

Name: _____ Email: _____
Full Conference (3/28-29) Day 1 Only (3/28) Day 2 Only (3/29)

Additional Vendor Appreciation Social Hour Drink tickets # _____ @ \$8.50 each = \$ _____

Additional Thursday Night BBQ meal tickets # _____ @ \$40.00 each = \$ _____

Sponsorships (See next pg. for information)

- Major \$3,000 (Call for availability)
- Platinum \$2,000
- Gold \$1,000
- BBQ Dinner \$2,500
- BBQ Dinner Bus Ride \$250
- Program Booklet Sponsorship \$200

TOTAL AMOUNT DUE: \$

Check Enclosed Invoice

YES! We plan to provide a door prize for the Door Prize Give-a-way

I have read the MFCA Exhibit Rules & Regulations enclosed and agree to abide by them.

Printed Name: _____ Signature: _____ Date: _____

*****SEE NEXT PAGE FOR SPONSORSHIP OPPORTUNITIES***
ALL Sponsorships will be recognized on signage and in the program booklet.**



SPONSORSHIP OPPORTUNITIES



MFCA 2024 Professional Development Conference



MAJOR

\$3,000.00 Major Sponsorship includes:

Recognition on Master floor signage & all conference signage & listed in Program booklet as major sponsor with full page advertisement. Premier booth spaces (3 booths) outside the ballroom – valued at \$1,800 Limited to 1 sponsor.



PLATINUM

\$2,000.00 Platinum Sponsorship includes:

Recognition on Master floor signage & all conference signage & listed in Program booklet as platinum sponsor with 1/2 page advertisement. Includes 1 booth space – valued at \$600. Breakfast or lunch sponsor, your choice! (Bring your give-a-way or marketing items to place in the dining area).



GOLD

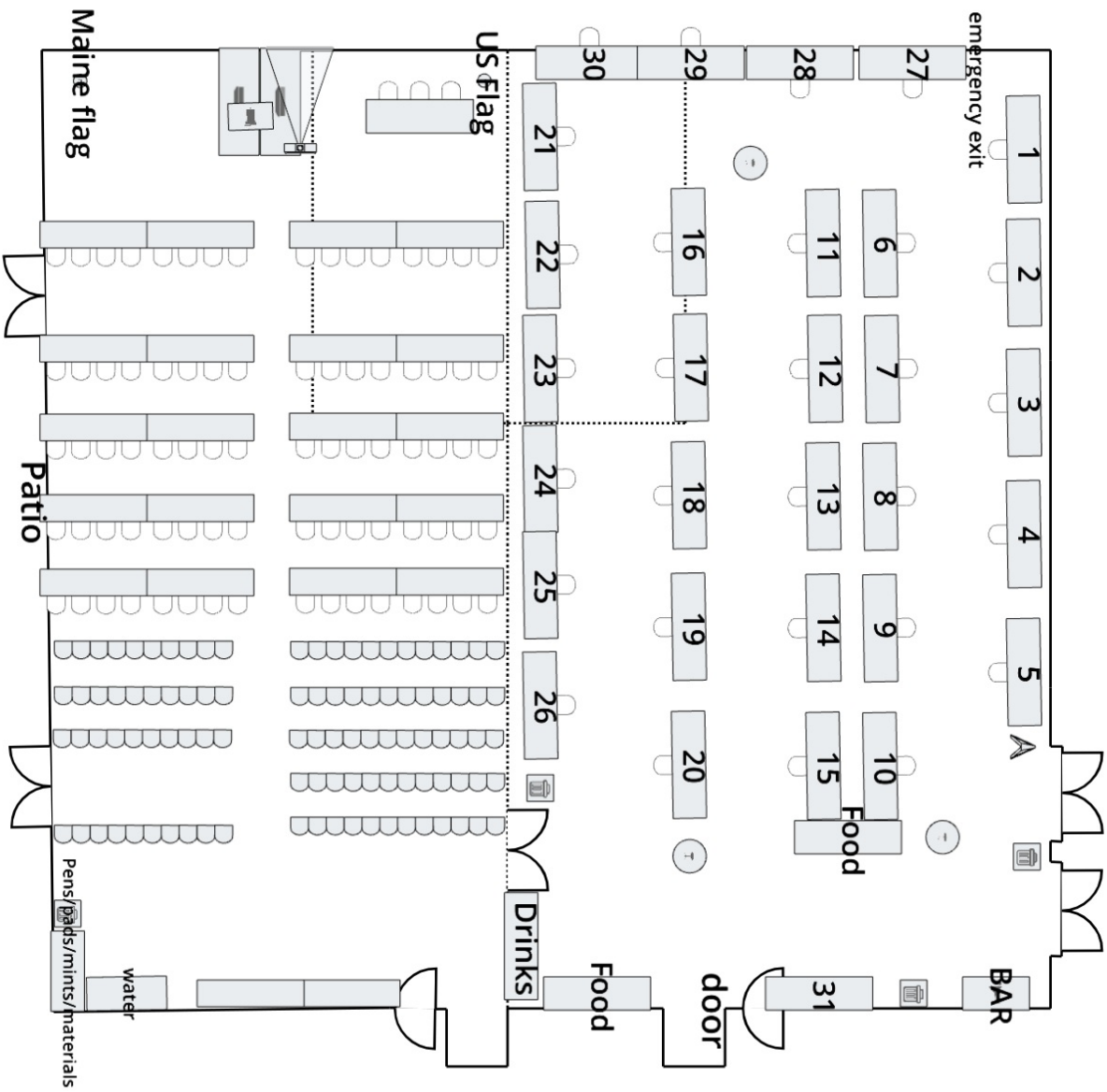
\$1,000.00 Gold Sponsorship includes:

Recognition on Master floor signage & all conference signage & listed in Program booklet as gold sponsor with 1/4 page advertisement.

Other Sponsorship Opportunities

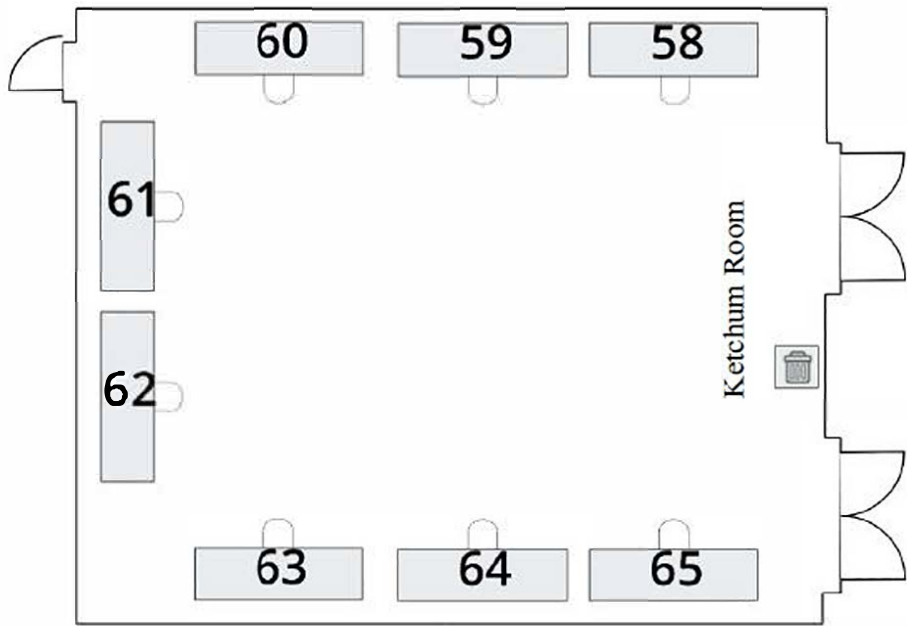
- New England BBQ Dinner Sponsorship \$2,500.00
- New England BBQ Dinner Bus Ride Sponsorship \$250.00
- Program Booklet Sponsorship (1/4 Page) \$200.00

All Sponsorships are on a first come, first serve basis. Please call for availability.

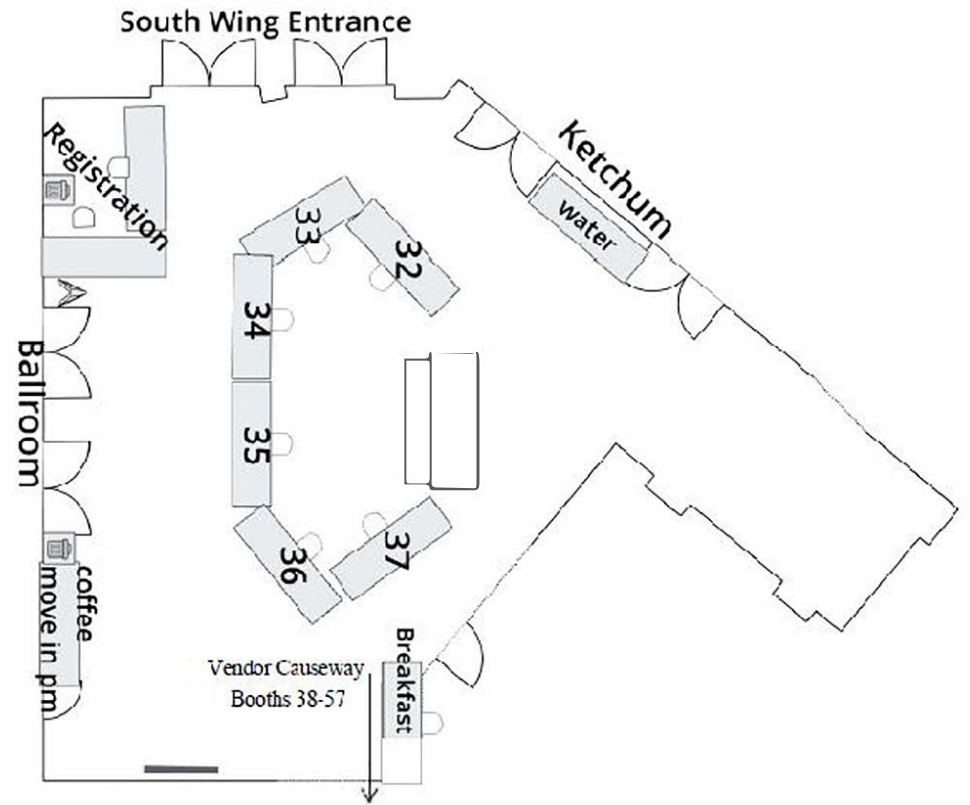


Ballroom Booths 1-31

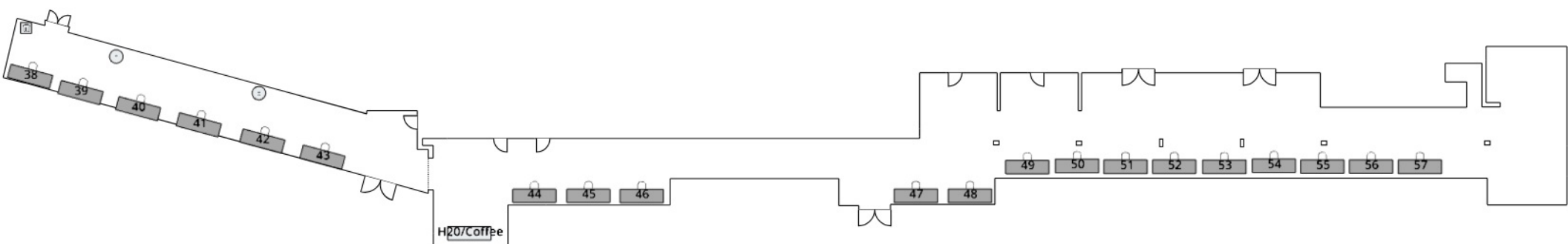
] 5 Feet



Ketchum Room
Booths 58-65



Major Sponsor Lobby
Booths 32-37



20 Feet

Vendor Causeway Booths 38-57

MAINE FIRE CHIEFS' ASSOCIATION

Join us for a New England BBQ dinner!

March 28, 2024

The MFCA will host a New England Barbecue dinner at the Jordan Hotel at the top of the mountain.

\$40.00/person

To register for the MFCA New England BBQ, please be sure to select the New England BBQ dinner on the Registration Form included in this packet.

... Summit departure to the Jordan at 6:00 p.m. & 6:15 p.m.

... Jordan loops to the Summit until 8:30 p.m.

... **The menu***

Garden Salad

Sunday River Chili

Brisket

BBQ Grilled Chicken

Mashed Potatoes

Vegetable Medley

Baked Beans

Honey Glazed Cornbread

Apple Crisp with Whipped Cream

Lemonade & Iced Tea

Coffee

CASH BAR AVAILABLE

*Menu subject to change

**Maine Fire Chiefs' Joint Conference 2024
Individual Reservation Form**

Grand Summit Hotel at Sunday River Resort & Conference Center
1-800-207-2365

ARRIVAL: **Tuesday, March 26, 2024**

DEPARTURE: **Friday, March 29, 2024**

Directions: To participate in this event, please complete this form and FAX this form directly to our Reservations Office at 207-824-5195. If you have questions, please call the Reservations Office at 1-800-207-2365 between 8 AM - 5 PM, Monday through Friday. Sunday River accepts checks, Mastercard, Visa, American Express, and Discover. Deposit is due within five days of booking a reservation. The reservation will be canceled if the deposit is not received within the five-day period. A \$50 handling fee will be charged for cancellations made more than 14 days prior to the arrival date. If 14 days or less, the deposit will not be refunded. Shortening of stays are considered cancellations. Guest is responsible for all nights' confirmed, regardless of guests late arrival or early departure.

Lodging Preference	Per Room Nightly Rate	Deposit Required
<u>Standard Room:</u> (2 queen beds - sleeps 2-4)	*(155.00)	First night's stay is due at the time of booking with the remaining balance due two weeks prior to arrival. If booking within two weeks of arrival, the full balance is due at the time of booking.
<u>Studio Superior</u> (1 queen Murphy bed & kitchenette - sleeps 2)	*(135.00)	
<u>Studio Deluxe</u> (1 queen Murphy, 1 sleep sofa & kitchenette - sleeps 2-4)	*(155.00)	
<u>1 Bedroom Suite</u> (1 queen bed, 1 sleep sofa & kitchenette - sleeps 4)	*(279.00)	
<u>Snow Cap Inn Standard</u> (2 queen beds - sleeps 2-4 - located 1 mile from the Grand Summit Hotel, which is the main conference site)	*(call for pricing)	

* Please check your lodging preference. Each per room, per night rate includes: 1 night of lodging at the Grand Summit Hotel and the use of all hotel amenities, or 1 night of lodging at the Snow Cap Inn and all inn amenities; 9% tax and 13% resort fees are additional. If you are tax exempt, we require a State of Maine tax exempt form sent to us with your reservation form as well as a copy provided at check-in. All payments for the tax exempt portions of your stay must be paid by the name of the person, business or organization listed on the tax exempt form.

Reservation and deposit must be received by February 26, 2024

Group rate and availability cannot be guaranteed beyond this date.

When making a reservation, please refer to group code: - 8684UZ

To make your reservation online and pay via credit card:

<https://sundayriver.com/booklodging?Group=8684UZ&resultFilterValue=&Checkin=03/27/2024&Checkout=03/29/2024&pid=38855>

Arrival day/date: _____ Departure day/date: _____

Last Name _____ First _____

Company _____ Phone # _____

Address _____

City _____ State _____ Zip _____

Email Address (for confirmation) _____

Special Requests _____

Card Type _____ Card # _____ Security Code _____ Exp. date _____

Signature _____ Date _____

Guaranteed check-in time is 6:00 PM, although all efforts will be made to accommodate guests who arrive early. Check-out time is 10:30 AM. Unless indicated, the above rates are subject to a 9% Maine State Room & Lodging Tax and a 13% Service charge.

Exhibit Rules & Regulations

Exhibit Facility

The Exhibitor assumes responsibility and liability for losses, damages and claims arising out of injury or damage to the Exhibitors' displays, equipment and other property brought upon the premises of Sunday River. The Exhibitor shall indemnify and hold harmless Sunday River and MFCA and their agents, servants and employees from any and all such losses, damages and claims.

There are no other agreements of warranty between the Exhibitor and MFCA except as set forth in this document. The rights of MFCA, under this contract, shall not be deemed waived except as specifically stated, in writing, and signed by an authorized officer of MFCA.

Overnight Accommodations

Please use the Overnight Accommodations form or contact Sunday River Grand Summit Resort Hotel & Conference Center at 1-800-207-2365 to book your overnight room. Please mention MFCA (**Code: 8684UZ**) to ensure you receive the group rate. To make your reservation online and pay via credit card - <http://sundayriver.com/booklodging?Group=8684UZ&resultFilterValue=&Checkin=03/27/2024&Checkour=03/29/2024&pid=38855>

Security and Insurance

The Exhibitor is solely and fully responsible for its own exhibit material and should insure its exhibit against loss or damage from any causes whatsoever. All property of the Exhibitor is understood to remain in its care, custody, and control, in transit to or from within the confines of the facility. **Security will be provided in the Exhibit Area, after hours, to ensure the security of all equipment, displays and materials.**

Care of Building and Equipment

Exhibitors or Agents must not injure or deface the walls or floors of the building, the tables, or the equipment of the booths. When such damage appears, the Exhibitor is liable to the owner of the property so damaged. All materials used in exhibits must be flameproof. Combustible material or explosives are not permitted in the exhibit area. All electrical wiring included in the display must conform to electrical code safety rules and all applicable fire laws, electrical codes, and other laws that are in effect at the exhibit area. The Exhibitor shall also comply with all reasonable requests of officials of Sunday River or MFCA with respect to installation, conduct and disassembly of its exhibit.

Cancellation of Event

In the event it is necessary to cancel all, or a portion of the Professional Development Conference and/or the exhibits due to any cause beyond the direct control of the MFCA including, but not limited to, damage to, or destruction of, the convention and exhibit building, labor strikes, adverse weather conditions, the Exhibitor shall be reimbursed for actual direct costs not incurred by MFCA.

Cancellation of Exhibit Space

All cancellations must be in writing to training@memun.org and are subject to a NON-REFUNDABLE cancellation fee of \$100.00 per exhibit space. Cancellations received before March 19, 2024 are subject to the \$100.00 cancellation fee. **Cancellations received after March 19, 2024 are 100% NON-REFUNDABLE.**

Exhibit Confirmation

An email confirming your exhibit booth registration and your booth assignment will be sent to you prior to the event.

Canvassing and Distribution of Advertising Matter

Canvassing by a non-exhibiting firm is strictly forbidden.

Location of Exhibits

The 2024 Professional Development Conference will be held at the Grand Summit Resort Hotel & Conference Center, Sunday River, Newry, Maine. MFCA reserves the right to make such modifications and changes in exhibit space assignments and floor plan as may be necessary to meet the needs of the exhibitors and registrants. Space is limited, and exhibit space will be assigned by date received on a "**first come - first paid**" basis.

Exhibit Space Equipment and Service Information

Please note that the exhibit area is designed for tabletop displays only. If you have a large-type booth, it must fit within the parameters of the 8-foot exhibit space. Electrical cords are not provided by the facility or MFCA. Exhibitors are responsible for providing their own. Each exhibit space rented will include an 8' x 6' space, 8' skirted table and two chairs, standard 110 power, and Wi-fi.



Grand Summit

Hotel & Conference Center

Exhibit Rules & Regulations

Exhibitors' Representative Admission

Includes (2) drink tickets for Wednesday's Appreciation Social Hour (wine, beer or soda), Thursday Continental Breakfast, Admittance for 2 to Thursday's lunch, (2) tickets to Thursday's New England Barbecue and (2) tickets to Friday's New England Breakfast.

Installation and Removal Time

Exhibitors will be allowed to set up between the hours of 9:00 AM to 3:30 PM on Wednesday, March 27, 2024. **Displays must be installed by 8:00 AM on Thursday, March 28, 2024.** There is no space available for storage of empty cartons, crates, etc. **Due to location of the Exhibit Area, no exhibitor will be allowed to remove their exhibit, or any part of it, until Friday, March 29, 2024 at 11:00 a.m.**

Exhibit Hours

Wednesday, March 27, 2024: 4:45 - 6:00 p.m. (Appreciation Social Hour)

Thursday, March 28, 2024: 7:30 a.m. - 4:00 p.m.

Friday, March 29, 2024: 7:30 - 11:00 a.m.

ADA Message

In order to ensure your complete participation in this Conference, we would appreciate your informing us of any special requirements you need in advance.

Your space will be confirmed upon receipt of complete registration and payment.

Maine Fire Chiefs' Association, 60 Community Drive, Augusta, ME 04330

Tel: (800) 452-8786 or 207-623-8428

Directions to Sunday River

From the South: Exit the Jetport and follow signs to I-95, the Maine Turnpike. Take I-95 North to Exit 63 / Gray for Route 26. Take Route 26 North to Bethel. Follow Rt. 2 East for 2.6 miles. Take a left onto Sunday River Road, marked by the large Sunday River Brewery (big building with red roof). Follow Sunday River Road to a fork with a "Sunday River Ski Resort" sign. Fork left for the Grand Summit Resort Hotel, base lodges, and; amenities (1 mile).

From the North: Take I-95 South to Exit 157/ Newport for Route 2. Follow Route 2 West to Sunday River Road, marked by the large Sunday River Brewery (big building with red roof), a few miles before reaching Bethel. Follow directions above.

Maine Fire Chiefs' Association

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SUNDAY RIVER
Grand Summit Resort
Hotel & Conference Center
Newry, Maine

EXHIBITOR PACKET

Materials Enclosed!

**PROFESSIONAL
DEVELOPMENT
CONFERENCE**

**MFC
60 COMMUNITY DRIVE
AUGUSTA, ME 04330**

