



**Smoky Mountain Weekend 2018
May 18-20, 2018**

**Gatlinburg Convention Center
234 Historic Nature Trail
Gatlinburg, TN 37738**

The Sevier County Fire Chiefs invite you to become a sponsor of our upcoming Fire, Rescue, and EMS Conference. With your participation and support, we will make this Smoky Mountain Weekend the best one ever! Working together, we can improve our services, knowledge and provide a networking opportunity unmatched within the Fire Service. Our conference will focus on providing educational and networking opportunities for Fire Chiefs, Fire Officers and Firefighters throughout Tennessee and our neighboring states.

To take advantage of a booth or sponsorship opportunity, please complete your registration at www.smokymtnweekend.com. There you will find all registration details, the 2018 Floor Plan and order forms for electric and booth needs!

Visit the Vendor Registration Tab at www.smokymtnweekend.com to view the Floor Plan. The Prime Spots will go quickly! All registrations must be completed online. Selections will be on a first-come, first-serve basis. The quicker you register, the more selection you will have!

If you are interested in creating a special sponsorship opportunity that better reflects your company's product or mission, or if you have any questions regarding the Smoky Mountain Weekend Conference sponsorship opportunities, please contact us at 615-305-3229 or at smokymountainweekend@gmail.com - we look forward to hearing from you!

*We look forward to seeing you in Gatlinburg, TN
May 18-20, 2018*



Sponsorship Opportunities

May 18-20, 2018

PLATINUM \$4,000 (Only 3 Available)

- ★ Network with more than 1,000 plus local, Tennessee, and southern region key decision makers in the fire and emergency response service
- ★ Your company is invited to exhibit with a 30 x 60 Prime Spot in the center of the show room floor! The Title Sponsorship includes 4 skirted tables and 8 chairs.
- ★ Call for all options we can include to accommodate your needs! At this level, we take care of you!
- ★ Recognition signage will be placed around the conference center and in the exhibit area
- ★ You are invited to park a vehicle at Conference Center Entrance or additional booth space in front hallway. (Choose your option at Registration)
- ★ Your company will be featured as sponsor of special networking in Expo Hall on Friday – a representative from your company may address the group multiple times
- ★ Provide us with your brochure or single page advertisement 2 weeks prior and we will include them in the conference folders distributed to each registrant
- ★ Advertising link on Smoky Mountain Weekend website

Gold \$3,000

- ★ Network with more than 1,000 plus local, Tennessee, and southern region key decision makers in the fire and emergency response service
- ★ Your company is invited to exhibit with a 30 x 50 apparatus space. The Gold Sponsorship includes 3 skirted tables and 6 chairs
- ★ Recognition signage will be placed around the conference center and in the exhibit area
- ★ Provide us with your brochure or single page advertisement 2 weeks prior and we will include them in the conference folders distributed to each registrant
- ★ Advertising link on Smoky Mountain Weekend website

SILVER \$1,500

- ★ Network with more than 1,000 plus local, Tennessee, and southern region key decision makers in the fire and emergency response service
- ★ Includes a 20 x 50 Apparatus Space, 2 skirted tables and 4 chairs
- ★ Provide us with your brochure or single page advertisement 2 weeks prior and we will include them in the conference folders distributed to each registrant

BOOTH RENTAL & OTHER OPTIONS

- ★ \$600 – 10 X 10 Booth Rental Space including 1 skirted table and 2 chairs
- ★ \$200 – Punch Card Sponsorship- Send your company Brochures/Pamphlets 2 weeks prior and SMW Staff will display on each Punch Card Station for participants to pick up
- ★ Non-Profit Options available – Please contact us for more information



FOOD SPONSORSHIPS ARE AVAILABLE

There will also be Food Sponsorships available and will be posted on the conference site two {2} months prior to the conference. Information on this type of sponsorship can be obtained from the Smoky Mountain Weekend Exhibit Coordinator Misti Harlinger at 615-305-3229 or smokymountainweekend@gmail.com .

Requests to sponsor certain events or breaks will be designated on a first-come, first-serve basis. We will do our best to meet your requests. Please contact us as soon as possible for this great opportunity!

If you are interested in creating a special sponsorship opportunity that better reflects your company’s product or mission, please contact Misti at the above number or via email. We are happy to customize a package just for you and your company! So, if you don’t see what works for you and your organization call us – we promise we will work with you to get you at SMW!

Lunch may be purchased by vendors during registration. Lunch will be served in the Vendor Area. All student lunch breaks will be slightly staggered providing adequate time to browse the Vendor Area.

Back in 2018! Each student will receive a Vendor Punch Card. Multiple Punch Stations will be set up throughout the Vendor Area. After a student completes their punch card, it will be placed in a drawing for prizes! The grand prize will be announced at a later date. The grand prize will be given away during a prime hour and the students must be present to win!

Important Vendor Hours

Friday, May 18, 2018:	Vendor Move In (Scheduled)	8 am to 2 pm
	Open to Students / Public	6 pm to 8 pm
Saturday, May 19, 2018:	Open to Students / Public	10 am to 6 pm
Sunday, May 20, 2018:	Open to Students / Public	10 am to 1 pm
	Dismantle Booths	1 pm

Assignment of Space: The 2018 Floor Plan will be published online. Selections will be filled on a first come, first serve basis. The prime spots will fill quickly! The quicker you register, the more selection you will have! No space is assigned without the official contract and down payment of the exhibit fee. *SMW retains the right to re-assign booth spaces IF needed.* It is important that each vendor arrives promptly on Move In day. If a vendor misses his/her move in time, his/her spot can be re-assigned. Take a look at the 2018 Floor Plan and choose your spot today!



Logo Requirements

To have your logo included on signage as a Platinum, Gold or Silver Sponsor, please e-mail a high-resolution electronic version of your logo to smokymountainweekend@gmail.com no later than March 25, 2018.

Requirements: EPS, JPEG, TIF format; Minimum 300 dpi

Payment information:

For Credit Card Processing, go online and follow the Vendor Registration Link, if you have questions please contact Misti Harlinger at 615-305-3229. Online processing is preferred.

All Registrations must be completed online. For those agencies needing to pay by check, after completing the online registration, please mail the check to the address below with in 14 days of the online completion.

Smoky Mountain Weekend c/o Sevier County Fire Chiefs Association P.O. Box 306 Pigeon Forge, TN 37868

Please make checks payable to Smoky Mountain Weekend.

Internet: WiFi will be included for all Vendors for Smoky Mountain Weekend 2018!

Electricity: Any Vendor requiring Electricity must follow the link below to the Electrical Service Order Form from the Convention Center. Please note that this order form and payment must be completed 2 weeks prior to move in to receive discount. Please follow the link for special instructions specific instructions.

<https://www.riccorp.net/ExhibitorOrderForm?IacuNum=16&Event=1705017&Type=2>

Statement of Philosophy:

When completing the online registration for Smoky Mountain Weekend 2018, my company understands the Statement of Philosophy below.

My company shares the Sevier County Fire Chiefs commitment to fire and emergency services. We understand that acceptance of this application does not constitute the Sevier County Fire Chief's endorsement of specific products or services. As a representative of the aforementioned company, I have read and understand the information presented in the sponsorship opportunities section.



SPONSORS WITH EXHIBIT SPACE NAME BADGES

Please list the names of all personnel who will need exhibitor name badge for admission into the vendor area when registering. Changes can be made online but must be made at least two weeks prior.

PLEASE NOTE: The Name Badges for the names listed below will be available at check in. Any name tags made onsite for those names not listed below will be charged a \$5.00 printing fee onsite.

RULES AND REGULATIONS Sponsors with Exhibit Space

Contract for Space: The application for space and the formal notice of assignment constitutes a contract for right to use the space allotted. In the event of fire, strikes or other uncontrollable circumstances, this contract will be binding.

Use of Space: No exhibitor shall assign, sublet, or share the whole or any part of the space allowed without the knowledge and consent of Smoky Mountain Weekend. SMW shall have the right to refuse sale of space to a company requesting information on exhibit space. Aisles must be kept clear. Exhibitor must comply with all safety, fire and health requirements during move-in and move-out operations. SMW shall have the right to require the dismantling of any exhibit or part of exhibit, which in their opinion, is not suitable to or in keeping with the character or purpose of the conference.

Exhibit Space: Each exhibit space will have the following: 10' x 10' booth, one {1} 8' skirted table and two {2} chairs. Space for vehicles and other large equipment is available at the costs listed on the show floor layout and will have two {2} 8' skirted tables and four {4} chairs. *On Move-In Day, extra tables and chairs can be rented onsite through the Gatlinburg Convention Center.*

An Apparatus staging and cleaning area will be available and address provided closer to the conference date.

Exhibit Hall Admittance/Badges: Exhibitor must furnish SMW with an advance list of their exhibit staff no later than March 25, 2018. Any changes/additions after March 25th can be requested by contacting us at smokymountainweekend@gmail.com before the start of the conference or at the registration desk on the days of registration. Name tags requested and printed onsite will be subject to a \$5.00 charge. If a Vendor requesting a name badge the day of the conference wishes to receive a ticket for lunch as well, they will be charged an additional \$20. Otherwise, lunch tickets may be purchased during online registration.



Move In: A move in schedule will be emailed to each exhibitor prior to the conference with move in instructions. Exhibitors will set-up on Friday the 18th of May. The move in times will be between 8 am and 2 pm on Friday by a schedule. Vehicles will be moved in by the location of their assigned booth space. *All Vendors MUST arrive at their designated time in order to receive their assigned spot on the Floor Plan. It is important that each vendor arrives promptly on Move In day. If a vendor misses his/her move in time, his/her spot can be re-assigned.*

All exhibits must be set up and ready thirty (30) minutes prior to show opening on Friday afternoon. Anyone that cannot make their assigned move in time must notify us at smokymountainweekend@gmail.com .

Show Hours: Friday from 6:00 p.m. until 8:00 p.m. and Saturday from 10:00 am until 6:00 pm and Sunday from 10:00 a.m. until 1:00 p.m.

Tennessee State Sales Tax: All Vendors are responsible for paying Tennessee State Sales Tax.

Dismantling: Exhibitor expressly agrees not to dismantle his/her exhibit or do any packing before the closing hour of the exhibits. If the exhibitor chooses not to participate on Sunday, he/she agrees not to dismantle until 6 p.m. on Saturday, May 19. Any Vendor leaving on Saturday must be able to carry his/her booth contents out through the Loading Dock. Otherwise, Vendor dismantling will begin at 1 pm on Sunday, May 20. No apparatus may leave prior to 1:00 p.m and will be dismissed by SMW personnel.

Liability: The SMW committee, any officers or staff members of the same, will not be responsible for the safety or the property of the exhibitors, their agents or employees, from theft, damage from fire, accident or other cause, but will use reasonable care to protect the exhibitor from such loss. Exhibitors wishing to insure their goods must do so at their own expense.

Care of Building Equipment: Exhibitors, or their agents, shall not injure or deface the walls or floors of the building or the booths. No signs or any other articles shall be posted, nailed, or otherwise attached to floors, walls, furniture, or fixtures. When damage appears, the exhibitor is liable to SMW and to the Gatlinburg Convention Center.

Cancellation and Refund Policy: All exhibit cancellations must be submitted in writing to the SMW committee office. If cancellation is received by close of the day March 15, 2018, a refund minus \$200.00 and the \$100.00 non-refundable deposit will be given to the exhibitor. From March 16, until April 14, 2018, 50% of the fee will be applied to 2019, conference and 50% returned to the vendor minus the \$100.00 non-refundable deposit. Beginning April 15th, no refunds will be given. {The close of the day will be 5PM{EST} on each date}

All communications, questions and special requests should be directed to:

Misti Harlinger
Smoky Mountain Weekend
Exhibits/Vendor Coordinator
615-305-3229 / smokymountainweekend@gmail.com