

2025 NWA Fire/EMS Conference

Exhibitor Details, Policies, Terms and Conditions



The NWA Fire/EMS Educational Conference is for all emergency responders including dispatchers, first responders, volunteers, law enforcement officers, fire/rescue personnel, paramedics, EMTs, emergency nurses and more. This conference will be a multi-state conference including participants from Arkansas, Missouri, Oklahoma, Texas, Montana, etc. We plan for this to be a cutting-edge conference with education and networking as our top priorities.

Platform:

Whova is the conference platform that we are utilizing for this conference. Through Whova, the exhibitor can form business connections, communicate with participants, increase brand will have an interactive conference platform that will allow them to share information including demonstration videos and further advertisements that they can add and control themselves through the website or the mobile app. Whova will allow you to construct your own advertising page within the conference guide. With one click, the attendees can review all of your data you wish to offer.

Exhibitor Registration: Registration will open January 1st, 2025 at 12:00am and will end on February 26th, 2025 at 11:59pm. Please contact Cathee Reed directly at exhibitors@nwafireemsconference.org for any registrations after February 26th.

Exhibit Hall Hours and Set Up:

Wednesday, March 5 th -- Exhibitor Move In (Vehicles Only)	8:00am – 3:00pm
Thursday, March 6 th -- Exhibitor Move In (Non-Vehicle)	8:00am – 3:00pm

Thursday, March 6 th – “Salute to Service Welcome Reception” – Exhibit Hall Open	4:00pm – 8:00pm
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The Salute to Service Welcome Reception: any service or company can make any monetary donation to help sponsor our “Welcome Reception”. This will take place in the vendor hall from 4:00pm – 8:00pm on Thursday, March 6th. This is a great event that allows time to not only visit with the vendors but to also sit down and network with other EMS professionals. This donation will go towards the hors d’oeuvres and non-alcoholic drinks that will be served.

Friday, March 7 th – Exhibit Hall Open	9:00am – 6:00pm
Saturday, March 8 th – Exhibit Hall Open	9:00am – 3:30pm
Saturday, March 8 th – Exhibitor Move Out	3:30pm

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This year, there will be vendor hall breaks in the morning, at lunch and in the afternoon for the attendees to visit the exhibitors to help increase the exhibit hall traffic and networking. In addition to the breaks, there will also be conference competitions scheduled in the exhibit hall throughout the conference.

Booth Rental:

There are multiple booth sizes available for rental. Booth space will be assigned on a first come first serve basis regarding location by the exhibit hall coordinator, or their designee. The exhibit hall coordinator, or their designee, reserves the right to re-assign booth space or alter the space at any time if needed. Prices of booths are listed below. Whova registration and processing fees are extra and will be added at checkout when you register.

10' x 10': \$825.00

\$550.00 – Educational Companies, not for profit

- 8 ft. Skirted Table
- Pipe and Drape
- 2 - Chairs
- Booth Sign
- Interactive conference platform that allows information sharing, demonstration videos, further advertisement that the vendor can add and control themselves
- Whova registration and processing fees are not included and will be added at checkout

10' x 20': \$1,150.00

\$825.00 – Educational Companies, not for profit

- 2 - 8 ft. Skirted Tables
- Pipe and Drape
- 4 - Chairs
- Booth Sign
- Interactive conference platform that allows information sharing, demonstration videos, further advertisement that the vendor can add and control themselves
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10' x 30': \$1,425.00

- 3 - 8 ft. Skirted Tables
- Pipe and Drape
- 4 - Chairs
- Booth Sign
- Interactive conference platform that allows information sharing, demonstration videos, further advertisement that the vendor can add and control themselves
- Whova registration and processing fees are not included and will be added at checkout

10' x 40': \$1,645.00

- 4 - 8 ft. Skirted Tables
- Pipe and Drape
- 4 - Chairs
- Booth Sign
- Interactive conference platform that allows information sharing, demonstration videos, further advertisement that the vendor can add and control themselves
- Whova registration and processing fees are not included and will be added at checkout

20' x 20' Vehicle: \$1,425.00

- 2 - 8 ft. Skirted Tables
- No Pipe or Drape
- 4 - Chairs
- Booth Sign
- Interactive conference platform that allows information sharing, demonstration videos, further advertisement that the vendor can add and control themselves
- Whova registration and processing fees are not included and will be added at checkout

20' x 30' Vehicle: \$1,645.00

- 2 - 8 ft. Skirted Tables
- No Pipe or Drape
- 4 - Chairs
- Booth Sign
- Interactive conference platform that allows information sharing, demonstration videos, further advertisement that the vendor can add and control themselves.
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Aircraft \$1,645.00

- 2 - 8 ft. Skirted Tables
- No Pipe or Drape
- 4 - Chairs
- Booth Sign
- Interactive conference platform that allows information sharing, demonstration videos, further advertisement that the vendor can add and control themselves
- Whova registration and processing fees are not included and will be added at checkout

Exhibitor Rules:

1. As an exhibitor, you will be able to recruit as long as it is done professionally and sell products with the exception of food and beverage. If you would like to give away food or beverage at your booth, please contact Carmen Leon at carmen.leon@atriumhospitality.com or 479-845-3224 for more information.
2. Exhibitors or agents must not injure, deface or use any prohibited substance on the walls or floors of the building, booths or the equipment of the booths. If such damage appears, the exhibitor is liable to the owner of the property so damaged.
3. All materials used in decoration must be flame proof. Exhibitors must comply and conform to all applicable local, state, and federal fire laws, electric codes and other laws or directives which affect the installation, conduct and disassembly of the exhibit. Combustible materials or explosives are not permitted in the exhibit hall.
4. The exhibitor shall also comply with all reasonable requests of the exhibit hall owners with respect to installation, conduct and disassembly of the exhibit. Exhibits must not block aisles; fire exits and fire protection equipment.
5. Air filled balloons are acceptable. Helium balloons, drones or remote-controlled devices are not allowed.
6. The conference staff nor the convention center assumes no liability including but not limited to any loss, destroyed, stolen or damaged items/merchandise; and will be held harmless for any personal injuries, death or damage that may occur to any exhibitor, his or her employees, agents of property or company or for loss as a result of theft, fire,
7. Accident or any other cause. The exhibitor or company is required to obtain and maintain in full force and effect throughout the conference general liability insurance.
8. Sub-letting of booth space is prohibited.
9. All labor necessary in setting-up or removing exhibits must be supplied by the exhibitor.
10. All exhibitors must remain intact until the exhibit hall closes on Saturday, March 8th, 2025 at 3:30pm.

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11. The NWA Fire/EMS conference staff nor the convention center makes no representations or warranties regarding the number of persons who will attend the conference.

Shipping Materials for Conference:

If you need to ship materials for the conference to the convention center, I have attached the Embassy Suites' process information in this packet. If you have questions, please contact Carmen Leon at carmen.leon@atriumhospitality.com or 479-845-3224.

Move In Guidelines (The Exhibit Hall area is carpeted):

Vehicles:

1. All booth vehicles will enter through the back dock door that measures 15 ½ ft. x 15 ½ ft.
2. Exhibit Vehicles can be driven into the exhibit hall to their designated area.
3. The battery must be disconnected after moving in.
4. Vehicles have to have less than ¼ tank of gas in the gas tank.
5. Visqueen must be placed where the vehicle ends up being parked in the convention center. Visqueen will need to be ordered by the vendor from the convention center using the rental order form that is attached. The exhibitor can furnish their own Visqueen if they wish to do so. Visqueen will not be required for entry to the exhibit hall, it will only be required in the booths where the vehicles will be parked.
6. All pumpers must be emptied of all water before entering the convention center.
7. Fire Trucks and Trailers will need to send type and dimensions for placement to Cathee Reed at exhibitors@nwafireemsconference.org or 501-247-3921.
8. The exhibitor must inform the hotel contact and exhibit hall coordinator when the vehicle will be delivered and when it will be picked up.

Exhibit Hall Coordinator

Cathee Reed

exhibitors@nwafireemsconference.org

501-247-3921

Hotel Contact

Carmen Leon

carmen.leon@atriumhospitality.com

479-845-3224

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Non-Vehicle:

1. Vendors will not be able to pull their personal or company vehicle into the convention center to unload. There will be wheeled carts available for use with loading and unloading personal and/or company vehicles.

*****Any deviation from this process must be approved by the Director of Sales and Marketing. Please contact Carmen Leon at carmen.leon@atriumhospitality.com or 479-845-3224 for questions or concerns.*****

Rental Order Form:

I have attached the rental order form where you will be able to order visqueen, electricity, extra chairs, tables, Wi-Fi and AV supplies. If you would like to order recliners, bar height tables or chairs, other types of furniture, etc., please contact Carmen Leon at carmen.leon@atriumhospitality.com or 479-845-3224.

Cancellation Policy:

In the event any exhibitor wishes to cancel their exhibit hall space:

1. A 35% processing fee of the total exhibit hall registration cost will be charged to the exhibitor if the cancellation is received in writing by the exhibit hall coordinator after January 31st, 2025.
2. After February 1st, 2025, the exhibitor will not be eligible for a refund.

Please feel free to contact me with any questions. Hope to see you there.

Cathee Reed, RN, BSN, CEN
NWA Fire/EMS Conference & Expo
Exhibitor/Sponsor Resources
501-247-3921
exhibitors@nwafireemsconference.org