

# South Dakota Firefighters Association- 2011 State Fire School

## Aberdeen, South Dakota

Dear Vendors,

Plans are underway for the South Dakota Firefighters Association's 2011 State Fire School to be held in Aberdeen, SD. The dates are June 8-12, 2011. This year's fire school is being hosted by Brown County Fire Chiefs.

The facility includes an indoor display area where breaks will be sponsored. There will also be an outdoor display area for trucks and/or equipment.

The purpose of this letter is two-fold:

\*To let you know when and where Fire School is being held.

\*To update contact information. If you have received this letter in error, would you please route to the appropriate person or department. Please print or attach a business card.

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Organization/Business Name

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Primary Contact

Email Address

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Address

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City

State

Zip

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Phone

Cell Phone

Fax

Yes I am interested. I would like more information when it becomes available. (Cost of display booths and apparatus display spots, advertisements in the Fire School Book).

Sorry can't attend this year

I would still like information about advertisements in the Fire School Book.

I would like to send an item to be used as a door prize.

No I am not interested. Please take my name off of your mailing list.

We encourage you to attend this event! The State Fire School will be one of the best avenues to display your organization's offering in South Dakota. Hope to hear from you!!

Thanks

Please email this to [grotonfire@nvc.net](mailto:grotonfire@nvc.net)

Patti Woods 605-397-2609 or cell 605-380-4385

**2011 State Fire School  
Aberdeen, South Dakota**

**Dear Vendor:**

Plans are underway for the South Dakota Firefighters Association's annual State Fire School. This year, SD State Fire School is being hosted by the Brown County Fire Chiefs. The dates are June 8-12 2011.

The event will be headquartered at the Aberdeen Central High School Auditorium, 2200 South Roosevelt Street. The facility will include indoor vendor displays and a large outdoor apparatus display area located directly adjacent to the west side of the facility.

We are now accepting reservations for trade show space.

Space will be reserved on a "first-come, first-served" basis. Fee for trade show display space will be as follows:

10x10 Display space \$250                      Additional space if available \$125  
Apparatus display    \$100 per apparatus

Outdoor Vendor Display Area (200 sq. ft.) \$200

The fee for an area larger than 200 sq. ft. is negotiable and will depend on available space. Tents or shelters will not be provided. If you are interested, indicate on the registration and I will contact you with and for additional information.

On the reservation form you may request one display area at this time and indicate if you need additional spaces. You will be contacted on a first come, first serve basis as additional spaces become available.

If you would like to sponsor a refreshment break the donation would be:

\$500 to sponsor a full break                      \$250 to sponsor a half a break

Your contribution to the break will be acknowledged.

**NO REFUNDS ALLOWED**

Please return your reservations to the address below as soon as possible. Due to limited space available, reservations must be accompanied by full payment of the above fees in order to be accepted and to guarantee display space. Make your check payable to the 2010 State Fire School. Please include any special requests you might have for your display space (power requirements, etc.) We will do our best to accommodate these requests. A form is included with this letter to detail your requested reservation.

A reminder, we require all vendors to comply with all applicable South Dakota laws. This includes the Department of Revenue regulations regarding motor vehicle dealer license and sales tax license requirements. All vendors displaying motor vehicle apparatus must include with their reservation form a copy of their SD Dealer license. All vendors anticipating making retail sales during the trade show must include a copy of their SD Sales Tax License with their reservation form. There will be no exceptions to this requirement. Reservations received without copies of the proper license(s) will be held until such license is provided. No space will be considered reserved until a complete registration is provided to us.

Again, space is on a "first-come, first-serve" basis; so get your reservation in NOW!!

The tentative schedule for the trade show is attached.

**Vendor Set Up**

Wednesday, June 8 1 p.m.-6p.m,

Thursday, June 9 8a.m.-12p.m.

**Trade Show**

Friday, June 10 7a.m.- 5p.m.

Saturday, June 11 7 a.m.-3 p.m.

**Vendor Tear Down**

Saturday, June 12 3-4:30 p.m.

**Note, some classes will last beyond the scheduled closing time of the trade show, but we don't expect vendors to stay for that additional time.**

**-The facility will be locked and secure during all non-event hours.**

**-There will be NO security provided for the outside apparatus/vendor display area after the hours of the show**

**-All displays must be removed from the premises by 5:00p.m. on Saturday**

**We encourage you to attend this event! This is a great opportunity to display your products and apparatus to the firefighters of South Dakota. Hope to see you at the School!**

**Additional Information:**

**As a courtesy to others in the building no intense lights and/or sirens will be allowed to operate indoors.**

**No animals are permitted in the building (exception: service animals)**

**Wireless internet will be available.**

**Sincerely**

**Dion Bahr**

**Vice President**

**Brown County Fire Chiefs Association**

**TRADE SHOW RESERVATION REQUEST FORM**

**2011 STATE FIRE SCHOOL: Hosted by the Brown County Fire Chiefs Association**

**Business Name**

**Vendor:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**My company intends to offer items for retail sale:**

\_\_\_\_ Yes \_\_\_\_ No (copy of SD Sales Tax License required & enclosed)

**All vendors displaying apparatus for sale are required to submit a copy of their SD Motor Vehicle Dealer license with their registration.**

**10x10 Display Space \$250 \$ \_\_\_\_\_**  
**Additional Space if available (\$125) \$ \_\_\_\_\_**  
**How many additional spaces would you like? \_\_\_\_\_ x\$125 \$ \_\_\_\_\_**

**Apparatus display\* 4100 per apparatus # \_\_\_\_\_ x\$100 \$ \_\_\_\_\_**

**Outdoor Vendor Display Area \$200 \$ \_\_\_\_\_**  
**Additional space above 200 sq. ft. if available is negotiable \$ \_\_\_\_\_**  
**How many feet would you like? \_\_\_\_\_**

**Sponsorship of a full break \$500 \$ \_\_\_\_\_**

**Sponsorship of a half break \$250 \$ \_\_\_\_\_**

\_\_\_\_ **Special Requests: Please list on the back or on a separate sheet**

\_\_\_\_ **Power required**

\_\_\_\_ **I wish to do a vendor demonstration. Please detail on the back or a separate sheet and we Will get back to you about when and where.**

**Total Fees/Sponsorship \$ \_\_\_\_\_**

**Make checks payable to:**  
**Brown County Fire Chiefs Assoc.**  
**RE: Vendor Fee**

**Mail to: Groton Fire Department**  
**P.O. Box 352**  
**Groton, SD 57445**

**Signed** \_\_\_\_\_ **Date:** \_\_\_\_\_

# 2011 South Dakota State Fire School Agenda

Hosted by the Brown County Fire Chiefs in Aberdeen, South Dakota  
June 8,9,10 & 11, 2011

This a tentative schedule

Wednesday, June 8, 2011

1:00pm - 6:00pm

Fire School, Vendor, Classroom setup at Aberdeen Central High School

8:00am -12:00pm	Vendor Setup (High School Gym/East Parking Lot)
9:00am - 4:30pm	Registration (Inside main (east) entrance to Central High School)
8:00am -10:00am	Evolution Set up (two members from each team must be present)
10:00am - 10:30am	Evolution Team Captain Meeting (Location?)
11:00am - 4:00pm	Evolutions (East Parking Lot of High School)
12:00pm - 4:30pm	Trade Show (High School Gym/East Parking Lot).
5:00pm - 6:30pm	Opening Ceremonies & Memorial Service (High School Auditorium)
6:30pm	BBQ (Location?)
8:00pm	Final classroom setup and instructors meeting (@ High School)

Friday, June 10, 2011

7:00am - 5:00pm	Registration
7:00am - 5:00pm	Trade Show (High School Gymnasium & Parking Lot)
8:00am - 9:00am	Business Meeting (Theater)
9:00am - 12:00pm	Classes per schedule
12:00pm - 1:30pm	Lunch
1:00pm - 4:30pm	Classes per schedule
5:15pm - 6:00pm	Parade line up (Aberdeen #1 Station - downtown)
6:00pm	Parade (Down Lincoln St. to 5 <sup>th</sup> Ave over to Main to Railroad to #1)
Immediately following	DOT gathering (Location to be determined)

Saturday, June 11, 2011

7:00am - 9:00am	Registration
7:00am - 3:00pm	Trade Show (High School Gymnasium & Parking Lot)
8:00am - 4:00am	Business Meeting (Theater)
9:00am - 12:00pm	Classes per schedule
12:00pm - 1:30pm	Lunch
3:00pm - 4:30pm	Trade Show break down
1:00pm - 4:30pm	Classes per schedule
5:00pm	Awards Banquet

Sunday, June 12, 2011

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9:00am	Firefighters Board Meeting
9:00am	Final cleanup of school and training grounds

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