



# Long Island Metro **FIRE/EMS EXPO**



## **Exhibitor Application**

**January 31 – February 2, 2025**

**Nassau Coliseum | Uniondale, NY**



Hosted by and to benefit the  
Islip Town Fire/EMS Museum Educational Center  
& New York State Association of Fire Chiefs

## About the Event

The New York State Association of Fire Chiefs and the Islip Town Fire/EMS Museum Educational Center have partnered to deliver this exciting emergency services exposition and educational event on Long Island. More than 4,000 first responders turned out for our 2024 event, which featured 136 vendors in our sold out exhibit area displaying apparatus, tools, equipment, and services for fire/EMS agencies. The event also includes seminars for responders of all ranks presented by prominent leaders in the fire/EMS field, Hands-On Training, and classes for junior firefighters.

This event benefits the association and the museum, supporting their shared mission to serve the fire and emergency medical services personnel of Long Island and New York state. **Email questions to [liexpo@nysfirechiefs.com](mailto:liexpo@nysfirechiefs.com)**. More details on our fourth annual event are available at [www.nysfirechiefs.com](http://www.nysfirechiefs.com). Check out photos from past events here: <https://bit.ly/2uDDWRZ>



### Exhibit Hours for 2025:

**Friday, January 31:** 3:00 – 7:00 p.m.  
**Saturday, February 1:** 9:00 a.m. – 5:00 p.m.  
**Sunday, February 2:** 9:00 a.m. – 3:00 p.m.

### Education Hours for 2025:

**Friday, January 31:** 3:00 – 6:15 p.m.  
**Saturday, February 1:** 9:00 a.m. – 3:45 p.m.  
**Sunday, February 2:** 9:00 a.m. – 2:00 p.m.

## Exhibit Space Pricing

### Indoor Booth Space

*Includes 6' topped/skirted table, 2 folding chairs, wastebasket, and ID sign.*

10' x 10' booth: \$1,250 each  
10' x 20' booth: \$2,150 each

### Indoor Square Footage Space

*Includes 6' topped/skirted table, 2 folding chairs, wastebasket, and ID sign.*

10' x 40' space: \$3,725 each  
20' x 20' space: \$3,200 each  
20' x 30' space: \$3,950 each  
20' x 40' space: \$4,250 each

### Outdoor Vehicle Space

\$800 each (per apparatus)

### Optional Items

*Prices increase after January 29.*

Carpet: \$180 (\$230 after January 29) – 10' x 10' installed.

Electric: \$180 (\$230 after January 29) – Single extension cord with 20 amps and 120 volts.

Wi-Fi: \$180 (\$230 after January 29)

Easels: \$15 each (\$25 each after January 29)

Folding Chairs: \$10 each (\$15 each after January 29)

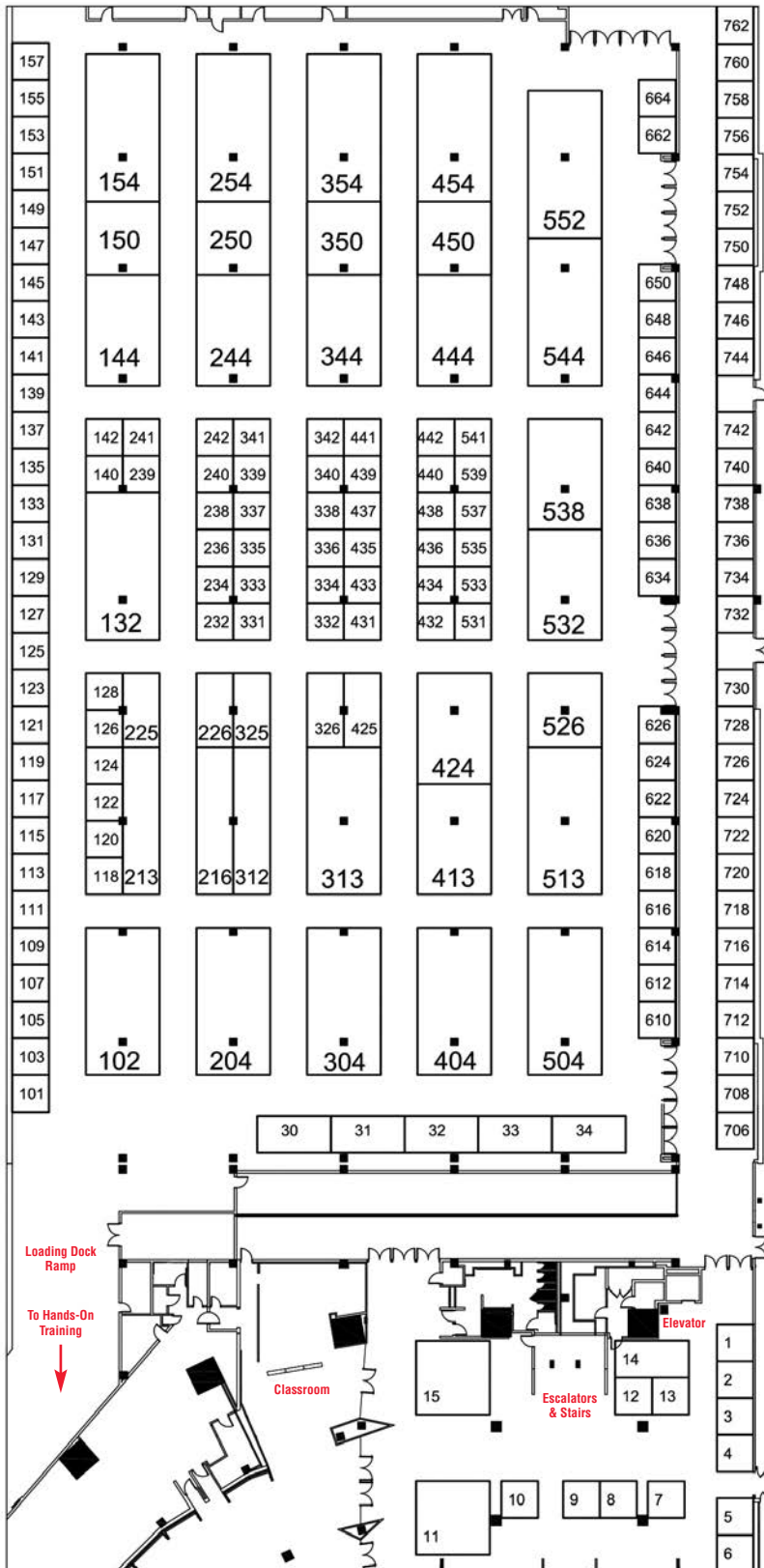
Stools: \$25 each (\$35 each after January 29)

Wastebaskets: \$6 each (\$10 each after January 29)

Tables (Plain Wooden): \$25 (4'), \$30 (6'), \$35 (8') each (\$40/\$45/\$50 each after January 29)

Tables (Topped & Skirted): \$50 (4'), \$60 (6'), \$75 (8') each (\$65/\$75/\$90 each after January 29)

# Indoor Exhibit Space



## KEY

**10' x 20' Booths**  
 #30, #31, #32, #33, #34  
 #225, #226  
 #325, #326  
 #425

**10' x 40' Square Footage Spaces**  
 #213  
 #214  
 #312

**20' x 20' Square Footage Spaces**  
 #150  
 #250  
 #350  
 #450  
 #526

**20' x 30' Square Footage Spaces**  
 #144  
 #244  
 #344  
 #413  
 #424  
 #444  
 #532  
 #538

**20' x 40' Square Footage Spaces**  
 #102  
 #132  
 #154  
 #204  
 #254  
 #304  
 #313  
 #354  
 #404  
 #454  
 #504  
 #513  
 #544  
 #552

**10' x 10' Booths**  
 All other spaces.



# Exhibit Space Application & Contract 2025

## Important Instructions

- Payment must accompany contract (50% deposit until December 2, 2024, 100% after December 2, 2024).
- Prior to November 18, 2024, space will be assigned based on accumulated points and date of receipt of the application and deposit. After November 18, space will be assigned on first come, first served basis.
- A certificate of liability insurance must be submitted to NYSAFC prior to setup on January 30, 2025.
- Instructions for setup will be mailed to vendors with the exhibit space confirmation at the company address listed below.

## Company Information

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Website: \_\_\_\_\_  
 Contact's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Contact's Direct Phone: ( ) \_\_\_\_\_ Direct Email: \_\_\_\_\_

## Exhibit Space Selection

Indicate quantities below. All prices listed are per item/space. List the exhibit space numbers for your top three choices. You will be contacted if they are no longer available. See map for exhibit space numbers.

**Indoor Booth Space:** \_\_\_\_\_ **10' x 10' booth(s)** @ \$1,250 each \_\_\_\_\_ **10' x 20' booth(s)** @ \$2,150 each  
**Space #:** 1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_

**Indoor Square Footage Space:** \_\_\_\_\_ **10' x 40' space(s)** @ \$3,725 each \_\_\_\_\_ **20' x 20' space(s)** @ \$3,200 each  
 \_\_\_\_\_ **20' x 30' space(s)** @ \$3,950 each \_\_\_\_\_ **20' x 40' space(s)** @ \$4,250 each  
**Space #:** 1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_

**Outdoor Vehicle Space:** \_\_\_\_\_ **space(s)** @ \$800 each (*per apparatus*)

Special Space Assignment Requests: \_\_\_\_\_

## Optional Items (Prices increase after January 29)

Carpet @ \$180     Electric @ \$180     Wi-Fi: \$180  
 \_\_\_\_\_ Easel(s) @ \$15    \_\_\_\_\_ Folding Chair(s) @ \$10    \_\_\_\_\_ Stool(s) @ \$25    \_\_\_\_\_ Wastebasket(s) @ \$6  
 Table(s) Plain Wooden: \_\_\_\_\_ 4' table(s) @ \$25    \_\_\_\_\_ 6' table(s) @ \$30    \_\_\_\_\_ 8' table(s) @ \$35  
 Table(s) Topped & Skirted: \_\_\_\_\_ 4' table(s) @ \$50    \_\_\_\_\_ 6' table(s) @ \$60    \_\_\_\_\_ 8' table(s) @ \$75

## Payment Information

Grand Total Due: \$ \_\_\_\_\_  
 Check (Payable to NYSAFC)     Credit Card (3% service fee will be applied. AMEX, DISC, MC, VISA accepted.)  
 Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_ CVN #: \_\_\_\_\_ Name on Account: \_\_\_\_\_  
 Billing Address (*if different*): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Submit Form and Payment to NYSAFC

New York State Association of Fire Chiefs • P.O. Box 328 • East Schodack, NY 12063  
 Email: liexpo@nysfirechiefs.com • Fax: (518) 477-4430 • Phone: (518) 477-2631 or (800) 676-3473 • www.nysfirechiefs.com



## Rules and Regulations

**1. PAYMENT.** Payment is required with the submission of an exhibit space application – 50% deposit until December 2, 2024, and 100% full payment after December 2, 2024. All exhibit fees must be paid in full by December 2, 2024. Applications will not be processed, and space will not be assigned, without the submission of the required payment.

**2. CANCELLATION OF CONTRACT.** Any cancellations, in whole or in part, must be received in writing by NYS AFC by January 13, 2025. Any company canceling or changing their contracted exhibit space, in whole or in part, prior to January 13, 2025, will forfeit their 50% deposit. If the exhibit space is paid in full prior to January 13, 2025, NYS AFC will refund 50% of the payment. No refund or transfer of funds will be made for any company canceling their contracted exhibit space, in whole or in part, after January 13, 2025. In addition, the exhibitor loses the right to use the complimentary exhibitor badges granted by this contract. NYS AFC reserves the right to terminate this contract immediately and to withhold from the exhibitor possession of the exhibit space and exhibitor shall forfeit all space rental fees paid if (a) the exhibitor fails to pay all space rental charges by January 13, 2025, or (b) the exhibitor fails to perform any material terms or conditions of the contract or refuses to abide by these terms and conditions.

**3. ALLOCATION OF SPACE AND ASSIGNMENT.** NYS AFC will attempt to assign exhibit space in keeping with the exhibitors' preferences. Prior to November 18, 2024, space will be assigned based on accumulated points and date of receipt of the exhibit space application and deposit. After November 18, space will be assigned on first come, first served basis. If multiple exhibitors request the same location, points and date of receipt will be used as a tiebreaker to determine placement. Points are accumulated by exhibiting at NYS AFC events, advertising in NYS AFC publications, sponsoring NYS AFC programs, and Sustaining Membership with NYS AFC. NYS AFC reserves the right to make the final determination of all space assignments in the best interest of the expo.

**4. SUBLETTING OF EXHIBIT SPACE.** Exhibitors may not assign, sublet, or share their exhibit space with another business or firm unless approval has been obtained in writing from NYS AFC. Exhibitors must show goods manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint, or trademark under which same is sold in the general course of business.

**5. LIABILITY.** Neither NYS AFC and its members, nor the representatives of the Islip Town Fire/EMS Museum Educational Center, the official service contractors, the Nassau Coliseum and its representatives and employees will be responsible for injury, loss, or damage that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by the exhibitor's contract. It is agreed by the parties that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in numerous exhibits, and various other factors make it reasonable that each exhibitor shall assume their own risk of any injury, loss, or damage, and the exhibitor, by submitting this contract, hereby assumes such risk and expressly releases the organizations and individuals referred to above from any and all claims for any such loss, damage, or injury. Protection against unauthorized removal of property from the exhibit space occupied by the exhibitor shall be the exhibitor's responsibility.

**6. EXHIBITOR INSURANCE.** The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than \$1,000,000. Such insurance shall name New York State Association of Fire Chiefs, Inc., the Nassau Coliseum, its governmental instrumentalities, subsidiaries, and affiliates as additional insured with respect to general liability. Workers' Compensation and Occupational Disease insurance shall be in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the grounds. A certificate of liability insurance must be submitted to NYS AFC prior to setup on January 30, 2025.

**7. DAMAGE TO PROPERTY.** The exhibitor is liable for any damage caused to the grounds, floors, walls, or components, to standard exhibit space equipment, or to another exhibitor's property. The exhibitor may not apply paint, lacquer, adhesives, stickers, or other coating to standard exhibit space equipment.

**8. LABOR.** Exhibitors are required to observe all contracts in effect between service contractors, the Nassau Coliseum, and labor organizations.

**9. DELIVERY AND REMOVAL DURING SHOW.** Exhibitors will not be allowed to enter the exhibit area with non-display vehicles and must make all arrangements for delivery, during non-show hours, of supplies with the general contractor. No deliveries may be made during show hours. Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during exhibit hours without written permission from NYS AFC. Details will be provided with your exhibit space confirmation.

**10. BADGES.** All exhibitors must present an exhibitor badge to enter the exhibit areas. Each person issued an exhibitor badge must be employed by the exhibiting company or be a sales representative for that company and must be covered under the exhibiting company's insurance policy. **Indoor Booth Space Exhibitors** will be allotted five (5) badges for the first 10' x 10' booth purchased, eight (8) badges for the first 10' x 20' booth purchased, and three (3) more badges for every additional booth purchased. **Indoor Square Footage and Outdoor Vehicle Space Exhibitors** will be allotted eight (8) badges for the first 400 sq. ft. purchased and one (1) more for every additional 100 sq. ft. purchased up to 1,000 sq. ft. Submit the Exhibitor Badge Request Form to NYS AFC by January 13, 2025, to receive personalized badges. If no names are provided, generic badges with company name only will be issued. No badges will be mailed. Badges must be picked up on-site at the registration area in the Nassau Coliseum during setup or exhibit hours. Additional exhibitor badges can be purchased for \$20 each on-site only.

**11. CHARACTER OF EXHIBITS.** The general rule of the exhibit floor is "be a good neighbor." No exhibits will be permitted that interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Exhibit space personnel, including demonstrators, hostesses, and models, are required to confine their activities within the company's exhibit space. Blinking, flashing, rotating, or strobe lights cannot be continuously running. Lights of this kind may be used for short periods of time, when being demonstrated by a company representative. Apart from the specific display space for which an exhibiting company has contracted with NYS AFC, no part of the grounds may be used by any organization other than NYS AFC for display purposes of any kind or nature. Within the public convention center property, exhibitor brand or company logos, signs, and trademark displays will be limited to the official exhibit area only.

**12. MUSIC LICENSING.** Music at any expo function is subject to applicable copyright and licensing fees charged by ASCAP and/or BMI. It is the sole responsibility of the exhibitor to pay applicable fees. For information about licensing fees, visit: [www.ascap.com](http://www.ascap.com) or [www.bmi.com](http://www.bmi.com). Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and be prepared to present NYS AFC with a copy of such license or grant no less than 30 days prior to the start of the expo.

**13. POSITIONING EQUIPMENT.** Exhibitor display, merchandise, and activities must remain within the confines of the designated space. Materials cannot flow into aisles or another exhibitor's space.

**14. RELOCATION OF EXHIBITS.** NYS AFC reserves the right to alter the location of exhibit spaces, at its sole discretion, in the best interest of the expo.

**15. PHOTOGRAPHY AND SKETCHING.** NYS AFC reserves the right to photograph exhibits.

**16. FAILURE TO HOLD SHOW.** Should any contingency prevent holding of the exposition, NYS AFC may retain such part of the exhibitor's rental fees as shall be required to recompensate it for expenses incurred up to the time such contingency shall have occurred. All remaining rental fees shall be refunded. However, exhibitors will not be reimbursed if the exposition is canceled, postponed, curtailed, or abandoned due to an act of war, act of God, epidemic, insurrection, terrorist act, radioactive contamination, or any declaration or state of emergency by federal, state, or local authorities.



# Exhibitor Badge Request Form 2025

## Important Instructions

- Exhibitor Badge Request Form must be submitted to NYSAFC by January 13, 2025, to receive personalized badges.
- Badges will not be mailed. They must be picked up at the registration area in the Nassau Coliseum during setup or exhibit hours.
- Additional exhibitor badges can be purchased for \$20 each on-site only.
- After January 13, 2025, any changes to this form must be provided on-site.
- Please print neatly.
- Company name will be listed on badges as indicated below.
- List exhibitor representative names below. If no names are provided, generic badges with company name only will be issued.
- Indoor Booth Space Exhibitors will be allotted five (5) badges for the first 10' x 10' booth purchased, eight (8) badges for the first 10' x 20' booth purchased, and three (3) more badges for every additional booth purchased.
- Indoor Square Footage and Outdoor Vehicle Space Exhibitors will be allotted eight (8) badges for the first 400 sq. ft. purchased and one (1) more for every additional 100 sq. ft. purchased up to 1,000 sq. ft.

## Company Information

Company Name: \_\_\_\_\_

Contact's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact's Direct Phone: (        ) \_\_\_\_\_ Direct Email: \_\_\_\_\_

## Badge Information

\_\_\_\_\_ # of entitled badges

### Representative Names for Badges:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_

## Submit Form by January 13, 2025, to NYSAFC

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