

Exhibitor Prospectus

16TH ANNUAL

NH

**EMERGENCY
PREPAREDNESS
CONFERENCE**

June 23, 2020 | Manchester, NH

WWW.NHEMERGENCYPREPCONFERENCE.COM

About the Event and Why You Should Exhibit

The NH Emergency Preparedness Conference is an annual event that brings together emergency responders from across our state to explore a wide spectrum of emergency management topics using an all hazards approach.

Entering its 16th year in 2020, the conference continues to draw a crowd of 800 participants and 60 exhibitors. With more than 40 breakout sessions delivered by local, state, and national experts throughout the day, the conference is the not-to-be-missed event for NH's emergency responders.

The event is offered at no cost to participants thanks to the event's funders - the NH Division of Public Health Services, and NH Homeland Security.

The goal of the NH Emergency Preparedness Conference is to offer a program that provides NH's emergency planners and responders with the opportunity to:

- learn new ideas and practices to meet emergency preparedness challenges,
- hear lessons learned from previous planning, response, mitigation, and recovery efforts,
- connect with key individuals and organizations across the emergency preparedness spectrum.

The event is open to professionals and students working in or studying:

Emergency Services – Local, county, state and federal law enforcement, fire, emergency management, dispatch, EMS, and military.

Municipal/County/State/Federal Government – Government leadership, corrections, health officers, building and code enforcement, and public works.

Health Care/Behavioral Health/Public Health – Health care providers such as hospitals, primary and specialty care providers, behavioral health providers, home care providers, long term care, and public health professionals.

Human/Social Services – Children/youth/senior service providers, family services, disabilities services, and other community services and faith based organizations.

Business/Critical Infrastructure Partners –Retail, transit, small business, media, banking, telecommunications, utilities and agriculture.

Education/Child Care – Public and private K-12, higher education, and child care providers.

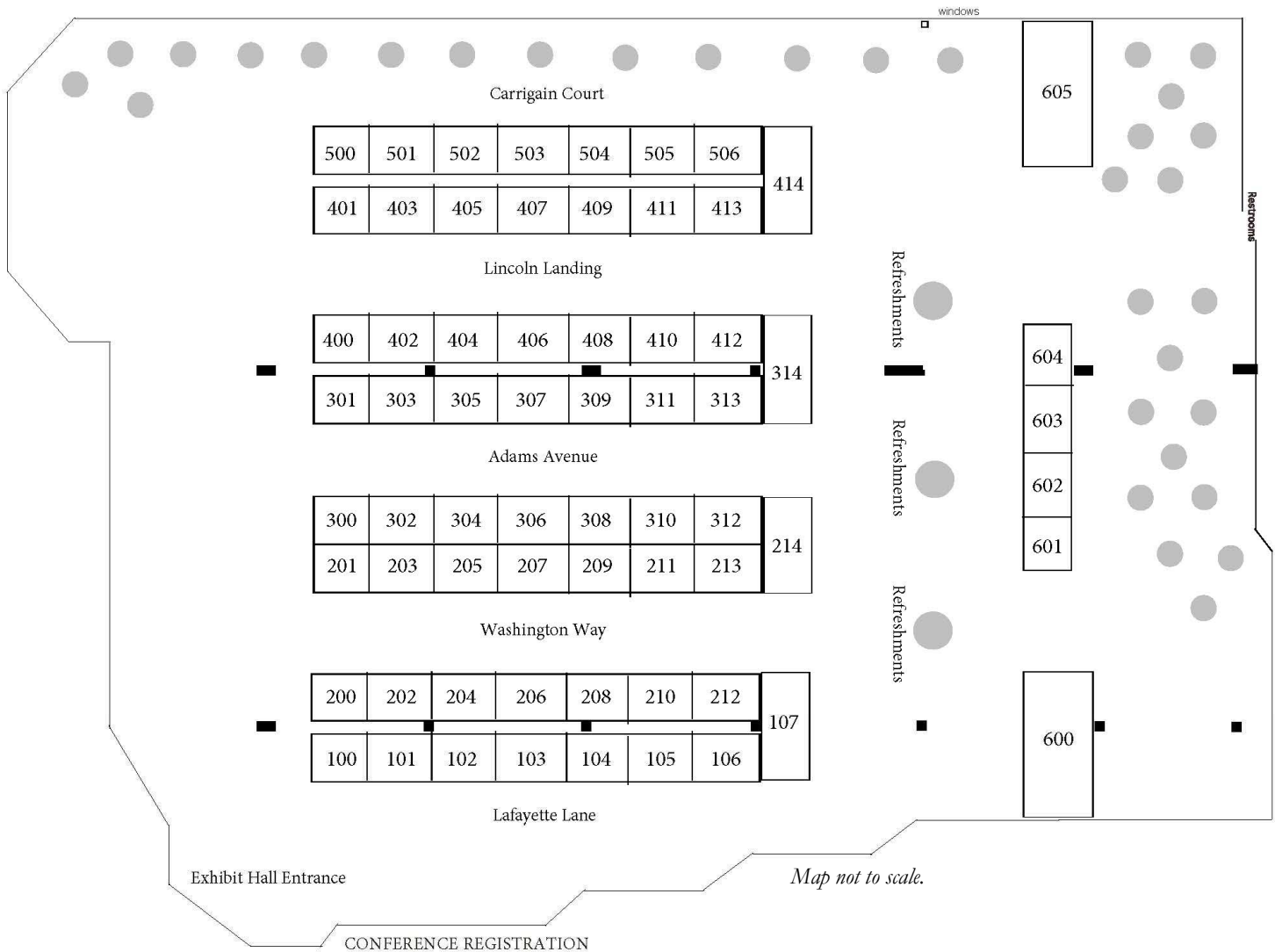
Active members of volunteer organizations such as Red Cross, Medical Reserve Corps, CERT, etc.

What do previous exhibitors have to say...

“As a long time vendor partnering with the New Hampshire Emergency Preparedness Conference we have been very happy with each year’s format and the progression of the conference to address current issues in emergency preparedness.” Olan Johnston, Evolve Technologies Corp.

“This is always a well organized conference where we can meet and talk with professionals in the field of safety. There are always a number of excellent workshops with a variety of topics to choose from.” Mary MacCaffrie, NH Dept. of Safety, FMO

Booth Map & Sizes



PREMIUM OVERSIZED DISPLAY AREA

Booths: 600 & 605

Approximately 25'x15' and includes 3 tables, and 6 chairs, and located in a premium, high traffic area.

PREMIUM DOUBLE BOOTH

Booths: 107, 214, 314, 414

Approximately 16' wide x 10' deep and includes 2 tables, 4 chairs and located in a premium high traffic area at the end of an aisle adjacent to and facing the refreshment area.

PREMIUM STANDARD BOOTH

Booths: 601—604

Approximately 10' wide x 8' deep and includes 1 table, and 2 chairs, and located in a premium high traffic area adjacent to and facing the refreshment area.

STANDARD BOOTH

Booths: 100-106; 200-213; 300-313; 400-413; 500-506

Approximately 10' wide x 8' deep and includes 1 table, and 2 chairs, and located in one of the aisles.

You will be asked for your booth # preferences during online registration.

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Booth Rental Fees

All booths include

- ◆ Back wall drape with booth identification sign.
- ◆ Free Wi-fi.
- ◆ Access to the general sessions and breakout educational sessions.
- ◆ Conference materials, lunch and refreshments throughout the day.
- ◆ Listing in the exhibitor guide and on the website.
- ◆ List of attendees with contact information (of those who consent).
- ◆ The opportunity to speak with approximately 800 people throughout the day.

| BOOTH TYPE | BUSINESS | NON-PROFIT | STATE/FEDERAL AGENCY* |
|--------------------------------|----------|------------|-----------------------|
| PREMIUM OVERSIZED DISPLAY AREA | \$800 | \$800 | N/A |
| PREMIUM DOUBLE BOOTH | \$625 | \$300 | N/A |
| PREMIUM STANDARD BOOTH | \$525 | \$200 | N/A |
| STANDARD BOOTH | \$425 | \$0 | \$0 |

*Nonprofits and State and Federal Agencies are not eligible for oversize or premium spaces.

Electricity

Standard electrical (10amp, 1200 watts) are provided for an additional \$75 and MUST be reserved in advance by June 1st. Late or onsite requests are not guaranteed to be accommodated.

Internet

Wifi is provided at no cost to all exhibitors and participants.

Exhibit Hall Times

The exhibit hall is open from 7:15am-3:30pm

You will see the most traffic during the times below.

| | |
|-----------------|---------------------|
| 7:15am-8:15am | During Registration |
| 10:30am-11:00am | Refreshment Break |
| 12:15pm-1:45pm | Lunch Break |
| 3:00pm-3:30pm | Refreshment Break |

Refreshments throughout the day are served in the Exhibit hall to attract more traffic during breaks. The agenda and times are subject to change.

SIGN UP TODAY!

Sign up and complete your Exhibitor Contract [here](#)

www.NHEmergencyPrepConference.com

Deadline: June 1st

Your reservation will be reviewed and confirmed. The event organizers reserve the right to review and reject any business or organization whose mission doesn't align with the intent of the event. If a reservation is rejected, a full refund will be provided. Booth assignments will not be confirmed until payment is received. Any Nonprofit or State/Federal agency who reserves a booth and cancels after June 1st or fails to occupy their booth is subject to a penalty of \$100.

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Exhibitor Rules & Regulations

Exhibit Installation & Dismantling

Installation

Monday, June 22nd 3:00pm-7:00pm

Tuesday, June 23rd 6:00am-7:00am

All exhibits must be set up by 7:00am on June 23, 2020 without exception. Assembly of exhibits during regular conference hours will not be permitted. Final installation details will be emailed to all confirmed exhibitors.

Dismantling

Tuesday, June 23rd 3:30pm-4:30pm

Exhibit dismantling may begin immediately upon the close of the exhibit hall at 3:30pm. All exhibit materials must be packed and ready for removal from the exhibit space no later than 4:30pm on June 23, 2020.

No packing of equipment or literature or dismantling of the exhibits is permitted until 3:30pm.

Shipping information will be sent at a later date when the venue has been passed NH Governor & Council.

Attendee Contact Information

Exhibitors will be provided with a list of attendees. For those attendees that granted permission, their contact information will also be provided. Exhibitor agrees not to distribute or sell any contact information obtained from the attendee or the attendee list.

Banners and Signs

Banners may be hung on the pipe and drape provided and must be within the confines of the reserved space.

Contract

The application and contract for exhibit space, when properly executed by the exhibitor and accepted in writing by the Community Health Institute/JSI Research and Training Institute, Inc. (CHI/JSI), shall be considered a binding agreement between the parties.

Exhibitor Registration

The exhibitor's badge allows admittance to the exhibit hall, to the general sessions and the breakout educational sessions.

All badges for representatives who are registered in advance will be distributed on-site at Exhibitor Registration. All exhibitor representatives must be registered and must have a badge issued. Substitutions to originally registered representatives are allowable and must be registered at Exhibitor Registration at which time a badge will be created for that individual. Instructions on how to register will be emailed to the exhibitor contact(s) on file.

Fire Safety Regulations

No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof. Exhibitors shall not intentionally block any fire exits or aisles.

Food Items

Distribution of food and beverage items is prohibited. Individually wrapped candies or mints or small packaged (1oz. or less) candies, nuts, dried fruit, etc. are permissible. If there is any question regarding an item, exhibitors should contact the Exhibit Manager at 603-573-3372 or EPConference@jsi.com. If items being distributed are unacceptable, they be confiscated and will be returned to the exhibitor at the close of the exhibit hall.

Giveaways & Raffles

Giveaways may be distributed from your exhibit booth. Exhibitors who wish to conduct a contest or raffle may do so. Contest, raffle, or drawing rules must be posted at their booth.

Raffles will be announced at the afternoon refreshment break.

Raffle winner's names should be provided to Exhibitor Registration on the forms provided in your onsite packet by the specified time.

Exhibitors are responsible for ensuring delivery to the winner(s).

Exhibitor Rules & Regulations continued

Hotel and Parking

Facility name, address, and details will be provided once NH Governor & Council approves the facility contract. The facility will be located in Manchester, NH.

Inability to Perform

If for any cause beyond the control of the NH Emergency Preparedness Conference Planning Committee (NHEPCPC), the CHI/JSI and/or the Facility – such as but not limited to, the destruction of the exhibit facilities by an act of God, the public enemy, authority of the law, fire, or other force of nature, the NHEPCPC, the CHI/JSI or the Facility is unable to comply with the terms of the of this agreement and deliver space allotted hereunder, the agreement shall be considered terminated and any payments made hereunder by the exhibitor shall be refunded to the exhibitor.

Listing in the Conference Program

A list of exhibitors who apply for space by June 1st will be published in the Exhibitor Guide to be distributed at the conference.

No Smoking Policy

Smoking is not permitted in the exhibit hall at any time during move-in, show hours, or move-out by exhibit personnel, exhibit suppliers, or conference attendees.

Photographing and Videotaping

Exhibitors may not photograph or video record any other company's exhibit on the exhibit floor; any attendee without written permission; or any educational general or breakout session without the prior written permission of the presenters and the CHI/JSI.

Payment & Refunds

Payment must be received by June 1st unless other arrangements have been made with the exhibit manager. Refunds will only be given if cancellation is made in writing before May 8th. No refunds will be granted after that deadline. Cancellations are subject to a \$100 administrative fee. Nonprofits and Federal and State agencies will be billed \$100 for cancellation after June 1st, or for failure to occupy reserved space.

Booth assignments will not be confirmed until payment is received in full.

Security and Liability

Each exhibitor must provide for the safeguarding of its goods, materials, equipment, and display at all times and at own expense. The exhibit hall is locked but not guarded during non-event hours. Neither the NHEPCPC, the CHI/JSI nor the Facility will be responsible for loss of any material or property of the exhibitor by or for any cause.

The exhibitor is responsible for all damage to the exhibit hall, and for any and all claims and demands on account of any injury or death or damage to property occurring in or upon the exhibitor's space or because of the acts of the exhibitor, exhibitor's employees, servants, agents, licensees or contractors; and exhibitor agrees to indemnify and hold harmless the NHEPCPC, the CHI/JSI and the Facility, from and against any and all liability and claims and demands which may arise from or be asserted in connection with the foregoing undertakings and responsibilities of the exhibitor. Neither the NHEPCPC, the CHI/JSI nor the Facility, their agents, servants, contractors, or employees, are liable for injuries to any person or for damage to property owned or controlled by the exhibitor, which claims for damages or injuries may be incident to or arise from or be in any way connected with the exhibitor's occupation of display space or the acts or omissions of exhibitor's agents, servants, contractors, or employees, except for claims for damage or injuries caused by or resulting from the negligence of the NHEPCPC, the CHI/JSI and the Facility and their respective agents, servants, and employees. Exhibitor acknowledges responsibility for obtaining insurance in such amounts deemed appropriate to comply with exhibitor's obligations herein and for exhibitor's own protection.

Shipping Instructions

Shipping information will be sent upon confirmed space to the contact person listed on the form.

Space Assignment

Exhibit space is assigned at the discretion of the exhibit coordinator and NHEPCPC. Space assignment is also dependent on the date which this agreement is received, the availability of space, the amount of space requested, and any special needs of the exhibitor.

Booth assignments will not be confirmed until payment is received in full.

Exhibitor Rules & Regulations continued

Specifications and Restrictions

Exhibitors shall be restricted to those acceptable by the NHEPCPC or CHI/JSI. Acceptable exhibitors are companies whose products or services must be relevant to mitigation, emergency preparedness, response and/or recovery and/or related products and/or services.

Space is limited to the type of booth selected upon registration, and specifications outlined on page 3. State and Federal agencies and nonprofit organizations requesting additional square footage will be granted the additional space based on space availability only.

Exhibitor activities, personnel and equipment must be confined to allotted space. No loudspeakers or public address systems are permitted. Personnel, activities, lights or other equipment that may be annoying to adjacent exhibitors shall not be permitted. Small speakers connected to a computer, laptop, or television are allowed permitted volume is kept at a reasonable level as to not disturb adjacent exhibitors.

Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floor, or other parts of the building or furniture. Lighting trusses or any equipment that must be secured to the ceiling is not permitted unless special arrangements have been made with Facility in which case the exhibitor will be responsible for all charges relating to such engineering and will be liable for any damages caused by such engineering. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor.

The exhibitor must surrender the occupied space in the same condition as it was at the time of the initial occupation.

Unacceptable Exhibits

The exhibitor agrees not use any displays that the NHEPCPC and/or CHI/JSI determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of exhibitors, are in bad taste, are liable to discredit or subject the NHEPCPC or CHI/JSI, or the State of New Hampshire, to criticism or legal liability, are inconsistent with the stated purposes of the conference and the interest and welfare of those in attendance, or violate the exhibit space regulations or any other provision of this contract. In the event the NHEPCPC or CHI/JSI determines at any time that any exhibit may or does violate this contract and the exhibitor is unable or unwilling to correct such violation, the CHI/JSI under direction of the NHEPCPC

may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense.

The exhibitor hereby waives any claim for refund of the exhibit space or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact the exhibit manager at 603-573-3372.