



Arkansas APCO/NENA

2019 Conference

Market Vendor Registration

(First Come, First Serve)



Tuesday, October 15<sup>th</sup> 12 noon – Wednesday, October 16<sup>th</sup> 12 noon

Standard- \$25.00 – includes booth, 6' draped table, 1 chair, and waste basket

- Standard table space in the vendor hall

All vendors – are requested to give away one door prizes during the vendor time- drawings will take place on Tuesday afternoon in the vendor area.

**Booth Set Up :**

Set up begins at 12:00 noon on Tuesday, October 15<sup>th</sup> and should be completed by 1:00 p.m. in preparation for the 2:50 p.m. Exhibit Hall break. The final Exhibit Hall break is scheduled for 9:50 – 10:00 a.m. on Wednesday, October 16<sup>th</sup>. Take down should begin no earlier than 11:00 a.m. and be completed by noon. \*Upon arrival, you will be advised if there has been any change in set up or break down times.

**Clean Up Fees:**

Should Arkansas APCO be charged a clean up fee by the facility as a result of an exhibitor's activities, a cleaning fee will be charged to the exhibitor.

**Booth Placement :** First Come, First Serve

**Not included in Booth Space:**

Audio Visual equipment

**Few Rules:**

Each vendor will supply the management in advance, the names of those persons who will staff their booth on the floor. These names should be in the online registration form. All representatives must wear an official conference badge during official show time hours and while manning their booth space.

**Contacts if needed:**

Teresa Hudson, Arkansas APCO Treasurer, 479-841-3174 [thudson@springdalear.gov](mailto:thudson@springdalear.gov)

Nan Davenport, 1<sup>st</sup> Vice President, Arkansas NENA, 870-673-6648 (Office), 870-672-2317 (Mobile), [arcoe911@centurytel.net](mailto:arcoe911@centurytel.net)

Alice Wallis, President, Arkansas NENA,

## **Local Market Vendor Tentative Schedule**

**October 15<sup>th</sup> - 16<sup>th</sup>, 2019**

**Set Up                      Tuesday                      12:00 noon - 1:00 p.m.**

**Tuesday                      2:50 p.m. - 3:00 p.m.**

**Tuesday                      5:05 p.m. – 5:30 p.m.**

**Wednesday                      7:00 a.m. – 8:00 a.m.**

**Wednesday                      8:50 a.m. - 9:00 a.m.**

**Wednesday                      9:50 a.m. - 10:15 a.m.**



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**Statewide Conference and Vendor EXPO**

**Conference October 14<sup>th</sup> to 16<sup>th</sup>, 2019**

**Local Market Vendor Show (Tuesday, October 15<sup>th</sup> 12:00 noon – Wednesday, October 16<sup>th</sup> at 12:00)**

**Exhibitor Registration Form**

CONTACT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE : \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME OF ATTENDEE(S): \_\_\_\_\_

**TWO WAYS TO REGISTER:**

**BY Team911** ([Link pending set-up](#)):

**BY MAIL:** Arkansas APCO

**ATTN: Springdale PD/Teresa Hudson**

**201 Spring St.**

**Springdale, AR 72764**

**IF PAYING BY CHECK, PLEASE MAKE CHECKS PAYABLE TO: ARKANSAS APCO**

**BY EMAIL:** [thudson@springdalear.gov](mailto:thudson@springdalear.gov)